

HOALTC Church Coordinator Covenant

As Church Coordinator for my church I agree that I will complete the following

by the dates listed on hoaltc.org/calendar.

1. Register all my students and teams on the Registration Portal.
2. Submit Special Accommodation and Consideration Form(s) as appropriate from the Forms section of hoaltc.org/cc.
3. Send payment to the address on the invoice in the Registration Portal for all registered students, hotel rooms and other items that I have requested. I will not block hotel rooms that I have not received payment for from my attending families.
4. Submit all pre-convention events and scholarships on or before the due date.
5. Furnish appropriate numbers of volunteers for events by entering their names and contact information on the Registration Portal.
6. Make all corrections to student and hotel registrations on the Registration Portal, including the housing list for each room reserved.
7. Communicate the Convention Etiquette Guidelines to everyone in my group at the appropriate time(s). Guidelines can be found under Convention Information at hoaltc.org/cc
8. Arrive at LTC Central between 2 PM and Opening Ceremony on Friday. Receive a checklist of the check-in process with current statement and hotel room assignments and a packet of material for your congregation. Check that all T-Shirt quantities and sizes are correct before leaving that pickup area. Enter the Saturday late check-out room number for your congregation on the checklist, sign the checklist stating that all information provided is correct and turn it at the designated location so we can give you our thank-you recognition gift.
9. Closely check all awards received by visiting LTC Central during the convention and validating against your participant lists.
10. Request all award corrections after the convention by email to ltc@hoaltc.org.

Name: _____

Church Name: _____

Church City/State _____

Cell Phone _____ Backup Phone _____

Email address _____

Please check one: New Church Returning Church

Your signature acknowledges that you as the active church coordinator understand the expectations above and agree to fulfill them and will be available by phone and email.

Church Coordinator Name (OK to type name)

Date

Please email this completed form to: ltc@hoaltc.org

If you have any problems filling out the form, please email ltc@hoaltc.org for assistance.

Upon receipt of this form in the HOALTC Office, you will receive your password for the Registration Portal by email.