



GROUP REGISTRATION SUMMARY

Primary Leader: this form will help you gather the information you need to be able to register online

CHURCH CONTACT INFORMATION

Church name	Location (City/State)	
Church street address		
City	State	Zip Code
Church Phone		Church Fax
Primary Leader's Name <i>(this should be someone who will be on-site during the event)</i>		
Primary Leader's contact information		
Cell phone _____		Alternate phone _____
Email _____		

Event Registration Fees

Type	# of people		Fees		Totals
Youth registration fees		x	\$250.00	=	\$
LYO youth fees		x	\$150.00	=	\$
Adult registration fees		x	\$250.00	=	\$
Late fees		x	\$25.00	=	\$
Event staff fees		x	\$0.00	=	\$
Total registration fees				=	\$

Balance Due

Total number of	Youth	
	LYO youth	
	Adult leaders	
	Event staff	
Total amount of registration fees (+ any late fees)		\$
Deposit enclosed (minimum of \$150/person)		\$
Housing fees		\$
Balance due		\$
Financial assistance applied for		\$

Unfilled Rooms

Housing fees	# of rooms		Fees		Totals
Triple housing		x	\$60.00	=	\$
Double housing		x	\$100.00	=	\$
Single housing		x	\$160.00	=	\$
Total fees for unfilled rooms				=	\$

Submission Instructions

When you are finished gathering this information together, along with the Individual Registration Forms for your group participants, please visit our website to complete the online registration form.

Once you have completed entering the information online, please send your non-refundable deposit of \$150/person by the registration deadline of Friday, December 20, 2019 in one check made out to "Delaware-Maryland Synod" with "RoadTrip" and your congregation name in the memo line to Julie Stecker, Delaware-Maryland Synod, 575 S Charles Street, Suite 202, Baltimore, MD 21201. You may also pay online (see website for instructions). The primary leader will receive a confirmation by email once the registration is processed and deposit received.

**RoadTrip housing assignment form
on the other side**



Housing Assignments

Housing notes:

- Label Adults with “A,” youth with “Y” and LYO youth with “LYO” in the “Role” column on the right. *We strongly recommend a ratio of 1 adult per 4 youth, and require a ratio of 1 adult per 8 youth (if you are bringing a mixed-gender group, we do ask that you bring a group of mixed-gender adults).*
- “+” = optional space for 5th person in a room at no additional charge
- **Rooms not filled to capacity:**
 - Triple housing (3 to a room) = \$60 extra charge per room
 - Double housing (2 to a room) = \$100 extra charge per room
 - Single housing (1 to a room) = \$160 extra charge per room

☐ Please check here if you would like us to try to fill your rooms not filled to capacity with participants from other congregations (not guaranteed, but we’ll do our best!)

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			

Room #	First Name	Last Name	Role
___/___			
Gender:			

+			