

# SUGGESTED TIMELINE FOR REGISTRATION

## THE NE MN SYNOD JOURNEY to the 2018 ELCA Youth Gathering June 23-July 2, 2018



Use this timeline to make sure your group is ready to send in registrations for the Synod Journey on September 18, 2017!

All underlined items can be downloaded at [www.nemnsynod.org/SynodJourney](http://www.nemnsynod.org/SynodJourney) - follow the "Registration Forms" link. Printed forms will be posted as soon as they are available, and no later than July 1, 2017. Online forms will be available September 1, 2017.

### SPRING 2017

- Attend a Spring Information and Training Meeting
- Like us on Facebook: [www.facebook.com/synodjourney](http://www.facebook.com/synodjourney)
- Follow us on Twitter: [www.twitter.com/synodjourney](http://www.twitter.com/synodjourney)
- Follow us on Instagram: [www.instagram.com/synodjourney](http://www.instagram.com/synodjourney)
- Hold a Youth and Parent Information meeting. Share the details and expectations of The Synod Journey.

### NOW—SEPTEMBER 1

- Recruit youth. See "Who Should Go?" and "Inviting Youth" sections of The Synod Journey registration packet.
- Recruit Adult Leaders. See "How to Choose Adult Leaders" section of The Synod Journey registration packet.
- Download the Adult Leader Worksheet and Youth Participant Worksheet. Send to participants to fill out. Give them an August 31 deadline to return (or earlier!).
- Start planning fundraisers. Put dates on the church calendar.
- Primary Leaders: familiarize yourself with the registration process and all Synod Journey details and expectations.

### AUGUST 15

- Double-check the "Registration Forms" page on the Synod Journey website to make sure you have the latest forms and registration information. While not expected, new information may come from the ELCA after this mailing that changes what we need to collect. Any updates will be clearly noted on the website.

## SEPTEMBER 1-15

- Collect missing Adult Leader and Youth Participant Worksheets.
- Assign participants to rooms using the Galveston and Houston Rooming List Worksheets.
- Meet with group to discuss and sign the Adult Leader Expectations and Covenant and the Participant Expectations and Covenant.
- Use the NE MN Synod online forms to enter registration information for Adult Leaders and Youth Participants, and your Rooming Lists Requests. (*Remember – this is data entry only, and does not mean you are registered!*)
- Complete the Group Registration Form. There is a “Fillable” version in which you can type in your information, save, print then send...or a PDF version in which you print and fill in the information by hand.
- Request a check for \$250 per person (adults and youth) to include for the deposit. One check, made payable to the “NE MN Synod LYO Gathering Account.” Your registration will not be accepted without a full deposit.

## SEPTEMBER 18

- Copy all forms for your records.
- Take your complete registration to the post office. Make sure they clearly postmark the envelope, and that you arrive early enough that the envelope is postmarked September 18.
- There is no advantage to mailing your registration prior to September 18. Envelopes received prior to September 18 will have their postmark noted, but will not be opened to verify complete forms until September 18. Complete registrations are your responsibility. Incomplete registrations will be returned.
- A complete registration includes:
  - All information is submitted online (Adult Leader Information, Youth Participant Information, Galveston Rooming List Request, Houston Rooming List Request)
  - Group Registration Form
  - Adult Leader Expectations and Covenant
  - Participant Expectations and Covenant
  - Non-refundable deposit of \$250 per person (one check)
  - Any additional forms posted on the Synod Journey website after the April mailing.

**For a detailed list of the registration process and updates, visit  
[www.nemnsynod.org/SynodJourney](http://www.nemnsynod.org/SynodJourney)**