



Youth Leader Checklist

1. **Registration Deadlines:** Register yourself as leader, all students, and chaperones (anyone over the age of 18) by April 30. It is extremely important that all registration information is entered by this date. You may switch out attendees or chaperones until May 17. **No changes other than removing attendees may be made after May 17.** *When you complete your registration by April 30, we suggest you put a personal email address in for each registrant so that they/their parents receive the medical release form email reminder rather than the emails all coming to you as the leader.*
2. No students may stay in the dorms without a leader/chaperone. You must have at least one leader/chaperone per gender attending camp.
3. **Medical Release Form:** Each attendee and leader/chaperone must fill out the medical release form found on the Resources page by **May 17**.
4. **Campus Policy Form:** Each leader/chaperone must fill out the Campus Policy Form found on the Resources page by **May 17**.
5. **Background Check:** After April 30, each leader/chaperone will receive a pre-authorized email from our screening company HireRight to the email provided at registration to complete a background check form. This must be filled out and submitted by **May 17**.
6. **Back-up Leader:** Every group that only has two chaperones, we require to have a standby leader per gender complete a background check in the event that one of your leaders has to unexpectedly drop out. Please email eventproductions@sbts.edu with the full legal name and email address of the backup leader by May 17.
7. **Photo ID:** Each chaperone must bring a photo ID to check-in. Any adult without a completed background check and a photo ID will not be allowed to participate in D3 activities, or stay in the dorms.

8. **Extra Night:** If you need an extra night stay for your group before and/or after camp, make sure to register for the extra night add-on before May 17. This add-on includes meal options for Monday (breakfast and lunch) and Thursday (dinner) and Friday (breakfast).

If you have any additional questions or concerns regarding D3 Youth Camps, please email Event Productions at eventproductions@sbts.edu or call 502-897-4072.