

## REGISTRAR CHECKLIST



- Complete and return the REGISTRAR CONTACT FORM.
- Join the private REGISTRAR FACEBOOK GROUP upon invite.
- Set up a GO PLAN (What, Who, How, Cost, When for your delegation)
- Set up a GO TEAM to manage your delegation's PYT experience (group of volunteers who will help send critical information and plan PYT)
- Establish how your delegation will be built (recruited, invited).
- Establish what funding might be available from the presbytery, church, individual.
- Establish a budget.
- Set up a **Delegation Spreadsheet** in order to organize the important information for each person in your delegation.
- Determine your delegation's travel to and from Purdue. Make any arrangements with bus companies, car rentals, and airlines.
- Determine if you have any college age young people who will participate as Work Crew members. Contact Molly if you would like more information regarding Work Crew.
- Determine if you want to invite/include a Global Partner (or Global Partners) in your delegation. Contact Molly if you would like more information regarding Global Partners.
- Complete and send in your DELEGATION ESTIMATE FORM to Molly.
- Plan your delegation's pre-event gathering.
- Plan your delegation's commissioning or sending service.
- Hold one or more pre-event orientation meetings with your confirmed Adult Advisors. Using the time to review the background check process and the Adult Advisor Guide.
- Double check that all background checks have been completed for your adult advisors with the help of, and through the PYT National Office.
- Make sure that background checks are completed for any Workcrew and/or Global Partner members of your delegation. \*Note: Global Partner Background Screening process often requires a longer time than US based screenings.
- Complete your online registration (Opens November 2018 and closes May 2019).
- Complete all payments using the online registration portal.

- Instruct your delegation to complete the PARTICIPANT INFORMATION FORM; print out copies for yourself and **compare with your DELEGATION SPREADSHEET.**
- Keep up with any updates, changes, substitutions and send to National Registrar.
- Remember that registration closes on May 31,2019 and Late Registration closes one week later with a \$40.00 fee attached to each late registration (any registration after 5pm Eastern Time - May 31st).
- Determine with your Go Team or delegation any plans for designing and creating trading pins, t-shirts or any other novelty items you wish to have for your delegation.
- Finalize arrangements for your Global Partner(s). Check in with local hosts. Confirm arrival/departure times/dates for your Global Partner. Finalize their registration along with your other delegation members.

May 1, 2018 REGISTRAR CHECKLIST / PYT / 2019 / REGISTRATION