



## Paperwork Information - LTLC 2020

All paperwork is due May 15, 2020. If you have any questions about paperwork, please contact Mary Zitelli at [mzitelli@lifeteen.com](mailto:mzitelli@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 15<sup>th</sup> 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 15<sup>th</sup>, 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 15<sup>th</sup>, 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 Mary Zitelli [mzitelli@lifeteen.com](mailto:mzitelli@lifeteen.com) no later than May 15<sup>th</sup>.
- 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 15<sup>th</sup> at:

Life Teen  
ATTN: LTLC 2020  
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Atlanta, GA 30328