



Summer Conference Group Leader Registration Checklist

- Group leader registers their group (online) for the specific week of RYM they will be attending.
 - Requires total group number, which includes both students and chaperones.
 - Requires \$100/person, non-refundable deposit.

- Students and chaperones fill out the required RYM registration form for the conference week the group is attending.
 - This form asks for emergency contact info, t-shirt size, medical history, etc...

- Chaperones complete the two step child protection requirements.
 - Step #1 = national criminal background check.
 - Step #2 = child sexual abuse awareness training certification.
 - Both of these requirements are good for a two-year period. If you completed these for your church or for RYM last year, you are good to go. Otherwise, please complete both these steps again.
 - Please send completed checks and certificates to RYM Conference Team (cducker@rymonline.org)
 - For more information, including specific vendors & sites for these checks, please visit: <https://rymonline.org/child-protection>

- Group leader pays the final balance for their group.

- Students sign up (online) for the two elective classes they will attend during the week.
 - Chaperones do not need to sign up for elective classes. Chaperones can wait to see what their students sign up for and then attend with them (or even bounce around from class to class) during the week.

- Group leader communicates their group details, male and female breakdown & student & leader breakdown, to the RYM Conference Team two weeks prior to the conference start date.

- All participants review the suggested packing list, making sure to note if linens and towels are provided or not, as well as other suggested items to bring (water bottle, etc...).

- All participants review the campus map to get an overview of the property.

- Chaperones download/view the online leader's booklet and small group questions.

- Travel safely to RYM!

- Register / check in at RYM (follow the RYM registration road signs) to receive housing assignments, booklets with schedules and maps, t-shirts and wristbands.

- Enjoy the week at RYM!