

QUEST 2K9: THE CHECKLIST

- Prepare and copy brochures. Get brochures to each youth group teen.
- Post and distribute Quest information in your church and church bulletin
- Plan a pre-Quest meeting with students, leaders, & parents
- Request or download electronic copies of brochures, etc. to print out colour copies or alter them (optional)
- Encourage youth to sign up for the special “**Ministry Treks**” if interested before March 5th
- Get a list of youth interested in going to Quest and give them the link and password for online registration. **Youth’s parents need to sign the youth release found on the Quest website**
- Check with Diocese on registrations – we will send you updates as your youth register
- Collect Registration and T-shirt payments from each individual
- Arrange for adults in the church who will pray for you and the teens (perhaps get one for each person). Use prayer cards!!!
- Arrange for Adult Sponsors (1:8 ratio) and Work Crew Members. *****Release forms need to be signed** – available on Quest website
- Get Adult Sponsor & Work Crew form filled out by the rector
- Arrange transportation
- Hand out postcards as reminders to get registration information in **(Deadline March 27)**
- Remind those doing Ministry Treks to be at March 21st “Pre-Trek Day” at Christ Episcopal Church from 10am to 2pm
- Have pre-Quest meeting with registered youth, leaders, & parents to review the weekend, rules, & expectations
- Mail REGISTRATION CHECK LIST, T-SHIRT ORDER LIST, RELEASE FORMS and SPONSOR/WORK CREW FORM to Diocese by March 27th DEADLINE**
- Make one payment from your church to the diocese for the total registration and merchandise cost for your group **by March 27th DEADLINE** (you may mail a check or call to pay by credit card)
- Receive confirmation packet from Diocesan Faith Formation Office

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