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MEMORANDUM

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**TO: ALL YOUTH LEADERS AND SUPPORTERS**  
**FROM: PASTOR VANDEON GRIFFIN, DIRECTOR**  
**SUBJECT: YOUTH CONGRESS 2009 REGISTRATION**  
**AND BACKGROUND CHECKS**  
**DATE: 1/16/09**

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**Happy New Year!** We would like to notify you of a change in the registration process for Youth Congress 2009. Registration will be conducted in our office, as you may remember occurring in prior years. You may now, also, refer to the Youth Ministry's new website at [www.sccyouth.info](http://www.sccyouth.info) for more information and to download forms.

Because of this change in the registration process, all monies should be sent to the conference office by the deadlines specified, please. To remind you, there is a **NON-REFUNDABLE**, but **TRANSFERABLE (same gender)** deposit of \$75.00 for **each delegate & chaperone** due by February 19<sup>th</sup> in order to receive the early bird rate (**\$50** off each delegate/chaperone). The deposit may only come in the form of a church check, cashier's check or money order. **We are unable to accept personal checks.** There will be a \$5 service charge (per transaction) for credit card payments. You may also register for Kid's Congress and order concert tickets as well.

**All monies/remaining balances must be received in our office no later than March 19<sup>th</sup>.** Please do not mail ANY monies after March 19<sup>th</sup> -- we won't be there to receive them. **Balances not received by this date may be brought with you but, again, it cannot be a personal check AND there will be no cash refunds on-site for churches that overpay.** A check will be sent to your church 2-3 weeks after the completion of Youth Congress.

If by some chance you wait to register on-site (we are definitely discouraging this), we will try to accommodate you, if we still have room (which is unlikely because we turn our delegate list in to the hotel early March). It is **most** likely there will only be seminar and concert tickets available at that time. If we are able to accommodate you, please note there is a late fee of \$30 per person. This late fee goes into effect if you have not registered by March 4<sup>th</sup>; so it is most beneficial to all to register by the March 4<sup>th</sup> deadline.

Last, but definitely not least, we must stress the importance of background checks on **ALL** those working with/coming in contact with/driving, etc. our precious youth. **THIS IS NOT OPTIONAL!** November 12, 2008, President Browne addressed this matter in a correspondence to pastors, urging them to “review the Church Manual (2005 Edition) and note page 147 that references ‘Pastors and Assistant Pastors’.” He also stated, “**ALL INDIVIDUALS WORKING WITH YOUTH must agree to have a background check is needed, please contact the Conference Secretary’s office.**” We have also made the forms available on our youth website at [www.sccyouth.info](http://www.sccyouth.info). We thank you in advance for your cooperation in this delicate matter.

Please know we are here to help and want to see each and every one of you at our 75<sup>th</sup> Youth Congress! **Please** call if we can be of assistance to you or to ask any questions.

**“Putting Our Young People First”**