



2024 SUPER SUMMER
REGISTRATION GUIDE

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REGISTRATION DATES, RATES, & DEADLINES

	Super Early* January 10 - February 29, 2024	Early* March 1 - April 18, 2024	Regular April 19 - June 3, 2024
ENROLLMENT FEE	\$90	\$90	\$90
<i>Non-refundable</i>			
PROGRAM FEE	\$150	\$220	\$260
<i>Refundable with qualifying cancellations</i>			
PARTICIPANT FEE	\$149	\$149	\$149
<i>Refundable until check-in on site</i>			
TOTAL Payment Due	\$389	\$459	\$499
<i>Due in full at time of registration</i>			

* **NOTE:** Super Early and Early registrations guarantee receipt of curriculum and registration shirt.

Registration closes prior to each event in order to ensure that background checks and Sexual Abuse Awareness Training are completed in a timely manner.

Session 1 and 2: **Dallas Baptist University** - Registration Deadline – **Monday, June 3, 2024**

PAYMENT METHOD

All registrations must be paid for in full at the time of registration using an **electronic check (ACH) or credit card**. If you choose to pay by credit card, a processing fee will be applied to your total.

Have the following information handy when you register attendees if paying by electronic check (ACH):

- Account type (checking/savings)
- Bank name
- Routing #
- Account #
- Billing name
- Billing address

DISCOUNT CODES

Discount codes are given to those attendees who are children of 2024 Super Summer Executive Staff and to those attendees who are participants in a 2024 Super Summer Global trip. Discount codes should be applied at the time of registration.

CANCELLATION/SUBSTITUTION/TRANSFER

A **cancellation** occurs when an attendee can no longer attend and no other attendees from the same group are available to take over the registration. A **substitution** occurs when one attendee cancels and a new attendee is able to take the canceled attendee's exact registration. A **transfer** occurs when one attendee cancels and a new attendee is able to take the canceled attendee's registration but is in a different school or is the opposite gender.

All registration changes must be reported to the Super Summer Coordinator registration@supersummer.com and completed by June 3, 2024.

2024 REFUND POLICY

Program Fees are refundable for the following 2024 qualifying cancellation reasons:

- Injury or illness of the attendee
- Death in the family of the attendee
- Event Cancellation

Participant Fees are refundable until check-in on site.

Refund requests must be submitted in writing to registration@supersummer.com. Refunds will be issued at the end of the event season. **Enrollment Fees are non-refundable in all circumstances.**

ACCOUNT MANAGEMENT

- Create registration profile
 - <https://texasbaptists.tfaforms.net/4963977>
- Sign in
 - <https://texasbaptists.tfaforms.net/4963973>
 - Click New Registration to register students & Team Leaders
 - Click My Events to manage roster, make substitutions or cancelations, and check the status of your participants

MEDICATIONS

Medications taken while at Super Summer must be indicated on the Medical Form. Medications should be submitted to the Super Summer Medical Staff immediately upon arrival (inhalers and epipens included but will be returned to student after check-in). Church/Group contacts will be responsible for dropping off and picking up student medications at check-in and check-out. If a medication is listed on the Medical Form but is not brought to check-in, students will be asked and parents will be called to confirm the student did not bring that medication with them. This process can significantly slow down the check-in process, so please indicate on the Medical Form which medications students will be bringing with them to Super Summer and indicate the exact time and dosage of medication(s) distributed.

Medications brought to Super Summer must be in their original containers. Please place all medications for your student in a ziploc bag labeled with your student's name and church/group. The Super Summer Medical Clinic is stocked with over-the-counter medications such as ibuprofen, pepto, allergy medicines, etc. If you have any questions

regarding medications or you need to make an edit on a Medical Form, please email registration@supersummer.com.

TEAM LEADER REQUIREMENT

Super Summer requires 1 male Team Leader per 1-10 male students and 1 female Team Leader per 1-10 female students. It is the responsibility of the group to recruit and register qualified Team Leaders. The Team Leader qualifications are outlined at supersummer.com/serve.

Example: FBC is bringing 4 female students and 11 male students. They will need to provide 1 female Team Leader and 2 male Team Leaders.

TEAM LEADER ASSIGNMENTS

Team Leader assignments will be released via email 1 to 2 weeks prior to each session. Assignments are given when **all** registration components are completed by all TLs: [TL Application, Medical Form, Terms and Conditions, MinistrySafe: Sexual Abuse Awareness Training, MinistrySafe: Background Questionnaire \(with results\), and Reference Forms.](#)

TEAM LEADER TRAINING WEEKEND

Team Leader Training Weekend is required for all Team Leaders. Check-in is on the Saturday afternoon of each training weekend.

Session 1: **Dallas Baptist University** | Saturday, June 15 – Monday, June 17, 2024

Session 2: **Dallas Baptist University** | Saturday, June 22 – Monday, June 24, 2024

REGISTRATION 18 YEARS AND OLDER

MinistrySafe: Sexual Abuse Awareness Training

Attendee will receive an email from MinistrySafe (manual process).

Upon receipt of the completed registration components and reference forms, attendees will receive an email from MinistrySafe (Super Summer in subject) that contains a link to the MinistrySafe Sexual Abuse Awareness Training videos and quiz.

The training videos total about 2 hours and the quiz takes about 15 minutes to complete. Sexual Abuse Awareness Training certificates are valid for one year.

If the attendee previously completed MinistrySafe Sexual Abuse Awareness Training with another organization they may submit a current and valid MinistrySafe Certificate of Completion that meets each of the following criteria:

- Training Code #YC 060034
- Score of 70% or higher
- Completion date within one year of the day following your upcoming Super Summer session
- Submit the certificate of completion to volunteer@supersummer.com within two weeks of registering

MinistrySafe: Background Questionnaire (19 years and older ONLY)

Attendee will receive an email from MinistrySafe (manual process)

Upon receipt of the completed registration components and reference forms, attendees will receive an email from automation@instascreen.net (manual process) that contains a link to a criminal background questionnaire. Background checks are run annually.

- Attendees should add automation@instascreen.net to their email safe list so that the email does not go to spam/junk folders.
- The background questionnaire link is only active for 14 days. Questionnaires must be completed within the given timeframe.
- Attendees should be prepared to provide their full name, address, and social security number through the secure, encrypted site. All of the information provided will only be used for the purpose of conducting a background check.
- Though attendees will be required to acknowledge their rights protected by the Fair Credit Reporting Act (FCRA), their credit report is NOT accessed. The FCRA notice and acknowledgement only serves to provide attendees with information on their legal rights as a consumer: the right to privacy and security of their background check results and any possible adverse actions.

Reference Forms (Team Leaders ONLY)

TEAM LEADERS - One reference from each of the following people is required. At least one reference from a male and at least one reference from a female is required. At least one of the references should know the attendee in relation to serving children and/or students. All references must have known the attendee for at least six months.

- Personal
- Professional (familiar with attendee's quality of work)

- Family member
- Ministerial

REGISTRATION CHECKLIST

DETERMINE who will attend Super Summer with the group

NOTE: Keep the **Team Leader Requirement** (1 male Team Leader per 1-10 male students. 1 female Team Leader per 1-10 female students) in mind when determining who to invite! Student registrations will **not** be processed without meeting the Team Leader Requirement.

COLLECT participant and guardian information

For students under 18: parent/guardian email and phone number, student birthdate and t-shirt size

For Team Leaders/18yr+ students: email, birthdate, t-shirt size, and phone number

NOTE: Personal email addresses work best with the registration system. Try to avoid obtaining work-related email addresses as they often block the registration emails!

REQUEST church financial account information or credit card information

NOTE: All registrations must be paid for in full at the time of registration using an electronic check or credit card. If you choose to pay by credit card, a processing fee will be applied to your total.

CREATE a [registration profile](#)

NOTE: When creating a new registration group please use the name of the church/organization and city instead of the name of a student ministry. This is helpful during on site check-in!

- ✓ FBC Cityplace
- x Breakaway Ministries

LOGIN to **SELECT** the session you will be attending

CHOOSE your registration type (Student or Team Leader) and fill out information

NOTE: The system will not let you continue if you do not meet the Team Leader Requirement.

NOTIFY PARENTS/GUARDIANS of attendees under the age of 18

NOTE: Parents/Guardians will receive an automated email with instructions to accept the registration invitation and to complete the **additional questions, medical form, and terms and conditions** for their attendee's registration within two weeks of the initial invitation and no later than the session-specific registration deadline. Please encourage parents to be on the lookout for the email and fill it out upon receipt.

NOTIFY ATTENDEES 18 years and older

NOTE: Attendees 18 years and older will receive an automated email with instructions to accept the registration invitation and to complete the **additional questions, medical form, and terms and conditions** for their registration within two weeks of the initial invitation and no later than the session-specific registration deadline. Please encourage

attendees to be on the lookout for the email and fill it out upon receipt.

NOTIFY TEAM LEADERS

NOTE: Team Leaders will receive an automated email with instructions to accept the registration invitation and to complete the **TL application, medical form, and terms and conditions** for their registration within two weeks of the initial invitation and no later than the session-specific registration deadline. Please encourage Team Leaders to be on the lookout for the email and fill it out upon receipt.

MANAGE ROSTER

NOTE: It is up to you as the group leader to ensure your students/Team Leaders meet the requirements for attending. **All attendee additional questions, medical forms, and terms and conditions must be completed before June 3, 2024.**

REGISTRATION ROSTER



Super Summer Registration Roster

Church use ONLY - Do NOT submit to Super Summer Registration Office

	Email Address		Attendee Name		Attendee Status		Parent/Guardian Name		Child/Spouse of 2024 SS Executive Staff?		2024 SS Global Participant?		Attendee Grade in Fall of 2024		Attendee Sex	
	Parent/Guardian email address if attendee is under 18 OR Attendee email address if attendee is 18 and older		First and Last		Minor - under 18 Adult - 18 and older		First and Last		Yes or No		Yes or No				Male or Female	
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