



HOW TO REGISTER FOR THE SYNOD JOURNEY

GENERAL INFORMATION

- Registration for The Synod Journey is limited to 450 participants.
- Registration opens September 18, 2017 and closes September 25, 2017 – **or when full**, whichever comes first.
- Registrations will be accepted on a first come, first served basis.
 - While the Synod Journey has a history of filling on the day that registration opens, it is not anticipated this will happen for the 2018 Synod Journey. However, if we should receive registrations for more than 450 participants on the first day of registration (postmarked September 18) a lottery system will be implemented.
- Incomplete registrations (missing paper or online forms, missing signatures, incomplete information, no or insufficient deposits) for one or more participants will result in the entire group registration being returned to the Primary Adult Leader to be completed, and the group registration will be accepted with the new postmark date.
- A confirmation letter will be sent to the Primary Leader by mid-October. This letter will confirm the number of registrations received for your group, give information on upcoming trainings for adult leaders, list deadlines for payments and forms, and give other updated information.

TO REGISTER

- The cost for the 2018 ELCA Youth Gathering is included in the price of The Synod Journey. All payments and forms come directly to the synod office and we send these on to the ELCA as one group.

Therefore, **DO NOT REGISTER FOR THE ELCA YOUTH GATHERING through the Gathering website.**

- Read through the final list of “How to Register” on the Synod Journey website at www.nemnsynod.org/synodjourney. All forms will be available July 1, 2017.
- ONLINE FORMS include:
 - Adult Leader Registration Information
 - Youth Participant Registration Information
 - Galveston Room Assignment Requests
 - Houston Room Assignment Requests
- Printed forms to mail with your registration include:
 - Group Registration Form
 - Adult Leader Expectations and Covenant
 - Participant Expectations and Covenant
- Be sure to check the Synod Journey website after July 1, 2017 for any updated forms needed. Worksheets will be available for you to give participants to collect the information needed for the online portion of registration.
- You will not be registered until all information is entered online, **AND** all printed forms are completed and sent in with the group deposit (one check, \$250 per participant)

ADULT LEADERS

- **Adult leaders MUST be at least 21 years old by June 23, 2018**
- Please read through the “Choosing Adult Leaders” section in the registration packet to assist you in selecting adult leaders
- Choose one adult who is registered for The Synod Journey to be the Primary Adult Leader for your group. All information and mailings will be sent to this person. This leader will be expected to check email frequently for updates.

COVENANTS

Two “Expectations and Covenant” Forms need to be included with your registration in September:

- Participant Expectations and Covenant Form (for ALL participants to sign)
- Adult Leader Expectations and Covenant Form (for ALL adult leaders to sign)

Please read through the document posted online explaining these forms and discuss the covenant with your group before registration. We want all participants to be aware of the expectations we hold for this Journey prior to registration!

PAYMENT SCHEDULE

The cost for The Synod Journey is \$1250 per participant, including adult leaders. There will be three payments to the synod throughout the year. Each payment is non-refundable, as we are financially responsible to our vendors for the number of registrations we have at each payment period.

September 18-25, 2017:	\$250 per participant (with registration)
February 1, 2018:	\$450 per participant
May 1, 2018:	\$550 per participant

Same-sex substitutions will be accepted until May 1, 2018. Since we are registering as one large group, same-sex substitutions can be made through the synod office between congregations.

CHANGES—SUBSTITUTIONS/ADDITIONS/CANCELLATIONS

You **MUST** use the “Changes Form” found on the Synod Journey website for all substitutions, additions, and cancellations. Changes will not be accepted via email or over the phone.

SCHEDULED MAILINGS

Anticipated mailings and information include:

October 2017:	Confirmation letter, Adult Leaders Trainings, Deadlines, Updated Information
January 2018:	Health and Release Forms, Bus Assignment, Payment Reminder
April 2017:	Detailed Itinerary, What to Bring List, Emergency Numbers, Payment Reminder
June 2017:	Housing Assignments, Last Minute Updates

SYNOD JOURNEY EMAIL LIST

All adult leaders who enter an email address will be added to the Synod Journey email list to receive updates and information through the year. Additional adults can be added at any time.

QUESTIONS

You can assist the ELCA Youth Gathering staff by directing all of your Gathering questions (even if you are not attending The Synod Journey) to Catherine Anderson at the synod office: 218-724-4424, ext. 124 or Catherine.Anderson@nemnsynod.org. Catherine has been trained by the ELCA to assist you in this process, and save the ELCA Youth Gathering staff countless phone calls and emails.

All forms and information for The Synod Journey can be found on the synod website at www.nemnsynod.org/SynodJourney. Look here first when you have a question!