

# Religious Science *Youth*

## ICSL Teen Seminar 2010 – Camp Registration Procedure

Advisors,

Blessings to each one of you and the wonderful work you are doing for our teens. The following pages include the forms necessary to register for the winter and summer ICSL Teen camps. Please review this checklist to make sure the forms that are needed to register youth and advisors are completed properly. Also prior to sending in the forms please review this list to make sure that the proper forms and money are sent to the proper places to avoid delays in the registration process. Thank you.

International Centers for Spiritual Living Youth Seminars Committee

Please make sure that each of the following steps is completed:

1. **Registration Form** is completed by all teens and advisors. Ministers & advisors signing the registration form need to pay particular attention to initialing the box verifying that the criminal background check required prior to all teen seminars has been completed and can provide written verification if requested.
2. **Consent and Release Form** is completed by all teens and advisors.
  - a. Please check form for any listed special medical needs. Advisors need to discuss these with the parents/guardian since they will be participating in the administration of these as needed. See “Advisor Information Sheet” for additional information.
  - b. Please check form for health insurance information. A copy of the teens health insurance card (both sides) is preferred but filling out the information on the form is acceptable. If no health insurance information is provided advisors need to discuss payment options with the parent/guardian and submit a “Non-Insurance Disclosure Agreement.”
3. **Registration Transmittal Form** is completed by advisor.
4. **Driver/Vehicle Information Summary Form** completed by advisor (if any drivers are arriving at camp with non-family youth).
5. **Bus Reservation Form** completed by advisor if needed (Summer Seminar Only).
6. **Mail ORIGINAL** forms #1 through #5 to:

Janet Chenlee  
13388 Via Don Benito  
Tustin Ranch, CA 92782

7. **Mail COPIES** of forms #3 through #5 and **CHECKS** (payable to ICSL Youth Seminars) to:  
Rev. Keith Cox  
P.O. Box 16900  
Beverly Hills, CA 90209

**Please Note:** There is no individual confirmation of receipt of registration packets so it is recommended that if you want confirmation of receipt to mail your registration packet by a method that the mail carrier tracks the receipt for you. Please mail forms so they DO NOT require a signature to be left with receiver.