

Sponsor Checklist for Rally Registration

Download needed forms from our website: http://www.scucaregion.com/YOU_Forms.html. The ones marked with an * are available in Word and you are encouraged to type in the information! Make copies and distribute as needed.

In order to attend a regional YOU rally, YOUers must be in grades 9, 10, 11, 12 or equivalent, with a minimum age of 14 and a maximum age of 19; or, if no longer in high school, a maximum age of 18.

- Collect TWO ORIGINAL completed **Medical Liability Release Forms** for each person attending. Be sure that they are signed. Make two copies of each participant's insurance card front and back, *if no insurance, note that on form*. If a Medical/Liability Release Form has already been submitted for the academic year, another one is not needed unless information has changed. **ALWAYS COLLECT NEW UPDATED MEDICAL LIABILITY RELEASE FORMS FOR FALL RALLY.**
- Send one ORIGINAL **Medical Liability Release Form** and **copy of Insurance Card** (front & back) for each participant to the Regional Consultant.
- Plan travel with one ORIGINAL **Medical Liability Release Form** and **copy of Insurance Card** for each participant to the rally.
- Collect new signed **Trust Agreements** from all participants attending. (The form now includes a sentence granting permission to attend the event.)
- Complete as a chapter, a **Chapter Opportunities Form** and send in with your chapter registration.
- Complete as a chapter, a **Chapter Hours of Service Form*** and send in with your chapter registration.
- Complete **Registration Form*** (all fields are required). Note your graduating seniors on the registration form (Bi-Regi registration only).
- Complete **Minister Endorsement Form*** and get the minister or acting minister's signature. Make a copy and give to church office to be kept on hand.
- Make one check** for your chapter payable as specified on the rally flyer. Please note cancellation policy, postmark dates, and mailing address on rally flyer.
- Other optional forms, if applicable: **Family Group Facilitator Applications, Optional Workshops, Rally Support Team** (RST), and **Spirit Sharing**.
- Bi-Regi ONLY Submit Chapter Report electronically, each chapter needs to submit this. Please see the web-site for a **Sample Chapter Report Outline***.
- After mailing in your rally paperwork, schedule and facilitate with your Youth Director or Minister a **Pre-Rally Meeting** for YOUers, sponsors and parents. At the meeting, review your transportation times & plans, how much money YOUers need to bring with them, the **Trust Agreements** (making sure they are understood by all, including adults), and the **“Rally Preparation for YOUers and Sponsors”** document with your chapter, even if everyone has been to a rally before!