



Paperwork Information - LTLC 2019

All paperwork is due May 15, 2019. If you have any questions about paperwork, please contact TJ Poynor at tpoynor@lifeteen.com or 800-809-3902 ext. 231.

1. DIGITAL LIABILITY FORM // **DUE MAY 15**

- The participant agreement/liability form is online again this year, complete with electronic signature.
- After registering your group for the conference, you will receive access to our digital paperwork platform where you'll be able to view and manage the forms for your participants.
- If you've used our digital paperwork platform before, after you have registered for spots online, simply log-in to your existing account to access the paperwork link for your group.
- Once you fill out your own form on the platform, you will then have access to a unique link to pass along to all of your participants so that they/their parents can fill out their forms online.
- Every person attending (including adults!) must fill out this form online by May 15th.
- Forms for minors must be signed by a parent or legal guardian.
- **It is imperative that all of your participants fill out this digital form no later than May 15th so that we have an accurate participant list** to assign housing, t-shirt orders, name tags, and more. Please monitor your platform regularly to ensure that your participants have all filled out the form on time.
- **Cancellations:** If you have participants cancel, you will be able to delete their form from the platform and should have the substitute fill out an online form. However, after May 15th, due to housing, the breakdown of males/females and youth/chaperones in your group is final. If you have a participant who is no longer able to attend after May 15th, you are welcome to replace that person with another person of the same gender and same age category (youth or chaperone). Please ensure that all last-minute substitutions complete a liability form!

2. SAFE ENVIRONMENT COMPLIANCE FORM // **DUE MAY 15**

- All chaperones (including the group leader) attending LTLC with your group must be compliant with your (Arch) Diocese's Safe Environment policies and must have cleared a background check performed by your (Arch) Diocese. Proof of this must be submitted to us via the provided Safe Environment Compliance Form signed by your pastor.
- This form is available for download on the LTLC webpage.
- It must list all adults & clergy in your group & be signed by your pastor certifying that all chaperones are in compliance with your (Arch) Diocese's Safe Environment policies & background check requirements.
- Please complete it in full, have it signed by your pastor, and email to TJ Poynor tpoynor@lifeteen.com no later than May 15th.
- If you substitute a chaperone, a Safe Environment Compliance Form with the new chaperone's name on it must be submitted immediately.

3. LETTER OF GOOD STANDING // **DUE MAY 15 (PRIESTS ONLY)**

- All priests attending the conference with your group must provide a Letter of Good Standing from their bishop or provincial.
- This form should be mailed to us no later than May 15th at:

Life Teen
ATTN: LTLC 2019
6105 Blue Stone Rd. Ste. B
Atlanta, GA 30328