

Registration Checklist for Lodge Contingent Leaders **2009 SR-9 Conclave** **Comer Scout Reservation**

As the designated Lodge Contingent Leader, on arrival you should proceed immediately to the Staff Lounge (next to the parking lot, at the end of the Staff area shower house) for registration. You should have the following completed and ready to present at registration:

1. *The “Lodge Contingent Pre-Registered Participants” form, listing all pre-registered participants by name, marked adult or youth, which should match the number of participants submitted with your Transmittal Form.*

This form should not include those from your lodge who will register on-site – they should be instructed to proceed to the Staff Area for individual registration (see below).

2. *Photocopies of Medical forms for all your participants (non-returnable).*

Participants from your lodge who register on-site (those who have not registered through you prior to arrival at conclave) will register individually at the registration site. You will be provided a list of those in your lodge who register individually at the end of registration Friday.

Other than you, only those who need to register on-site will need to go to the registration site. All those who have pre-registered will be directed on to their campsite.

At check-in, you will receive participant packets for your pre-registered participants, containing all necessary items and information for the weekend.