

**THE EPISCOPAL DIOCESE OF UPPER SOUTH CAROLINA YOUTH MINISTRY**  
**REGISTRATION Q & A**

**1) What do I do if our church is paying for part or all of a retreat participant's registration fee?**

Please contact Julie Derrick at [jderrick@edusc.org](mailto:jderrick@edusc.org). or 803-771-7800 x105 to make a payment.

**2) What if a participant wants to pay by check?**

- a. The church will need to collect the payment (made out to your church). Then, a representative of the church will contact Julie Derrick at [jderrick@edusc.org](mailto:jderrick@edusc.org) or call 803-771-7800 x105 to make the payment on the participant's behalf. The participant will complete the online registration form before the registration deadline, submitting the form without payment. Please be sure that the participant receives via email the Medical & Congregational Release (also posted on the Youth Formation and Mission EDUSC Website page. This form must be printed out by the participant, completed and returned to you so that you can bring it to the event.

**3) What if the participant needs financial aid from the Diocese?**

- a. The Diocese wants everyone to experience the faith formation changing events that it offers during the year! Compromised personal funds should never be a reason to not participate. Through special funds, scholarships are available. Typically, the participant will contribute one third of the fee, their church will contribute another third, and the Diocese will contribute a third. If that formula does not work, the Diocese is willing to cover what is needed for participants to be able to attend.

*If someone is requesting scholarship assistance, they follow these steps:*

1. Send an email with subject line Scholarship for "NAME OF EVENT" to [formation@edusc.org](mailto:formation@edusc.org) requesting aid before the registration deadline. They will receive a code in a response email that they may use on this form to pay their third of the fee. In the email, please include:
  - The participant's name
  - The participant's contact information
  - The name of the participant's congregation
  - Contact information for the participant's congregation
2. Contact their local congregation to alert them that the participant will be requesting aid.
3. Wait until they have received a code to fill out their registration, as it is not possible to save an incomplete registration on our forms.
4. Once they have received a code, return to the online registration page. Fill it out as usual, and check the box indicating they've requested a scholarship.
5. Enter the code they received via email.
6. Submit their payment of one third of the fee.
7. The Diocese and the church will handle the remaining balance.

**4) What if a participant needs to register late?**

- a. Because of the numerous deadlines which we have to meet, late registrations cannot be accepted for participants. If you think your participants will have difficulty registering by the deadline, we suggest you tell them the deadline is one week before our deadline so that late registrations are not an issue.

**5) What if the online registration system is not working?**

- a. It may be because you are trying to register past the deadline. The registration system shuts down the day after the deadline because we cannot accept late registrations. If it is not working and it is not past the registration deadline, please email with subject line "Problem with Payment for "NAME OF EVENT" to [formation@edusc.org](mailto:formation@edusc.org) or call 803-771-7800 x105.

1115 Marion Street | Columbia SC 29201 | 803-771-7800

*Helping Youth to "KNOW, GROW and SOW THE LOVE OF CHRIST"*

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**6) What if it is past the registration deadline and I still need to add chaperones?**

- a. After the registration deadline, the regular registration page for the event will still be accessible. It will only be accepting chaperone registrations after the regular deadline. *(Please note that you will be contacted one business day after participant registration is closed with your number of registered participants and chaperones. We will also tell you the number of additional chaperones needed. You then have the remainder of the week to get those chaperones registered through the original registration webpage.)*

**7) How many adult chaperones do we need?**

There is an expectation that for every 1 to 5 youth present, one adult sponsor should also be present. Adults are expected to be at least 18 years old for Junior High and 5<sup>th</sup> grade events and at least 22 years old for Senior High events. The gender of adult sponsors should match that of youth participants. All of these adults should have completed the Diocesan Safe Church Training and have a recent background check on file that does not prevent them from working with minors.

**8) How recent does the SAFE Church training have to be for adult participants?**

Adults need to be SAFE church trained within the last 5 years from the date of the event. If they have attended at least one face-to-face SAFE church training in our Diocese, then they can recertify online by contacting the Diocesan House for a password and login information.

**9) How recent does the background check have to be for adult participants?**

The background check needs to have been performed by the church within the last year.

**10) What if we have an adult chaperone who has not been SAFE Church trained or background checked?**

All adults must both be background checked and SAFE church trained before the event. The youth leader, rector or senior warden must sign their forms stating the church has copies of these records in order for the adults to participate. This requirement is a new recommendation from The Episcopal Church. If an adult has not participated in SAFE Church training or their background check has not been performed or has uncovered something that would prevent them from working with minors, they cannot serve as a chaperone at the event.

**11) If there are youth from my church on design team, do I count them as youth who need to be chaperoned?**

Yes. Anyone who attends the event from your church, whether on design team or not, should be counted in your youth to adult ratio. If, however, the only children/youth attending the event are design team members, you do not need to provide a chaperone.

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**12) What if I cannot find enough chaperones?**

Congregations are required to send 1 chaperone for every 5 youth, and the gender of your chaperones should reflect the gender of your youth. *(So, if you have 5 females attending, please send 1 female chaperone. If you have 3 boys and 4 girls, please send both a female and a male chaperone.)* From time-to-time, a small church needs to send only one youth. If this is the case and a chaperone cannot be found, please contact a congregation near you who might be attending and see if they are able to include your youth in their group. If your youth are being chaperoned by another Church, please contact the Canon for Christian Formation, so we can note this arrangement when making cabin assignments. If you cannot find another congregation to chaperone your youth, please call the Diocesan House and we will see if we can connect you with another congregation.

**13) Can adult chaperones leave the event and return later?**

All participants, youth and adult, are expected to be present for the entire event. This means from the time the program begins to its conclusion. No one is to leave the property.

**14) Can our senior high youth drive themselves to youth events?**

It is the responsibility of the parents and youth leaders of a congregation to provide transportation to-and-from diocesan youth events. It is also the expectation that young people will be transported to-and-from these events by an adult. Likewise, youth who sponsor Happening candidates should not drive the candidate to Gravatt.

**15) Are registration fees refundable if a participant can no longer attend the event?**

After the registration deadline, registration fees are no longer refundable due to our financial obligations to the camp or conference center. Any refunds issued before the registration deadline are subject to a \$5 processing fee which will be deducted from the amount of the refund.

**16) I can't find the Happening sponsor form. Where is it?**

Happening sponsors no longer need to complete a form for their candidates. They do need to give their contact information to their candidate, though. Candidates enter this information on their registration form. Then, we send sponsors a letter outlining their responsibilities.