

## 2020 Winter Retreat

# GROUP LEADER - EVENT INFORMATION

ALL REGISTRATIONS ARE ONLINE ONLY - **NO PAPER FORMS!**

**2020 WINTER RETREAT IS HERE! PLEASE READ THIS FORM THROUGH IN ITS ENTIRETY TO BE SURE YOU UNDERSTAND EVERY DETAIL REGARDING BRINGING A GROUP TO WINTER RETREAT.**

### REGISTRATION FOR WINTER RETREAT IS BASED ON GROUP HOLD ONLY:

- Please register your group at [www.studentmin.com/events/winter-retreat](http://www.studentmin.com/events/winter-retreat) in order to receive your Group Hold Code
- Registration for Winter Retreat is operated through Group Hold only. All groups planning to attend Winter Retreat at either location must have a group hold set-up **before** students can register online.
- Please ensure that all information is accurate when filling out the online form.
- You may adjust your numbers as needed, but please note that as the date for the event gets closer there may be limited availability.
- It is extremely important that you fill this form out as accurate to your number attending as possible. A Group Hold will reserve the requested number of spots for your group depending upon availability at location.
- After submitting the online form, you will receive an email confirmation. An additional email will be sent from Liz that will include your registration Group Hold Code to be used with each registration. If you do not hear from us within 2 business days, please contact Liz directly at 715.258.8643 or [admin@studentmin.com](mailto:admin@studentmin.com)
- Our office hours are M-F, 8am to 4:30pm
- All additional fees that you choose to apply to registrations will be refunded after the event.

### EVENT DATES

Winter Retreat is available at 2 different locations!

Spencer Lake Christian Center- Waupaca, WI- February 28-29, 2020

Lake Geneva Bible Camp- Lake Geneva, WI- March 20-21, 2020

### REGISTRATION DEADLINES

**The early bird registration rate for all registrations is \$90/person.** This rate is available from January 2nd to February 21st at 11:59PM (Spencer Lake) or March 13th at 11:59PM (Lake Geneva).

The regular registration rate is \$100 from February 21st to February 28th (Spencer Lake) or March 14th-20th (Lake Geneva).

Please submit all scholarship information (instructions below) and all LGF RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT (Lake Geneva location only) in advance. Due dates for these items are listed in the instructions below.

### REQUIRED FORMS FOR STUDENTS AND LEADERS

The majority of required forms for students and leaders will be completed through the online registration. *However, there is an **additional form for those planning to attend the Lake Geneva winter retreat.*** This form, titled "LGF RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT," must be signed and submitted for every camper and leader that will be at the retreat. A copy is included in your registration packet and can be found on the weekend retreat website.

Additionally, all adult leaders for either location, must have a pastoral reference, verifying the completion of a background check, and it must be submitted annually. A copy of the pastoral reference form is available in this packet as well as online.

Please submit these forms in advance to Liz by March 13th at 3:00PM. If you have any questions or concerns regarding this, please contact us at 715.258.8643.

### REGISTRATION TIPS

Copies for Cabin Leader and Student registration tips are included in this packet as well as online at [www.studentmin.com/events/winter-retreat](http://www.studentmin.com/events/winter-retreat)

### SCHOLARSHIP INSTRUCTIONS

If you would like to scholarship specific students or leaders -not the entire group- please email a list of names and the amount per person that you would like to scholarship absolutely no later than a week out from the Winter Retreat that you plan to attend.

All scholarship amounts are transferred to an invoice that your church is responsible to pay at check-in on the Friday of your retreat.

#### Scholarship info due; "LGF Release..." Due:

Spencer Lake- February 21st at 3:00PM

Lake Geneva- March 13th at 3:00PM

If you have any questions or concerns, please contact Liz at 715.258.8643 or [admin@studentmin.com](mailto:admin@studentmin.com)