

# REVEALED

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1 John 4:9  
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## Group Leader Responsibilities

*Each group must have a designated Group Leader, whose responsibilities are as follows:*

1. Remain the primary point of contact for the Christian Outreach Office.
2. Read and be responsible for the Group Leader Information Packet and any email correspondence from the Christian Outreach regarding registration and conference attendance.
3. Register and pay for the number of spots required by his/her group
4. Ensure that every member of his/her group, as well as participants' parents, is informed of the rules, regulations, and policies presented by the Christian Outreach Office in the Group Leader Information Packet or via email.
5. Ensure that said rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
6. Organize all details for his/her group's trip to and from the conference.
7. Ensure that every member of his/her group has completed a Liability Form
8. Ensure that every Adult Chaperone has *also* completed an Adult Chaperone Verification Form
9. Bring all required forms, in their completion, to Conference Check-in
10. Take full responsibility for the actions of his/her group members during the conference weekend.
11. Be sure that his/her Bus Driver, if he/she is not attending the conference as part of the group, has a place to stay throughout the duration of the weekend.

*Additionally, it is the Group Leader's responsibility to ensure that all deadlines and due dates are promptly followed.*

*[Click here](#) for the Group Leader Manual, which includes tips on how to prepare your group and get the most out of your conference experience.*

## Christian Outreach Office Hours

*Should you have questions or concerns, please feel free to contact the Christian Outreach Staff at any time.*

**Week days from 10:00am to 4:30pm**

Phone: 740-284-5888

