

## GET YOUR TEENS TO A *FEARLESS MINISTRIES* RETREAT CHECKLIST FOR PARISH STAFF

### **At least 1 month prior to the event:**

\_\_\_ Download publicity materials from the Fearless Ministries Retreats website ([www.fearlessretreats.com](http://www.fearlessretreats.com)). You are welcome to print out multiple copies and/or post on your parish website or social media pages.

\_\_\_ Promote the Fearless Ministries event at Mass or by visiting your Youth Group or Confirmation prep classes.

\_\_\_ Student participants and volunteers (18+) must register online. However, please collect the names of the individuals who will be attending from your parish and submit your list to Maggie Watkins at [fearlessretreats@gmail.com](mailto:fearlessretreats@gmail.com). Keep a copy for your records!

\_\_\_ Recruit volunteers/chaperones from your parish. Consider asking parents and guardians! One adult chaperone (18 years of age or older) is required to accompany a group for every 7 participants of each gender. Volunteers must submit an online Volunteer Application and satisfy the Safe Environment procedures by submitting to a background check process and attending on-site training the day of the retreat. (Resources and applications are available at [www.fearlessretreats.com](http://www.fearlessretreats.com).)

### **3 weeks prior to the event:**

\_\_\_ Follow up with parents/ guardians and remind them to confirm their child's reservation by completing the online Participant's Registration (available at [www.fearlessretreats.com](http://www.fearlessretreats.com)).

\_\_\_ Confirm that your chaperones have completed the Volunteer Application and have satisfied Safe Environment Procedures.

### **1 week prior to the event:**

\_\_\_ Remind parents/guardians that any unpaid registration fees are due at retreat registration.