



# 2020 Middle School Conference

at Maryville College, Maryville, TN

## Registration Packet

July 15-19, 2020

This packet includes:

- Registration Checklist
- 2020 Registration Form
- 2020 Work Crew Application

**60-DAY DEADLINE FOR CANCELLATIONS: MAY 15**

**Montreat logo information:** The sale of items by individuals or by youth groups is prohibited without approval prior to the conference. Any groups wishing to use the trademark/copyrighted name of "Montreat" or the Montreat logo on any t-shirts or clothing items must request approval. Please email artwork to Tanner Pickett, Vice President for Sales, Marketing, and Communication, [tannerp@montreat.org](mailto:tannerp@montreat.org), for approval.

***Encountering God through relationships, renewal, recreation, and rest.***

***All Are Welcome Here.*** Montreat Conference Center is a private Christian institution that strives to demonstrate intentional hospitality to all. As a key part of that commitment, we will not tolerate discrimination on our campus against any child of God, including discrimination on the basis of race, ethnicity, ability, gender identity, gender expression, or sexual orientation.

# Registration Checklist

## START HERE!

### ▶ Complete the enclosed registration form

Wondering who to register? Include the following: all youth who have completed fifth, sixth, seventh, or eighth grades by summer 2020, at least one adult per group over 21 years of age (REQUIRED), and any additional adults with your group (we require at least one adult for every six young people). Don't include senior highs who will be attending as work crew members (read more about work crew in the next section below). Facilities are limited, so register now!

The comprehensive fee is \$455 per person and includes program fee, housing, and meals. Early registration discounts are per person and are as follows:

#### Register ON OR BEFORE...

- February 1, 2020 - \$415 per person
- March 1, 2020 - \$425 per person
- April 1, 2020 - \$435 per person
- May 1, 2020 - \$445 per person
- Any time after May 1, 2020 - \$455 per person

### ▶ Sign up senior highs for work crew (optional)

Senior high youth who have completed ninth through twelfth grades by the time of the conference are eligible to attend as work crew members! The work crew will come one day early and will work hard throughout the week to help make the conference happen! Do you want to be part of our work crew? You must use the Work Crew application (included in this packet and available online) and it must be submitted with the \$180 registration fee. Do not register for Work Crew on the Registration Form.

### ▶ Apply to be a small group leader (optional)

Interested in being a small group leader? Are you a committed, responsible person aged 21+ and part of the Reformed tradition? We need you! Small group leaders provide critical leadership for the "heart" of the middle school conference, the Small Group. Small group leaders work hard, so they receive full room, board, and travel expenses. Back home leaders who are also small group leaders should have another adult who is in charge of their back home group. For more information, please visit [www.montreat.org/get-involved](http://www.montreat.org/get-involved).

### ▶ Send in your registration form

Mail, email or fax your registration form with a check (payable to Montreat Conference Center) or credit card information. Sorry, no registration by phone! Your registration form must be received in our office by the deadline indicated above in order to receive the early registration discount. A non-refundable deposit of \$100 per person (or full payment after May 15, 2020) must accompany your form in order to be processed. Make a copy of the registration form for your records. You may also register additional participants or cancel participants by submitting the "Additions/Cancellations" form (available online). Refunds requested prior to May 15, 2020 will be less the \$100 non-refundable per person deposit. No refunds will be issued after May 15, 2020.

### ▶ Receive confirmation from Montreat

After we process your registration, you will receive an email confirming your reservation and payment. If you have any questions, please contact the youth registrar at [hopeb@montreat.org](mailto:hopeb@montreat.org) or 828.419.9828.

## APPROXIMATELY 60 DAYS PRIOR TO ARRIVAL

### ▶ Pay balance due on all conference fees by May 15, 2020

All conference fees must be paid in full in order to receive your Back Home packet. Mail a check (payable to Montreat Conference Center) to Montreat Conference Center, Attn: Hope Barker, PO Box 969, Montreat, NC 28757 or call the registrar at 828.419.9828 with credit card information. Please reference your reservation number on your check. If you have any cancellations, please submit the Additions/Cancellations form (available online) BEFORE MAY 15, 2020. Refunds requested prior to May 15, 2020 will be less the \$100 non-refundable per person deposit. No refunds will be issued after May 15, 2020.

### ▶ Read the Back Home Packet and complete the Covenant/Locator forms

The back home packet will be emailed to the group leader approximately 60 days prior to the conference. This packet will include instructions about logging on to [www.MyMontreat.org](http://www.MyMontreat.org). The group leader will be able to send a link to their group members, allowing them to complete their covenant/participant information online. Once completed, the group leader can then print out the completed **Conference Covenant Signature Page** and the **Locator Form**. More instructions are available at MyMontreat.org.

## APPROXIMATELY 45 DAYS PRIOR TO ARRIVAL

### ▶ Mail or fax your Housing Information form by June 1, 2020

Please fill out the Middle School 2020 Housing Information form (included in your back home packet) to indicate participant information, t-shirt sizes, etc. It is very important that we receive this form by June 1, 2020 in order to reserve your rooms at Maryville College and order your t-shirts.

## UPON ARRIVAL

### ▶ Welcome to Maryville College!

Maryville College is located in Maryville, Tennessee. Driving time is approximately three hours and twenty minutes from Atlanta, four hours from Charlotte, and 30 minutes from Knoxville.

### ▶ Come to registration at 3:00 PM on Wednesday, July 15, 2020

Bring all forms (and copies of forms) with you to on-site registration where you will check in and receive a conference schedule. A typical day at the Middle School Conference includes morning energizers, keynote, and small group meetings; afternoon small groups and activities; and evening worship and recreation options. The conference ends after closing worship on Sunday, July 19, 2020 (before lunch).

### ▶ Check in to your housing facility

Groups will be housed in dorms on the campus of Maryville College. Dorm rooms have twin beds and mostly hall baths. All rooms are air-conditioned.

***Have a great time!***

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## Registration Form

**STEP 1: TELL US ABOUT YOUR GROUP**

Name of Church or Group: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_  
 Church Address: \_\_\_\_\_ Contact Person Preferred Phone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Church Phone (if different): \_\_\_\_\_  
 E-Mail Address (required for confirmation): \_\_\_\_\_  
 This is our first Montreat Middle School Conference. We learned about it through: \_\_\_\_\_

**STEP 2: CALCULATE YOUR CHARGES**

We are registering...

On or before February 1, 2020 - Enter conference fee of **\$415\*** .....\$ \_\_\_\_\_  
 Between February 2 and March 1, 2020 - Enter conference fee of **\$425\*** ..... \$ \_\_\_\_\_  
 Between March 2 and April 1, 2020 - Enter conference fee of **\$435\*** ..... \$ \_\_\_\_\_  
 Between April 2 and May 1, 2020 - Enter conference fee of **\$445\*** ..... \$ \_\_\_\_\_  
 After May 1, 2020 - Enter conference fee of **\$455\*** ..... \$ \_\_\_\_\_

Enter your total number of participants\*\* ..... X \_\_\_\_\_  
**TOTAL CONFERENCE CHARGES** = number of participants x applicable conference fee above ..... \$ \_\_\_\_\_

*\* \$100 of the conference fee is non-refundable. All conference fees are due in full by May 15, 2020*  
*\*\* Do not include work crew members and small group leaders in your total number of participants.*

**STEP 3: DETERMINE YOUR DEPOSIT/PAYMENT AMOUNT**

We are registering before May 15, 2020 and  
 we would like to pay a \$100 deposit per person at this time (*Full amount due May 15, 2020*) \$ \_\_\_\_\_  
 we would like to pay the total conference charges (from step-2 above) \$ \_\_\_\_\_

We are registering after May 15, 2020 – we will pay the total conference charges (from step-2) in full \$ \_\_\_\_\_

We would like to pay by...

Check enclosed (payable to Montreat Conference Center) Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_  
 Charge the amount of \$ \_\_\_\_\_ to  MasterCard  Visa  Discover  
 Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

**STEP 4: SIGNATURE REQUIRED**

I have read the entire "2020 Middle School Conference Registration Packet." I understand the registration procedure, as well as the refund policy for the conference. Our group agrees to pay the balance of our conference fees by May 15, 2020, if applicable. I understand that failure to pay my balance by the designated deadline may result in forfeiture of my spaces. Refunds requested prior to May 15, 2020 will be less the \$100 non-refundable per person deposit. No refunds will be issued after May 15, 2020.

Date: \_\_\_\_\_ Contact Person Signature (required) \_\_\_\_\_

**STEP 5: SEND IT IN!**

Mail your registration form with payment to Montreat Middle School Conference, PO Box 969, Montreat, NC, 28757 or fax to 828.669.5054 with credit card info. Questions? Contact the registrar, Hope Barker, at [hopeb@montreat.org](mailto:hopeb@montreat.org).

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## Work Crew Application

The 2020 Middle School Conference offers an excellent opportunity for Senior High students to develop leadership skills and to assist staff and leadership for a church-wide event. Work Crew will serve as gophers, equipment movers, recreation assistants, and basically help wherever needed. Work Crew applicants should be rising tenth graders through graduating seniors. Preference will be given to older youth and to those with more leadership experience. We will also seek a balance between those who have served before and those who have not. All work crew will stay together in dorms with planning team and leadership. **No more than two work crew youth per church** will be selected.

### REGISTRATION FEE:

\$180 (Arrive Tuesday afternoon, July 14, 2020, at 4:00 pm – we will not be able to accommodate any work crew members earlier than this time.)

### PAYMENT INFORMATION:

Check enclosed (payable to Montreat Conference Center) Check # \_\_\_\_\_ Check Amount: \$ \_\_\_\_\_

Charge the amount of \$ \_\_\_\_\_  MasterCard  Visa  Discover

Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Name on card: \_\_\_\_\_

### WORK CREW MEMBER INFORMATION:

Name: \_\_\_\_\_ Grade 2019-20 : \_\_\_\_\_

Home Address: \_\_\_\_\_ Gender: \_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ T-Shirt Size: S: \_\_\_\_\_ M: \_\_\_\_\_ L: \_\_\_\_\_ XL: \_\_\_\_\_ XXL: \_\_\_\_\_

Parent(s) / Guardian Name(s): \_\_\_\_\_

Address: (if different from above): \_\_\_\_\_

Parent #1: Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Parent #2: Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Home Church: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Youth Leader/Advisor/Pastor: \_\_\_\_\_

Presbytery: \_\_\_\_\_

### REFERENCES:

Please provide three references:

Pastor/Educator/Youth Director: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Adult with whom you have worked: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Presbytery Educator/Youth Council Advisor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**SEE NEXT PAGE >**

**PLEASE RESPOND TO THE FOLLOWING QUESTIONS:**

1.) Why would you like to serve on Work Crew?

2.) What are you hoping to bring back to your church in the way of leadership skills and experience?

3.) What leadership experience have you had in your church?

4.) What leadership experience have you had in your presbytery?

**Please send completed application  
by April 10, 2020 to:**

Cheryl Payne  
Montreat Conference Center  
PO Box 969  
Montreat, NC 28757

**FOR OFFICE USE ONLY:**

Date processed: \_\_\_\_\_ Res # \_\_\_\_\_

Paid:  check  credit card

Info pack sent: \_\_\_\_\_