



Covenant Point Retreats

Group Registration Instructions and Policies

Introduction

Covenant Point retreats are created in partnership between Central Conference youth workers and Covenant Point staff. This approach to program design helps to ensure that retreats are sensitive to the specific needs of the specific churches in attendance. We create set apart experiences of reflection, community-building, stillness, worship, challenge, spiritual formation, and play, in which participants are afforded the often rare opportunity to be fully present with God and others. As a result, our hope is that participants would be better equipped to know God, themselves, and their church community more deeply – and thereby live more fully into their God-given identity and serve more faithfully in the Kingdom of God.

The following instructions will assist you in registering your church for a retreat. Please read the material carefully, as you are responsible for understanding the content. Contact us with any questions!

Registration Instructions

- 1) Choose your weekend. See www.cpbpc.com/fall-winter for current dates.
- 2) Pre-register with Covenant Point as soon as you've made a decision about your retreat. Here's how: download a "Pre-Registration Form" from our website if you don't already have one www.cpbpc.com/downloads or pre-register online (if available). Fill out the necessary information and mail or fax it in to our office. Space will be allotted, as available, based on your given estimations for group attendance. Pre-registration will be handled on a first-come, first-served basis. CPBC will send 1) a "Confirmation Letter," and 2) a "Retreat Contract"- once you pre-register.
- 3) Promote the weekend at your church. Hang posters, show videos, hand out flyers and registration forms. Visit www.cpbpc.com to see the latest updates. Download the "Student Registration Form" from www.cpbpc.com/downloads and make sure each participant fills it out completely.
- 4) Send in a "Group Registration Form" and send return your completed "Retreat Contract" to confirm numbers with Covenant Point ONE MONTH PRIOR TO YOUR WEEKEND. A minimum \$30 per-person non-refundable deposit is due at that time.
- 5) "Student Registration Forms" and full payment are due TWO WEEKS PRIOR TO YOUR WEEKEND.
- 6) Attend the retreat and enjoy!
- 7) Utilize our online survey (which will be sent to you) to offer helpful feedback for next time.

Registration Policies

Payment: A \$30 non-refundable deposit is due one month before your weekend (must be included with the "Group Registration Form"). **Full payment is due two weeks before your weekend.** Retreats fill on a first come, first served basis.

Housing: Groups will be housed based on availability and may share housing with other church groups.

Leaders: Groups are required to bring at least one leader for *each* 6-8 students of *each* gender.

Cancellation: Groups are responsible to pay in full for each person they listed on the "Group Registration Form" (sent in one month prior to the event). Groups can replace a non-attending camper with a new camper of the same gender at any time without penalty, so long as new registration information is given to Covenant Point. Groups can replace a non-attending camper with a new camper of another gender **ONLY** if space allows. If space is not available for the new camper of a different gender, the group is still responsible to pay for the non-attending camper.

Please call or e-mail our office at cpbc@cpbc.com or call (906) 265-2117 for questions.