

momentum 2009/ FAQs About Registration

1. WHAT ARE THE REGISTRATION FEES FOR MOMENTUM 2009?

- \$456: Students (students who have completed 7th-12th grade prior to conference)
- \$456: Fusion (out of high school one year through age 24)
- \$333: Youth Worker (adults who are housed in dorms with their own students)
- \$219: Adult Guests (includes lunch and dinner on campus & all Momentum programming; Adult Guests will be responsible for their own breakfast and lodging).

Fees cover: 7 nights lodging; all meals starting with lunch on Monday, July 13 thru breakfast on Sunday, July 19; a free snack each evening; and all programming, including main sessions, training tracks, and breakout groups. (Adult Guests – see above for what is and what is not covered with the registration fee).

Individuals invited by the Momentum Office to serve as Staff or Conference Reps will be contacted directly by the Momentum Office with registration arrangements.

2. WHAT ARE THE PAYMENT DATES?

- a. A minimum \$100 non-refundable deposit is due when registering. If paid after May 1st, an additional \$50 is added.
- b. All balances are due June 15th. A \$25 late fee is added for balances paid June 16-July 13.

3. HOW DO I REGISTER?

- a. All registration forms are posted on and may be completed on line at www.buildmomentum.org; click on "Registration".
- b. Click on the registration class link (Student; Fusion; Youth Worker; Adult Guest) that applies to you. You will be directed thru the registration process, starting with creating a user name and password to set up your account.
- c. If someone in your group does not have access to the internet, the registration forms may be requested to be mailed to them. The individual will then be required to return their completed registration form by mail to the Momentum Office. To request these paper registration forms, contact momentum@cenational.org

4. WHY DOES EACH CHURCH NEED TO DESIGNATE A "LEAD CONTACT PERSON"?

- a. The Momentum Office needs a single source to serve as a communication link between their office and the local church's group attending conference.
- b. A Lead Contact Person is needed regardless of the size of your group.
- c. It is a local church's choice as to how they select an adult to serve in this role.
 - some select their youth pastor or main youth leader who is attending conference
 - others select someone who is not attending conference, but will serve as a communication link; such as someone on their church office staff or a parent of one of the students.
- d. Once a Lead Contact Person is designated for your church, they should contact registrar@cenational.org to set up a Lead Contact Person account. The earlier a church sets up this account, the better for communication purposes.
- e. The registrar will give the Lead Contact Person a special username and password that allows them to view their entire group's registration status. This is helpful in preparing numerous details to attend conference, such as:
 - balances due on registration fees;
 - who has or has not registered – to help plan adequate transportation, provide sufficient adults to accompany the group; prepare housing assignments;
 - who has/has not turned in their Authorization and Release forms
- f. The Lead Contact Person will also be responsible to:
 - i. provide a credit card number to be held on file for unfortunate possible incidental charges from the university – such as damage to dorm rooms occupied by your group; or lost dorm keys. (see # 12 below).
 - ii. provide emergency cell-phone numbers for your group's main contact(s) staying on campus.

5. WHEN IS...CHECK-IN? FIRST/LAST NIGHT OF LODGING? FIRST/LAST MEAL? OPENING/CLOSING SESSION?

- Check-in Hours: Monday, July 13 from 9 a.m. – 6 p.m.
- First night of lodging is Monday, July 13; Last night of lodging is Saturday, July 18
- First meal is lunch on Monday, July 13; last meal is breakfast on Sunday, July 19
- Opening Session is Monday evening after dinner. Closing Session is late Saturday evening.

6. CAN MY GROUP STAY IN THE DORM THE NIGHT BEFORE CONFERENCE BEGINS?

- Yes, as long as you meet the eligibility requirements: See the [Early Arrival Policy \(PDF\)](#).
 - register for early housing by June 1 (see "b" below)
 - provide required youth workers to stay in dorms with your students
 - arrive for early arrival check-in hours from 8 p.m. -10 p.m. on Sunday, July 12.
- Check the "Early Arrival" box on your registration form.
- A \$25/person "Early Arrival Fee" will automatically be added to your account. This covers your lodging for Sunday, July 12. You are responsible for breakfast on Monday – either to purchase at the campus dining hall - all you can eat for \$5.95/person); or make other arrangements. (Monday lunch is the first meal of conference).

7. WHAT ABOUT TRANSPORTATION?

- Each group is responsible for their own transportation during the week for afternoon options. (See #17 below.) If your group traveled to conference by air, attempts will be made to provide complimentary ground transportation during the week for afternoon options.
- We cannot guarantee that we can provide transportation for groups who want to do afternoon activities or ministries off the campus. There may be a fee attached to those who want to leave the campus to participate in afternoon options. However, for those groups not having their own transportation, Momentum transportation will be provided for those groups participating in the Saturday events related to "We Care-Pittsburgh."

8. WHAT IS THE CLOSEST AIRPORT? WILL GROUND TRANSPORTATION BE AVAILABLE?

- The Pittsburgh International Airport is approx. 15 minutes from the campus.
- Momentum will provide ground transportation for a nominal fee to/from the campus for these dates:
 - Arrival: Sunday, July 12 and Monday, July 13;
 - Return: Sunday, July 18
- The Lead Contact Person must complete an [Airport Pick-up Request Form \(PDF\)](#) for their group by June 1st.
- Cost is based on the number of people needing transportation. Costs are listed on the form mentioned above.

9. DO YOU HAVE AUTHORIZATION AND RELEASE FORMS?

- Yes. Each person attending conference is required to submit a signed form.
- Each registration form includes the necessary Authorization and Release Forms. You will be instructed to download and print the form, sign it, and then either mail or fax them to the Momentum Office by a July 1st post-mark deadline. Note: The Momentum Authorization and Release form is the only form accepted. A local church's release form will not work.
- Do not mail or fax any forms after July 1st. Instead, bring the form with you to check-in on July 13th.
- Adults are required to indicate on the form that they have read and understand the Momentum [guidelines](#) and liability information.
- Students are required to indicate on the form that they have read and understand the Momentum [guidelines](#). Parents/Guardians are also required to sign the form for anyone under the age of 20.
- What if I arrive at check-in w/o a signed form? Extra forms will be available at check-in. A youth worker from your church will be required to sign the form in place of student's parent/guardian.

10. HOW MANY ADULT LEADERS IS A CHURCH YOUTH GROUP REQUIRED TO BRING?

- Each group is required to have the following ratio of adults registered as "youth workers" for their students: 1 female youth worker for every 1-12 female students; 1 male youth worker for every 1-12 male students. (An additional adult is needed for every 1-12 students above this initial ratio). Note that "youth worker" is defined as an adult staying in the dorm with the students. Adults from the

local church who are registered as Momentum Staff or a Conference Rep do not qualify for this ratio, unless they choose to stay in the dorm with their students. Adult Guests or other adults from the local church who stay in nearby hotels or homes do not qualify for the above mentioned ratio requirement.

Note: Individuals wanting to serve as a "youth worker" during Momentum should be at least 20 years of age. If younger than 20, please contact registrar@cenational.org to see if you might still qualify to serve as "youth worker".

- b. What if my group is unable to provide any Youth Workers to be registered to attend conference?
(Youth worker is defined as an adult staying in the dorm with the students).
- Unfortunately, the students will not be able to attend conference. It is required to have an adult from each church registered to attend conference to shepherd their own students. Not only is this for the purpose of spiritual accountability but also legal liability purposes.
 - HOWEVER – there is an option for your church to consider that would allow your students to attend: contact another youth group attending conference and see if they would "adopt" your students for the week. Your students would become part of that group for the week - assigned to the same dorm, accountable/liable to that group's leaders, as well as being shepherded by that group's leaders.
 - If needed, contact momentum@cenational.org for assistance in identifying churches you might consider contacting for this purpose.
- c. What if my group is only able to provide a youth worker to stay in the dorm with the male students and has no adult to stay in the dorm with the female students?...or only able to provide a youth worker to stay in the dorm with the female students and has no adult to stay in the dorm with the male students?
- The male students from your group with no youth worker staying in the dorm will be assigned a Momentum "dorm chaperone". An additional \$35 will be charged to only the male students from your group (not the female students) to provide dorm supervision only.
 - The female students from your group with no youth worker staying in the dorm will be assigned a Momentum "dorm chaperone". An additional \$35 will be charged to only the female students from your group (not the male students) to provide dorm supervision only.
 - The students from your group who would be assigned a dorm chaperone will fully participate in your youth group outside the dorm setting. This just provides supervision in the dorm.

11. WHAT WILL OUR ROOMING SITUATION BE?

- a. This year's campus facilities will provide a variety of dorm room arrangements. Most dorms are "traditional-style halls" with hallway showers and restrooms. The remaining dorms are "suite-style halls" with either a suite of 4 or 5 bedrooms with shower/restrooms for each suite.
- b. All dorm rooms will be set-up to accommodate either three or four people. A three-person room will include one bunk bed and an air-mattress for the floor; a four-person room will have 2 bunk beds. Everyone is responsible to bring their own linens, pillows, blankets, towels.
- c. The Momentum Housing Team will assign youth groups a block of rooms in a dorm based on their registration numbers and according to their discretion. Momentum has the right to block rooms at their discretion.
- Room blocking will be done to minimize having unoccupied beds while yet providing rooms that only have individuals from the same youth group. For example: if your group had a total of 10 female students/youth workers, the Momentum Housing Team would consider assigning you a block of 4 rooms. (2 rooms of 3 people; and 2 rooms of 2 people).
 - Youth groups no longer will need to submit their roommate assignments prior to arriving at check-in. Instead, the Momentum Office will send the Lead Contact Person a housing worksheet, listing the block of rooms assigned to their youth group. The Lead Contact person has the freedom to choose how to assign both their adults and students to the individual rooms. The completed worksheet is only needed to be submitted at check-in.

12. WHAT IF MY GROUP HAS INCIDENTAL CHARGES FOR ROOM DAMAGES OR LOST KEYS?

- a. Each group will be required to give Momentum a credit card number to keep on file for any of these possible incidental charges. The Lead Contact Person for the church will be asked to provide the credit card information on the church contact form provided to them by the registrar.

- b. Lost Key Charges are assessed by the university and passed on to Momentum registrar, who will charge your credit card number on file. Keys not returned to the campus at the end of the week will incur the following charges: \$30 for traditional residence hall key; \$25 for a lost key card; \$20 for a lost suite-style residence hall key.
- c. Damage costs of the dorm rooms your group occupied will be charged to the credit card. At the start of the week, each occupant is given a "pre-existing room damage" card to fill out (inspecting their room for pre-existing torn window screens, carpet stains, broken furniture, etc.). After Momentum, the university inspects the rooms and any new damages not reported on the form will be the responsibility of the group who occupied the room.
- d. Damages to other campus property by anyone in your group will be charged to the credit card.
- e. It will become the responsibility of each group's youth leader to decide how individuals in their group reimburse the credit card holder for these charges.

13. WHAT IF ANYONE IN MY GROUP REGISTERS AND THEN NEEDS TO CANCEL?

- a. The \$100 deposit is non-refundable.
 - A transfer of funds for the \$100 deposit may be requested at a \$35 transfer fee. The [Notice of Cancellation \(PDF\)](#) form must be filled out and approved by the Registration Resolution committee. The remaining \$65 of the deposit may then be transferred to another participant. Transfer requests must be postmarked or faxed by June 16th. No deposits will be transferred after that date.
- b. Request for refund of monies paid in excess of the \$100 deposit must be submitted by completing the "Notice of Cancellation Form" and postmarked or faxed by June 16th.
- c. No refund of any monies will be issued if participant cancels/leaves after the start date of Momentum (July 13, 2009).
- d. If canceling between the dates of the June 16 "Notice of Cancellation" deadline and the July 13th start of conference...you will need to contact registrar@cenational.org for assistance.
- e. Notice of Cancellation Form may be found under Forms on the Registration page of www.buildmomentum.org.

14. IS THERE ANYTHING FOR NEW GROUPS ATTENDING MOMENTUM?

- a. Yes. Momentum Offers a [New Church Discount](#).
- b. A "new church" is defined as one that has not had any students attend youth conference in the past three years (2008, 2007, 2006).
- c. Each student who registers and attends Momentum from a new church will receive a \$25 discount.
- d. A new church will receive one free Youth Worker registration for every increment of six students who register and attend Momentum 2009.

15. CAN SOMEONE JUST VISIT ONE DAY OR MORE? (Day Guests)

- a. Yes! The Day Guest option to attend Momentum is primarily made available for individuals who are not familiar with the conference to have an opportunity to experience what it is like – with the hopes that in the following year, they would consider to attend the entire week. In addition, parents of students who are attending conference, often wish to visit their son/daughter during the week.
- b. Pre-conference registration is not required. All guests visiting campus (regardless of attending a free session or any no-cost events) are required to register at the Momentum Office as soon as they arrive on campus. Guests are required to register each day they arrive on campus.
- c. Fees associated with Day Guests:
 - The initial Main Session you choose to attend is FREE.
 - Admittance to any number of Main Sessions after attending your initial first session will include the following costs:
 - Adults: \$25/session
 - Students: \$25/session
 - The fees only cover admittance to a single Main Session.
 - Admittance to other programming throughout the day is also available. Please contact momentum@cenational.org for more detailed information.

- Please note that Momentum does not allow any children (infant – 6th grade/under 13 years of age) admittance into any of the main sessions.
- Payment is due at the time of registering. Payment may be made by check, cash, or credit card.
- Meals in the dining hall need to be purchased separately. See [Day Guest \(PDF\)](#) for costs. Lodging is not available. Adults or students visiting Momentum are not permitted to stay overnight in the dorm with any registered Momentum attendee.
- Be sure to read the complete list of information/policies for the Day Guest option – found on the Registration page.

16. IS THERE A DRESS CODE?

- a. Yes. In the [Dress Code \(PDF\)](#) you'll find guidelines on dress as well as other guidelines for areas such as attendance, attitudes, and more. It also includes a check-list of what to bring to conference.
- b. General Philosophy on Rules: We do not make the guidelines a focal point of the week at Momentum. You will not hear us make a major issue of rules from the platform during sessions. Rather, youth leaders will present these guidelines to their youth groups as part of the check in process at Momentum. We expect the guidelines to be followed and enforced by all adults at the conference. All those registering for Momentum have read and signed a statement indicating their willingness to comply. The guidelines are intended to help create a wholesome atmosphere at Momentum and provide some structure for the week.

17. WHAT ACTIVITIES ARE AVAILABLE FOR STUDENTS DURING FREE TIME?

- a. The largest block of time for free time is in the afternoon. Youth groups are free to choose how to use the time (including many of the options listed below). This year, Momentum will be encouraging youth leaders to consider scheduling their group to have different experiences throughout the afternoons of the week, such as:
 - [Group Building activities](#) available on campus, and/or at the university's Island Sports facilities
 - [Mission opportunities](#) available to serve people in the Pittsburgh communities on Wednesday, Thursday, and Friday afternoons.
 - [World-View experience](#) - visiting area Hindu Temples to learn about their world-view; discover how to use a biblical world-view to share Christ with individuals back home who practice that religion.
 - [Mini-Afternoon Seminars](#) – held an hour before dinner.
- b. [Organized Sport Tournaments](#) – soccer, basketball, volleyball, dodge-ball, and more
- c. [RMU Island Sports Facilities](#) (Limited transportation shuttle will be provided. Individual youth groups should plan to provide their own transportation.)
 - Activities: ice skating; broom hockey; miniature golf; indoor golf driving range and more!
 - Costs: check back later on the Momentum web page for a list of costs.
- d. [Support your peers](#) involved in Bible Quizzing Tournaments and NAC (Nurturing Abilities for Christ)
 - music, drama, art presentations by students.
- e. [Pittsburgh Area attractions](#). Check the Registration page for a courtesy list of area attractions your group may want to consider visiting. The list will include phone numbers and web pages.

18. DO YOU HAVE OTHER QUESTIONS?

Forward registration questions to: registrar@cenational.org

Forward general conference questions to: momentum@cenational.org