L'Taken Social Justice Seminar Registration Check List



 $\Box \text{ April 8}^{\text{th}} \rightarrow \underline{\text{Register your congregation/group}}$

Registration opens each year early April. You can register your group at any point. Note that some weekends do close or move to waitlist once we reach capacity.

 \Box Mid-May \rightarrow Receive your L'Taken date confirmation

□ Over the Summer→ Log into or Claim your congregation's/group's CampMinder account

You'll receive an email from a RAC L'Taken team member prompting you to do this.

□ Over the Summer→Share the Student and Chaperone registration links with your families and chaperones

You'll receive notification from a RAC L'Taken team member once registration is available with instructions to send to your students and chaperones.

□ Eight Weeks Before L'Taken→ Final Call for Student and Chaperone Registrations

□ Eight Weeks Before L'Taken→ Complete the <u>Room</u> <u>Assignment Form and Travel Form</u> in your congregation's CampMinder account

The room assignment form is the way you report to the RAC how you want the students housed and with whom. The L'Taken costs are based on housing so this information is used to generate your final invoice.

- □ Three Weeks Before L'Taken \rightarrow Pay your invoice in your congregation's CampMinder account
- \Box Two Weeks Before L'Taken \rightarrow Receive your participants health & safety information
- Attend L'Taken!





