



## INSTRUCTIONS FOR CPA YOUTH EVENT REGISTRATION

### **FORMS**

These are two-sided forms. Please make certain you copy BOTH sides. You may make it a 2-page form if you are not able to make a 2-sided copy. Please use black ink to fill out your form.

Forms will also be found on the CPA website at [www.cpadisciples.org](http://www.cpadisciples.org).

#### **USE THE PROPER FORM**

There is a YOUTH FORM for participants under 21 and an ADULT FORM for sponsors. Please note adult sponsors must be over 21 for all events, and for CYF events must be four years past their high school graduation. There are grade categories to which Youth participants must conform in order to qualify for participation. See qualifications chart at the bottom of this page.

#### **FILL IN ALL BLANKS**

Forms which have not been completed appropriately will be returned without registering. Please don't miss a fun event because your form is incomplete; check your form before you send it to your church.

#### **OBTAIN ALL SIGNATURES**

The signatures requested on the forms are required for registrations. No exceptions will be made. The Area Office must have an original, fully completed, signed, and notarized (for youth only) form on file before a participant or sponsor can be registered. No registration by fax or phone will be permitted.

#### **RETURN FORM TO YOUR CHURCH**

Return the completed form to your minister or youth director with payment made payable to YOUR CHURCH. Churches will double-check the forms for problems and pursue any corrections needed. The churches will also process payment from their participants and send a single check for the complete amount of all registrations for their participants.

#### **ALL ADULTS MUST HAVE THEIR MINISTER'S SIGNATURE ON THEIR FORMS**

This includes ALL adults with whom you are asking us to entrust the safety of our children.

### **DEADLINES**

Churches should set a deadline far enough ahead of the Area deadline to allow for corrections or additions. You should also allow time to request and receive a check made to the Area to cover the registrations for all your participants.

### **ADULT SPONSOR PAYMENTS**

For weekend events – Adult Sponsors pay full registration fee.

For summer events – Adults are staffed by the director, and do not pay a registration fee.

<b>CYF Conference</b>	<b>Eighter's Camp</b>	<b>Chi Rho Camp</b>	<b>Junior Camp</b>	<b>Beginners Camp</b>
Completed grades 9-12	Completed grade 8	Completed grades 6 & 7	Completed grades 4 & 5	Completed grades 2 & 3