

REGISTRATION PROCEDURES

Encounter Service Camps, Encounter, EGL

Group Reservation- **Your parish/group MUST submit a GROUP reservation before you can invite your participants to register online.**

- Space is reserved based upon your estimate and group reservation. If you will not use all of your spaces, please notify EGL so we can open the spots for others. Your deposit will be balanced against your total participant count
- If you wish to ADD spots - please DO NOT register more than what you have reserved until you have cleared it with EGL.
- Once your group reservation is accepted you will be sent an INVOICE via email for the deposit of \$100 per participant

Once a Group Reservation with deposit is accepted, the online registration for participants will be activated.

Individual Registration

Individuals must contact their parish/group leader prior to registering for Encounter.

- **WHO** needs to register? **ANYONE** who is participating at Encounter as a full participant or as specified in manual

Registering online is simple.

- On the PARTICIPANT REGISTRATION page - is a link that says "REGISTER NOW".
- Online registrations will be open on February 1, but only for those who have parish groups with reserved spaces and deposits submitted.
- Every individual **MUST** contact their parish/group leader before registering.
- Each **PARTICIPANT** needs to complete the information as pertains to **THEMSELVES**
- If there are no answers for certain questions "none" or "n/a" may be entered.
- Once completed, the submit button should be hit, and **THREE** forms will be produced -
 - 1) registration and
 - 2) medical.
 - 3) fingerprint release form
- Once signed by participant and parent/guardian the registration form must be returned to the parish/group leader with payment as designated by the parish/group leader.

1) Registration form

The registration form can be submitted early for a discount (to EGL by April 1), but needs to be submitted by June 1. It must be signed by the participant and the guardian/parent if applicable.

2) Medical form.

The medical form may be turned later with no penalty; it must be current, signed by a physician/nurse practitioner, and in before June 1.

3) Fingerprint release form

This form must be returned to EGL, but, a participant can refuse to allow for a minor to be fingerprinted by a site. Some of our sites work with vulnerable persons (youth, elderly, mentally handicapped) and as a non-profit organization they are allowed within legal statutes to require ALL participants who work with their clients be fingerprinted prior to work/volunteer. In an effort to avoid having to ask for permission after the fact, we ask parents to sign this release form (either allowing or not) for fingerprinting by a site. ***Choosing not to allow fingerprinting does not impact a participant's ability to attend EGL – it may only affect which non-profit sites they would be allowed to work at.***

- **Registering online DOES NOT guarantee a spot at Encounter. No registration is complete until the signed permission form and medical form are received by Encounter – via the parish/group leader.**
- **Early registration deadline is April 1.**
 - Participants, who return their forms to us before April 1, will be invoiced at the early bird rate per person. Please get your form to your parish leader BEFORE April 1.
 - Registrations will still be accepted after April 1, but those will be invoiced at the regular rate per person.
- Registrations submitted after June 1, will be subject to space availability and a late fee of \$50 per person.

If you misplace your medical or fingerprint form before it is completed, please read the Missing Forms document online

Payments – BY Parish leaders only

- Group Reservation form can be found ONLINE.
- Deposit payment made to Encounter the Gospel of Life must be sent upon receiving the invoice for a Group reservation. Please refer to the Group Reservation form for pricing details.
- Final registrations will be invoiced based upon the numbers that arrive before April 1, and after.
- You do NOT need to send a check immediately with your registration forms, however, once you have finished returning all registration forms, you will be invoiced and payment will be expected in full by June 30 for all registrations we have in our files.

Please note that costs and fees are not listed intentionally. Encounter has a set fee that we charge the parish group per person. Parish/groups may choose to set a different cost or fee for their participants based upon their groups needs: i.e. travel expenses, accessories, chaperone fees etc. That is determined by each parish/group and is not directed by Encounter. For specific costs, please see the Group Reservation form or contact director@eglweb.org.