

1. WHAT ARE THE REGISTRATION FEES FOR MOMENTUM 2018?

- \$454: **Students** (students who have completed 6th-12th grade prior to conference)
 - Breakfast (optional): additional \$25 - (five breakfasts, Wed. – Sun.): Full breakfast menu in the dining commons. Cost increases by date, see buildmomentum.org for current rate
- \$366: **Youth Worker** (adults who are housed in dorms with their own students). Cost increases by date, see buildmomentum.org for current rate. *Wednesday through Sunday breakfast is included with this fee.*
- **Adult Guest Arrangements:**
 - (a) \$454 **Young Adult Guests**: Single adults out of high school at least one year up thru age 23 who are not registered as a youth worker. Young Adult Guests stay in adult housing and their registration includes session admission, lunch and dinner, housing, and a discussion time after the evening session. Breakfast plan is optional. Cost increases by date, see buildmomentum.org.
 - (b) \$454: **Adult Guest ON CAMPUS** age 24 and older. Includes lunch and dinner and lodging on campus in dorm rooms with bunk beds and suite style showers/restrooms. Limited space for Adult Guest ON Campus rooms. first come-first served. Cost increases by date, see buildmomentum.org.
 - (c) \$273: **Adult Guests OFF CAMPUS** (includes lunch and dinner on campus & all Momentum programming; will be responsible for their own breakfast and lodging).
- **Day Guests**: see # 17 below.
- **Discounts:**
 - (a) *New Church discount offered*: see #14 below;
 - (b) Incentives for Adult Leaders and students: see #15 and #16 below.
- **See our Child Policy** on buildmomentum.org/forms for eligibility of children and Child Caregivers.

Fees cover: 5 nights lodging; lunch and dinner starting with dinner on Tuesday, July 17 through dinner on Saturday, July 21 (see additional, optional fee for breakfast above); and all programming, including main sessions, training tracks, and breakout groups.

Individuals invited by the Momentum Office to serve as Staff or Conference Reps/Exhibitors will be Contacted directly by the Momentum Office with registration arrangements and fees.

2. WHAT ARE THE PAYMENT DATES?

- a. A non-refundable deposit is due when registering.
- b. For the best rate, a \$75 deposit is due by March 31.
- c. For the next best rate, a \$75 deposit is due by April 30.
- d. All balances are due June 15.

3. HOW DO I REGISTER?

- a. **Online registration:** Register for Momentum 2018 through buildmomentum.org. You will be directed through the registration process, starting with creating a user name and password to set up your account.
- b. **If you are the leader of a church that is NEW to Momentum, you must have your church added to our registration system before your students can register.** Please do so by emailing registrar@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. The registrar will give the Lead Contact 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;
- e. The Lead Contact 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 staying on campus.

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

- Check-in Hours: Tuesday, July 17 from 9 a.m. – 5 p.m.
- First night of lodging is Tuesday, July 17; Last night of lodging is Saturday, July 21
- First meal is dinner on Tuesday, July 17; last meal is dinner on Saturday, July 21 or breakfast on Sunday, July 22 depending on your breakfast meal plan.
- Opening Session is Tuesday evening after dinner. Closing Session is Saturday evening.

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

- a. Yes, as long as you meet the eligibility requirements:
 - 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 Monday, July 16.
- b. Check the “Early Arrival” box on your registration form.
- c. A \$25/person “Early Arrival Fee” will automatically be added to your account. This covers your lodging for Monday, July 16. You are responsible for breakfast and lunch on Tuesday – either to purchase at the campus dining hall or make other arrangements. (Tuesday dinner is the first meal of conference). Meals need to be paid in advance of arriving on campus. The lead contact for each church can purchase these on their Lead Contact Dashboard online.
- d. If you would like to purchase meals in the campus dining room prior to the first meal of conference (Tuesday dinner), prices are as follows: Breakfast / \$5.25 per person, Lunch / \$6.25 per person, Dinner / \$8.00 per person. Groups arriving for early check-in who know they'll want to eat in the cafeteria can purchase pre-conference meals on their Lead Contact dashboard.

7. WHAT ABOUT TRANSPORTATION?

- a. Each group is responsible for their own transportation during the week for afternoon options. (See #19 below for sample list of some of the off-campus options)
- b. If your group traveled to conference by air, attempts will be made to provide ground transportation options during the week for the afternoon ministry outings.
- c. Momentum transportation, for a nominal fee, will be made available for the Wednesday–Friday afternoon outreach opportunities and the Saturday ON MISSION outreach. It is best if individual groups are able to provide their own transportation to go on these service outings. (such as local church buses/vans/cars; groups that chartered buses to travel to Momentum are asked to have those buses available on Saturday.

8. WHAT ARE THE NEARBY AIRPORTS? WILL GROUND TRANSPORTATION BE AVAILABLE?

- a. Momentum recommends using the Indianapolis International Airport (IND) or Fort Wayne International Airport (FWA) because they are closer to campus.
- b. Momentum provides free ground transportation to and from IND as follows: ARRIVALS: Monday July 16 and Tuesday, July 17 (both days starting at 8 a.m. with last shuttle run on Monday at 9 p.m. and last shuttle run on Tuesday at 4 p.m.). DEPARTURES on Sunday, July 22 (starting at 5 a.m. with the last shuttle at 11 a.m.)
- c. The Lead Contact must complete an “Airport Pick-Up Request Form” for their group by June 1st. to qualify for this free service. The form can be found at buildmomentum.org/forms
- d. Please note: Momentum ground transportation is scheduled to maximize the number

of passengers while minimizing the number of trips to a single airport. After all ground transportation requests are received by the June 1st deadline, the Momentum office will notify each group about approximate pick-up and drop-off times for these shuttles. If these schedules are not acceptable to your group, you may wish to consider booking your own ground transportation.

9. DO YOU HAVE AUTHORIZATION AND RELEASE FORMS?

- a. Each online registration includes the necessary Authorization and Release Forms. You will be instructed to digitally sign the form online during registration.
- b. Adults are required to indicate on the form that they have read and understand the Momentum guidelines and liability information and complete the background check information.
- c. 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 18.
- d. What if I arrive at check-in with a walk in student? A youth worker from your church will be required to sign the form online in place of a student's parent/guardian.

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

- a. 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, Adult Guest, 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 21 years of age. If younger than 21, please contact registrar@cenational.org to see if you might still qualify to serve as a "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 youth worker 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.
 - 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.

11. WHAT WILL OUR ROOMING SITUATION BE?

- a. Indiana Wesleyan provides dorms with suites (two rooms sharing a bathroom).
- b. All dorm rooms will be set-up to accommodate at least two individuals – with a bunk bed. Because of space, some rooms may house three individuals, with the university providing an additional mattress to be placed on the floor. 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 group's total registration numbers. Momentum has the right to block rooms at their discretion.
 - Room blocking will be done to minimize having unoccupied beds while providing rooms that only have individuals from the same youth group. For example: if your group had a total of 9 female students/youth workers, the Momentum Housing Team would consider assigning a block of either 5 rooms. (4 rooms, each accommodating 2 people; and 1 room accommodating 1 person) or 4 rooms (3 rooms, each accommodating 2 people; and the 4th room accommodating 3 people...a bunk bed and an air mattress on the floor).
 - The Momentum Office will send the Lead Contact 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. Students and Adults may not be assigned to the same room unless they are son/father or mother/daughter.

d. students or youth workers who register after June 15: Dorm housing assignments are based on the number of registrations received as of June 15. Deposits paid after this date are considered "Walk-in registrations" and will need to be prepared to be added within the previously reserved room space for their youth group. In other words, if extra beds are not available in the initial block of rooms for your group, there is no guarantee that additional rooms can be added. The university has a limited supply of extra mattresses available to place on the floor of room. Lead contacts will be notified if anyone in their group needs to consider bringing their own air mattress or make other arrangements.

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 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 the 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: \$45 /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 required minimum payment of \$75 is non-refundable and non-transferable.

b. **Student Refunds:** A full or partial refund [minus deposits (\$75) because they are always nonrefundable] may be given if a student has to miss attending Momentum due to the following situations:
- medical emergency of the student, military call to duty, or a death in the immediate family, defined as parents, siblings, and grandparents. Reasons beyond the three reasons listed above are rarely given and are left to the discretion of the Momentum Finance Committee. (While refunds for family scheduling conflicts or athletic scheduling conflicts are not eligible for refunds, these students may consider "transfer of funds" as listed below).

A request for consideration of a refund of monies paid in excess of the \$75 deposit must be submitted by completing the "Notice of Cancellation Form" on the forms page of buildmomentum.org by midnight on July 16th prior to the start of Momentum.

- While an e-mail or phone call to the Momentum office or Registrar communicating to indicate a cancellation and/or to inquire about this policy are welcomed, these forms of communication do not qualify as notification, and the Momentum office/Registrar is not accountable for processing the refund request. The individual cancelling is responsible to complete and submit the "Notice of Cancellation" accompanied by proper documentation (as stated on the form) in order to be considered for a refund.

- Refunds are not guaranteed and will be left up to the discretion of the Momentum Finance Committee.

- If a refund is approved, it is payable in the same way the initial payment was received. Credit Card accounts are credited the refund amount; checks are sent to those who paid by check. Refunds are no longer transferable to other Momentum accounts as they had been in previous years.

- No refund of any monies will be issued if participant cancels/leaves after the start date of Momentum (July 17, 2018).

3. **Student Transfer of Fees:**

Transfer of monies (paid in excess of the \$75 deposit since deposits are always non-refundable/non-transferable) may be requested for students canceling who do not qualify for a refund as outlined above. The monies to transfer can only be applied to a new student's registration account or a sibling of the cancelling student. "New" is defined as a student who was not registered at the time of filling out the "Notice of Cancellation Form."
(The new student's total registration fee will be based on the Momentum registration.)

4. **Adult Youth Worker Cancellation:** because Momentum values adult youth workers, who often have to take vacation to serve at Momentum, if they need to cancel for any reason, a full refund (including the initial \$75 deposit) will be honored (or transferred to a new registering adult from their church).

14. IS THERE ANY HELP FOR NEW GROUPS ATTENDING MOMENTUM?

- a. Yes. Momentum Offers a "New Church Discount"
 - A "new church" is defined as one that has not had any students attend youth conference in the past three years (2015, 2016, 2017).
 - Each student who registers and attends Momentum from a new church will receive a \$25 discount.
 - A new church will receive one free Youth Worker registration for every increment of six students who register and attend Momentum 2017.

15. AS A YOUTH LEADER, IF I ENCOURAGE A NEW CHURCH TO REGISTER FOR MOMENTUM, DOES MOMENTUM OFFER ANY "RECRUITING" INCENTIVE?

- a. "yes" - Momentum values the networking relationships you have with other groups and encouraging them to register for Momentum. While the new group would receive the registration discount as outlined in #14 above, Momentum is prepared to say "thank you" (as listed below) to you as the key adult who encouraged the new group to register:
- b. CE National will provide a gift for you for connecting a new church to the Momentum family by issuing a \$150 check to you during the week of Momentum 2018, July 17-22 to thank you. Note: gift is issued based on the church meeting the "New Church" requirements and attending conference.
- c. You must complete an email to momentum@cenational.org to report your involvement in this incentive program.

17. CAN SOMEONE VISIT FOR ONE OR MORE DAYS OF CONFERENCE? (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. However, all guests visiting campus are required to check-in 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:

- Admittance to Main Sessions is \$15 per person (Adult or Student). Momentum's Thursday evening, July 19 session with speaker, Louie Giglio is \$25 per person. The proceeds from this session will go to support the opening of Urban Hope Los Angeles, an LA inner city ministry with CE National.

- Please note that Momentum does not allow any children (infant – 5th grade/under 11 years of age) admittance into any of the main sessions or any teaching tracks. A Live Fee Room is available during sessions for families with children.

- Admittance to other programming throughout the day for day guests is also available. Please contact momentum@cenational.org for more detailed information.

- Payment is due at the time of check-in, made by check, cash, or credit card.

- d. Meals in the dining hall need to be purchased separately. See "Day Guest" on the Policies page of buildmomentum.org for costs.
- e. Lodging on campus is NOT available, nor is it allowed for liability reasons. Adults or students visiting Momentum are not permitted to stay overnight in the dorm with any registered Momentum attendee. i.e. youth pastors/workers are unable to grant permission for other students or adults from their church to stay in the dorm with their registered students/adults.
- F. Be sure to read the complete list of information/policies for the Day Guest option – found on the Forms page on buildmomentum.org.

18. IS THERE A DRESS CODE?

- a. Yes. View the Dress Code under Guidelines on the forms page on www.buildmomentum.org, as well as other guidelines for areas such as attendance, attitudes, and more.
- 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.

19. 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). Momentum encourages youth leaders to consider scheduling their group to have different experiences throughout the afternoons of the week, such as:
 - Group Events available on campus,
 - Mission opportunities available to serve people Wednesday, Thursday, Friday, and Saturday afternoons.
 - Organized Sports Tournaments – soccer, basketball, volleyball, dodge-ball, and more
 - Support your peers involved in Momentum's Got Talent
 - Art Electives available on campus
 - Area attractions. No Momentum transportation is available for this option; groups will need to provide their own transportation.

20. DO YOU HAVE OTHER QUESTIONS?

Forward registration questions to: registrar@cenational.org

Forward general conference questions to: momentum@cenational.org