



# Registration

## 1. Parish Registration Information

### A. Group reservation form –FORM A

Each parish must submit a group reservation with deposit before their participants can register online. This can be found online at [www.eglweb.org](http://www.eglweb.org).

A. Parishes may want to ask potential participants to reserve a spot with their group to help determine how many spaces a parish should reserve. **FORM B**

1. Parishes must have **at least ONE adult for every SIX youth** attending, and the group reservation should allow for that. YOUNG ADULTS (over the age of 18, but under 21) do not count against a YOUTH space, but CANNOT be considered an ADULT. **All Adults and Young Adults must meet criteria listed in part 9 of this manual.**

### B. Payment

The **deposit is \$100 per person**, made payable to “Encounter” from the parish. Final payment for participants is due upon receipt of invoice after registration forms have been submitted.

#### A. Tuition

**Encounter 2012 - \$350 per person by April 1; \$400 by June 1; \$450 after June 2 as space allows.**

1. Special Participants (DAY ONLY) pay a fee of \$100 per person.
2. Special Participants (OVERNIGHT ONLY) pay regular fee per person.
3. Special Participants(DRIVERS/AFTERNOON) are not charged a fee.
4. Parishes should have participants write their checks to the parish, and the parish writes one check to Encounter upon invoice.

B. **Parish Fees:** Parishes should set their own fees for their participants – this is to accommodate particular parish needs. Some parishes will subsidize part or all of their costs for Encounter, or they may charge more to help offset their own additional expenses (transportation, chaperones, food donations). Parishes should also provide their own scholarships.

C. **Final Payments** All parishes should collect participant checks made out to their parish/group. The Parish/Group then sends **one check** to “Encounter” c/o Ann Gradowski 10405 Snow Point Drive, Bethesda, MD 20814

**ONCE THE ‘GROUP REGISTRATION’ IS RECEIVED, THE ONLINE ACCESS FOR THEIR INDIVIDUAL APPLICATIONS IS ACTIVATED. Please allow a couple days until online activation, or email Ann – you can check the website at anytime to see if your group is active.**

## 2. Participant Application Information

### A. Online Individual Application

- A. To apply online: Go to [www.eglweb.org](http://www.eglweb.org) . Click the "Register Now" button on the home page. Enter "Name of your Parish" in the drop-down menu for parish. All information must be completed in order for the form to be submitted. Print off the application that is generated once you hit "SUBMIT".

### B. Payment options

- A. Parishes will set their own final payments for Encounter. Each participant pays their parish the price set by their group leader. Scholarship needs should be addressed to parish leaders.

### C. Required Medical paperwork

- A. **All participants for Encounter must have the DC Medical TB form signed by their physician/nurse practitioner with a CURRENT TB result within 2 years of camp date.** DC law requires that those working in some facilities as volunteers must have annual TB test results to indicate the absence of communicable TB. **The form needs to be done again each year!** A full physical is NOT required, unless a positive result is found, and many clinics offer TB testing at a reasonable rate, some even for free.

1. A form is produced automatically when the registration form is printed from the web browser.
2. Additional forms may be printed off the home page as needed if original form is misplaced.

- B. Complete Application for Encounter should be done as soon as possible; this includes the medical form. You may submit participant registrations to us without the Medical forms, provided the Medical Form is submitted before June 1, or brought to the camp on the first day. **NO PARTICIPANTS WILL BE ALLOWED TO REMAIN AT ENCOUNTER WITH OUT THIS FORM.**

- C. **Participant Forms are given to Parish/Group Leaders –then, they forward them to Encounter.**

1. Any registration forms submitted by the early discount date of April 1, 2012 will be credited at that amount. Please indicate if you will have additional registrants after the early discount date.

- D. **Upon receipt of the registrations forms an invoice will be generated and sent electronically by June 1 . Payment is due upon receipt, no later than June 30**



# Group Registration 2012

## Encounter July 8 - 13, 2012

### FORM A

Interested parishes/groups should submit this 'Group Application' with a non-refundable deposit of \$100 per person

- **6:1 Youth to Adult Ratio is required.** Young Adult (18-20 yr old) do not count as adults or youth, but must be pre-approved and fulfill certain expectations. See website for more details; YA's should plan to attend from July 7 – 13, 2012 (YA's only).
- Every participant (youth, adult, YA) will be required to complete an application and medical form.
  - Online registration will begin February 1, 2012, **but only after your group reservation has been accepted**
  - The individual registration forms must be printed, signed and sent to us to guarantee a spot at Encounter
- EVERY adult and young adult (YA) leader must have completed their Archdiocesan Child Protection Requirements.
- ALL adult, young adult and youth who are attending Encounter must be completely appropriate for this activity. Any concerns should be addressed before registration takes place. Please refer to website for expected behaviors.
- **The cost of \$400 per person** will be invoiced according to the number of individual registration forms received by June 1; late fees will apply to individual registration forms submitted after June 1 (\$50 per)
- Payment in full is due June 30, 2012. *Early registrations will be invoiced at the discount rate(see below)*
- Many parishes set their own fees, based upon scholarships, chaperones, transportation or other needs.
- Parishes are required to participate in some manner of the Encounter program – including but not limited to lunch donations, prayer planning, music, drama, environment, etc.

### Early Bird registrations:

Groups who have sent completed registration forms before April 1, 2012 will be given a \$50 per person discount. Only those application forms in our registry will be honored at that discount price. Medical forms can be turned in by June 1 with no penalty. Individuals who are not coming with a group or parish should contact us directly for more information.

For more information: Ann Gradowski at [annencounter@gmail.com](mailto:annencounter@gmail.com) ; 301-704-6009 or our website [www.eglweb.org](http://www.eglweb.org)

Individual registration forms submitted upon acceptance of the group application are considered binding reservations; once an individual registration form is approved by Encounter, parish/groups are obligated to pay for that spot; if a cancellation occurs prior to June 1, a substitute participant may fill that spot, or the deposit is forfeited. After June 1, if no substitute is made, position is subject to payment in full, with discretionary consideration.

### Encounter Group Registration Form

Date \_\_\_\_\_

Church/Organization \_\_\_\_\_

Contact/Responsible Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_

Phones (W) \_\_\_\_\_ (C) \_\_\_\_\_ Fax \_\_\_\_\_

Email(s) \_\_\_\_\_

I heard about Encounter from: \_\_\_\_\_

I want to reserve our spaces before Encounter fills up! Don't wait, space is very limited.

\*Please Reserve

\_\_\_\_ Youth spaces

\_\_\_\_ Adult spaces

\_\_\_\_ Young Adult [18-20yrs] spaces (must be pre-approved)

Total Spaces \_\_\_\_ X \$100/Participant

Deposit Due \$ \_\_\_\_\_



**I understand that this is just a GROUP reservation for the total number of expected participants. Actual participant spots are not fully guaranteed until individual registration forms are printed, signed and sent to Encounter. Any deposit paid will be balanced against the total number of participants actually registered for final balance due. I also agree NOT to exceed my expected number without prior approval from Encounter.**

**GROUP LEADER/CONTACT SIGNATURE:** \_\_\_\_\_

Send this Form and full Deposit Due (one check) to: Make Payable to "Encounter"

**Encounter the Gospel of Life, Attn: Ann Gradowski** 10405 Snow Point Drive, Bethesda, MD 20814

## Part 9. Adult Leader Participants

### A. Required qualities

- A. All adult leaders must be 21 years of age or older.
- B. All adult leaders must have completed the Diocesan Child Protection program
  1. We are in cooperation with the Archdiocese of Washington – any diocesan program is acceptable, but for visiting parishes we ask that you be sure all your adults have completed the requirements for your diocese.
- C. Adults should be able to interact with teens in a responsible, mature and compassionate manner.
- D. Adults who are part of the Encounter Staff or have extensive responsibility with programmatic activities should not be counted as a chaperone for a parish group.
- E. Adults should also be aware of the physical, emotional and challenging nature of Encounter and be willing and able to participate to the best of their abilities.

### B. “Protecting Our Children” information

- A. “Protecting Our Children” is the Archdiocese of Washington Protection Program that all employees and volunteers must complete to work within this diocese.
- B. Adults must register online at [www.adw.org](http://www.adw.org) on the link “Protecting Our Children”. There are additional links for the various steps to complete the training: three hour course; fingerprinting; volunteer/employment form; handbook.
- C. Upon completion, all of these items must be copied, and returned to your home parish – additional copies may be requested upon registration for Encounter. Please keep originals in your care and files.

### C. Formation Training Dates – TBD for 2012

- A. **All Adults & Young Adults are required to attend an ENCOUNTER Formation training session prior to the start of Encounter.**
- B. Formation training information
  1. These sessions will cover the important details of the role of an adult leader, expectations, sites, rules, safety, as well as training to lead small group discussions.

## Part 10 Young Adult Leader Participants

### D. Required qualities

- A. All Young Adult Leaders must be 18 - 20 years of age.
- B. All Young Adult Leaders must have completed the Diocesan Child Protection program, or have begun the process.
- C. Young Adult Leaders DO NOT have full privileges like an adult, but they are not considered youth – they will have some privileges of leadership, freedom, but also responsibility given their age and position.
- D. Our Young Adult Leaders are NOT chaperones for youth.

### E. “Protecting Our Children” information

- A. “Protecting Our Children” is the Archdiocese of Washington’s Child Protection Program that all employees and volunteers must complete to work within this diocese.

- B. Young adults must register online at [www.adw.org](http://www.adw.org) on the link "Protecting Our Children". There are additional links for the various steps to complete the training: three hour course; fingerprinting; volunteer/employment form; handbook. YA's from other diocese may complete their diocesan requirements.
- C. Upon completion, all of these items must be copied, and returned to your home parish – additional copies may be requested upon registration for Encounter. Please keep originals in your care and files.

**F. Formation Training Dates**

- A. **All Young Adults are required to attend the ENCOUNTER Formation training Retreat on July 7, 2012 – 4 PM thru the start of EGL on Sunday at 12 noon**
  - 1. **This is MANDATORY for young adults to participate in Encounter this summer.**
  - 2. **There is NO extra fee for the overnight, however, YA's should come fully prepared for their full week at Encounter**
    - a. There will not be a time to return home once the formation begins before the start of EGL.
- B. Formation Training information
  - 1. The sessions will cover the important details of the role of a young adult leader, expectations, sites, rules, safety, as well as training to lead small group discussions.