

## STEUBENVILLE MAIN CAMPUS

### **GROUP LEADER RESPONSIBILITIES**

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

- Remain the primary point of contact for the Christian Outreach Office.
- Read and be responsible for the Group Leader Information Packet and any email correspondence from the Christian Outreach regarding registration and conference attendance.
- Register and pay for the number of spots required by his/her group .
- 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.
- Ensure that said rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
- Organize all details for his/her group's trip to and from the conference.
- Ensure that every member of your group has the necessary and required forms in order to attend.
- Bring all required forms, in their completion, to Conference Check-in
- Take full responsibility for the actions of his/her group members during the conference weekend.
- 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.

