

# RoadTrip 2008

## Directions for Registering Your Group

### Gathering Participants for RoadTrip

The first step in getting registered for RoadTrip 2008 is finding young people and adult advisors to attend! Making personal connections is often the most effective means to engage those who are eligible to attend, though you'll also want to e-mail and directly mail forms to those in your congregation. The *Individual Registration Forms* include all of the information for young people (and their parents), so make sure to get these forms in their hands! If your church has brought a group to RoadTrip before, utilize those young people to share their experiences with others, especially during announcements in worship or youth group/Sunday school!

Once you have young people and advisors signed up, have them fill out an *Individual Registration Form* and return it to your primary leader, along with a non-refundable deposit and any scholarship applications. Once you have all of the individual forms and deposits, you can continue in filling out the *Group Registration Form*.

### Completing the Group Registration Form

#### I. Church Contact Information

Fill out the contact information for your church including who your primary leader will be. This person does not need to actually attend the event, although this is preferred. All materials from the event will be sent to the primary leader through the contact method indicated.

#### II. Housing Assignments

Housing for RoadTrip is quad housing (4 people to a room). Space is given for you to provide your own room assignments - please make sure to circle whether the room is male or female.

If you are unable to fill the room completely, you will either be charged an additional fee for triple or double housing (see III) or you can check the box for us to try to fill the rest of your space with another congregation (please note, if we are unable to fill this space, you will be charged the additional fee).

### III. Unfilled Rooms

If you are unable to fill all of the rooms, please fill-in any additional charges which may apply. Please remember that in box II you can indicate your preference for us to try to fill your rooms with other participants, though you will be responsible for additional charges if this is not possible.

### IV. Registration Fees

Total all of your participants and place this in the box for "# of people" for either the regular or late registration deadlines. Multiply this by the appropriate registration fee - this will be your total registration fees for the event.

Registration fees include quad housing for Friday and Saturday nights, meals for the weekend (excluding Saturday lunch), and all large and small group events.

### V. Balance Due

This is where you'll bring all of the information together. Total the number of young people and adult advisors. Bring any additional housing charges from any unfilled rooms along with your registration fees (including any applicable late fees). Subtract out your group's deposit (minimum \$100/person non-refundable deposit) - you may send your total balance in order to avoid any financial issues when your group checks in at the event on Friday night. Please send **one check per congregation made out to "The Gathering Account."**

### Mailing Instructions

Include your completed *Group Registration Form* along with *Individual Registration Forms* for each participant (please make sure to keep a copy for yourself) along with your deposit check (please do not send cash). Avoid late fees by having all of your registrations postmarked by December 10th.

Then you can just wait for your confirmation materials! These will include a roster of your registered participants, a tentative schedule for the weekend, and any additional information about RoadTrip 2008 to get you ready! **If you do not receive your confirmation within two weeks, please call to find out the status of your paperwork.**

# RoadTrip 2008 Group Registration Form

## I. Church Contact Information

Church Name	Location	
Church Street Address		
City	State	Zip Code
Church Phone	Church Fax	
Primary Leader's Name		
Primary Leader's Contact Information		
Home Phone	Work Phone	
Cell Phone	Other Phone	
E-mail _____		
Preference for Receiving Confirmation Materials (please check one) <input type="checkbox"/> e-mail <input type="checkbox"/> US mail - church <input type="checkbox"/> US mail - home		

## II. Housing Assignments

Housing notes:

- Please label Advisors with "A" and youth with "Y" in the "Role" column on the right. *We strongly recommend a ratio of 1 adult per 4 youth, and require a ratio of 1 adult per 8 youth (advisors for both male and female youth are required).*
- "+" = optional space for 5th person in a room - same price applies - bed and linen are not provided
- **Rooms not filled to capacity:**
  - Triple housing (3 to a room) = \$60 extra charge per room
  - Double housing (2 to a room) = \$100extra charge per room

Please check here if you would like us to try to fill your rooms not filled to capacity with participants from other congregations (not guaranteed, but we'll try our best!)

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

over →

## II. Housing Assignments Continued (if needed)

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

Room #	First Name	Last Name	Role
_____			
Circle:			
<b>MALE</b>			
<b>FEMALE</b>			
+			

### III. Unfilled Rooms

Additional Fees (if applicable)	# of Rooms	Additional Fees	Total	
Triple Housing	_____	x \$ <u>60.00</u>	= \$	_____
Double Housing	_____	x \$ <u>120.00</u>	= \$	_____
<b>Total Fees for Unfilled Rooms</b>			= \$	_____

### V. Balance Due

Total number of: Youth: \_\_\_\_\_  
Advisors: \_\_\_\_\_

1. Additional Fees from **Unfilled Rooms** (from III) \$ \_\_\_\_\_
2. Registration Fees (from IV) + \$ \_\_\_\_\_
3. Deposit enclosed (minimum of \$100/person) - \$ \_\_\_\_\_

**Balance due on-site** = \$ \_\_\_\_\_

### IV. Registration Fees

Fees	# of People	Total Fees	
Regular Reg. Fees	_____	x \$ <u>180.00</u>	= \$ _____
Late Reg. Fees (postmarked after December 5th)	_____	x \$ <u>200.00</u>	= \$ _____
<b>Total Registration Fees</b>			= \$ _____

### Mailing Instructions

Please attach completed individual registration forms, this group registration form and **one group check** for a minimum non-refundable deposit of \$100 / person and any scholarship applications. Group **checks can be made out to The Gathering Account**. Please mail everything to the following address:

**RoadTrip 2008 Registration  
Trinity Lutheran Church  
109 Main Street  
Reisterstown, MD 21136**

Regular registrations must be postmarked by December 10th

## Questions?

Marta Wallace DE-MD Synod Youth Events Coordinator mlwalla@comcast.net 410-263-4723	Cindy Ranker Roadtrip Registrar cindyranker@trinityreisterstown.org 410-833-1604, ext. 205
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