



Youth Alive Retreat 2018 REGISTRATION Steps & Details

Below is a step-by-step process to make your online registration a positive experience.

STEP 1: Go to potomacyouthalive.com, click on the Fall Retreat 2018 under the Event Tab. Complete the Church Registration Form with your group information.

(You will receive an email confirmation after you register)

STEP 2: Download the Student Registration Form. Every student and their parent must complete the form in its entirety and submit it to their Youth Pastor or individual leading the trip for your group.

STEP 3: All Group "Student Registration Forms" must be either scanned and emailed to anicholsonya@gmail.com or mailed to (PO Box 603 Haymarket, VA 20168) no later than (October 19, 2018)

STEP 4: Please submit your payment online or by mailing in a check for your group.

- Cost is \$125 per person (Includes Food/Lodging/Activities/Resources)
 - Pay by Check: Make checks out to: Youth Alive
(PO Box 603 Haymarket, VA 20168)
Memo: Youth Alive Retreat 2018
 - Card Payments: We do accept Credit Card over the phone but 4% transaction fee will be add to your grand total.

YOUR CONFIRMATION WILL NOT BE COMPLETED UNTIL WE HAVE RECEIVED YOUR PAYMENT FOR YOUR GROUP. ALL FORMS MUST BE POSTMARKED BY OCTOBER 10TH, 2017. IF FORMS ARE NOT TURNED IN ON TIME, YOU WILL FORFEIT YOUR SPOT WITHOUT A REFUND.

If you have any questions feel free to e-mail us at anicholsonya@gmail.com

YOUTH ALIVE RETREAT: DATES & POLICIES

THEME: “Selah”

COST & REGISTRATION DEADLINES:

Regular Registration: \$125.00 per person – Through October 10, 2018 @ 11:59PM

Late Registration: \$140.00 per person – October 11 – October 19, 2018 @ 11:59PM

Registrations will not be accepted after October 19, 2018, or until the Youth Alive Retreat is sold out.

RETREAT REGISTRATION: Youth Pastor or Group Leader will need to complete the Registration Form with your group information on the website

<http://www.potomacyouthalive.com/fall-retreat-2018.html>

STUDENT REGISTRATION FORMS: All students must complete the YA RETREAT REGISTRATION FORM (STUDENT REGISTRATION) and turn them in to the Group Leader and/or Youth Pastor.

SUBSTITUTIONS: You can make substitutions for any reason if a student from your group cannot attend the retreat. (Guy for Guy – Girl for Girl only).

You must e-mail the changes to anicholsonya@gmail.com

CANCELLATIONS /REFUND POLICY:

Cancellations that are made by October 1, 2018 will receive a refund, less a \$100 cancellation fee. Cancellations made after October 10, 2018 will receive **NO REFUND.**

NO EXCEPTIONS WILL BE ALLOWED.

REGISTRATION INCLUDES:

Housing, Meals, and a Secondary Health Insurance.

HOUSING: We try our best to room students by church, but do not guarantee what room a student will be in. We do not accept roommate requests.

Potomac Youth Alive reserves the right to refuse any applicant for legitimate reasons (including, but not limited to, age/grade, & facility capacity)

Registration is first come first serve. Make sure you get your registrations in early.

STAFFING POLICY: Each Church attending must send 1 staff person and 1 Youth Leader. They must be included in the Registration Form.

(1 Guy Leader for the Guy Students & 1 Girl Leader for the Girl Students)

YA RETREAT REGISTRATION FORM
(STUDENT REGISTRATION)

Student Information

Last name _____ First name _____ Sex (M/F) _____

Birthdate ____/____/____ Grade (as of **2017 - 2018** school year) _____

Street Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ - _____ - _____ E-mail _____

Father's Full Name _____ Phone # _____

Mother's Full Name _____ Phone # _____

Emergency Contact (If unable to reach parents during Retreat) _____

Relationship _____ Phone # _____ - _____ - _____

Name & City of Church you are attending with _____

_____ Youth Leaders Name _____

Youth Pastor/Leader's E-mail _____

STATEMENT OF HEALTH (TO BE COMPLETED BY PARENT OR GUARDIAN)

Insurance Carrier _____ Insurance Phone # _____

Policy # _____ Group # _____

Insured's Name (First & Last) _____

CHOOSE ONE:

Current Immunizations: **YES NO** If no, what is missing _____

Inhaler: **YES NO** Epi-pen: **YES NO** Exposed to a communicable disease: **YES NO**

Physical needs that would limit retreat activities: **YES NO** Can student swim: **YES NO**

Can student use shallow end: **YES NO** Allergic to medication: **YES NO**

Allergic To _____ Ibuprofen, aspirin, or Benadryl if needed? **YES NO**

List **ALL MEDICATIONS** that student is currently taking _____

Is there any information that we should have regarding the welfare of this student? _____

(If explanation is needed, please explain on separate paper)

PARENT SIGNATURE REQUIRED-EMERGENCY TREATMENT PERMISSION:

I give the following EMERGENCY TREATMENT PERMISSION whereas I have legal custody of this child, a minor who resides with me. While this child is a registered participant at a **2017** Potomac Youth Alive Retreat, I hereby authorize Potomac Youth Alive Staff and/or the student's Youth Pastor/Leader responsible to consent to any x-ray, examination, anesthetic, medical, or surgical treatment and hospital care to be rendered to this minor under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the state of WV, VA, or MD when such a medical or surgical treatment is necessary.

PARENT SIGNATURE _____

I have read & agree to adhere to the conduct code & understand that willful misconduct or any breach of the conduct code will subject me to dismissal from the Retreat at any time, day or night, at my parent's expense.

STUDENT SIGNATURE _____

STUDENT CONDUCT CODE

1. All cars will be parked at all times. Keys must be turned in to their Youth Pastor or Trip Leader at check-in.
2. Identification Policy: Wristbands are required to be worn at all times to verify that you are authorized to be on the campus. One wristband will be received at check-in.
3. No one is to leave the campus without specific prior permission from the Retreat Director.
4. VISITOR POLICY: Our goal for this retreat experience is to see each student's life impacted and changed eternally. Therefore, in an effort to limit distractions, we strongly discourage visitors. Retreat is only opened to registered students and staff. Parents or guardians may be permitted for the evening service ONLY by permission of the Retreat Director. Youth groups are not permitted.
5. Possession of TOBACCO products/illegal drugs will result in immediate dismissal. NO alcoholic beverages, fireworks, pornographic materials, weapons (knives, scissors, sharp objects.) Possession will result in dismissal.
6. THINGS NOT TO BRING: barber shears, computer, TV, video games are not permitted & will be confiscated.
7. CELL PHONE POLICY: We do allow cell phones to be brought to the Retreat. They are only to be used in the room during free time and after curfew. They are NOT ALLOWED OUTSIDE of the room. PYM is not responsible for lost, stolen, or broken phones. We strongly discourage bringing cell phones to retreat if possible.
8. By law, prescription medications must be in their original prescription bottle in the student's name. All prescription medication must be turned in at check-in to the student's group leader or Youth Pastor. Over the counter meds must also be in their original container. Unmarked medication will be confiscated. Staff will NOT dispense any over-the-counter medications unless permission has been given on the medical form. Students & staff should bring all medication or personal items they will need.
9. We reserve the right to inspect the contents of all rooms, and personal belongings. The staff reserves the right to hold/or dispose of improper contents.
10. Everyone must observe Christian conduct, personal cleanliness, and respect for authority, fellow students/leaders, and their personal property. Lack of cooperation, unnecessary roughness, unwholesome attitudes, and violations of Conduct code will result in expulsion from Retreat, day/night, at the expense of parents. No refunds given!
11. Members of the opposite sex are prohibited to enter/visit each other's rooms (including relatives). No one is allowed in off limits areas.
12. The entire daily schedule must be observed by everyone. Each student will perform duties as part of the privilege of being here. Rooms and adjacent areas must be kept clean!
13. The dress code will be enforced at all times.
14. Potomac Youth Alive may photograph all activities and Retreat participants and may use such photographs or video for promotional publicity, historical purposes, and the like.

15. Youth Pastor and/or Group Leader are responsible for the conduct of their own students. All disciplinary actions will be at the discretion of the Youth Pastor and/or Group Leader.