



Main Campus 1: Due Dates & Check List

| Dates to Remember | |
|--|---|
| November 6, 2018 (8:00 am EST) | <i>Registration for 2019 is open!</i> |
| Within (2) weeks of registration date | <i>Expect an email with your Liability Platform Link</i> |
| April 12, 2019 | <i>Remaining Balance due Dropping Spots Deadline Letter of Good Standing for Priests due</i> |
| Mid-January – Mid-April | <i>LEAD applications accepted</i> |
| May 24, 2019 | <i>LEAD payment due</i> |
| May 30, 2019 | <i>Group Information Form and Liability Forms</i> |
| June 14, 2019 | <i>Conference check-in</i> <ul style="list-style-type: none"> • <i>Liability Forms Completed</i> • <i>Adult Chaperone Verification Forms</i> • <i>On-Site Breakdown Form</i> • <i>Sunday-Lunch Order Form</i> |

Group Leader Checklist

- Inform Your Parish and Organize Your Group**
- Register Group**
- Pay Deposit**
- Fill Out Liability Form**
- Send Liability Form Link to All Members of Group** (youth, chaperones, priests)
- Inform Priests in attendance that they must acquire a Letter of Good Standing.**
- Check Status of LEAD Applications**
- Begin collect Signed Adult Chaperone Forms** (need attending adult's and Safe Environment Coordinator's signatures)
- Pay Remaining Balance and Submit Letter(s) of Good Standing for Priests.**
- Send in LEAD Payment**
- Send in Group Information Form**
- Check Completion of All Liability Forms**
- Pack All Important Forms to Bring** (On-Site Breakdown, Adult Chaperon Verification, Lunch)
- Have a Great Time!**