

## 2008 Washington State Prevention Summit Team Checklist

Below is a checklist for bringing and registering youth for the 2008 WA State Prevention Summit. The Youth Team Adult Advisor, Youth and their parents/guardians should review and complete the forms below prior to the Prevention Summit. This checklist will help in getting the group organized and set in the right direction. Forms can be downloaded from conference website at <http://casat.unr.edu/dasa/>.

### **Registration:**

**All youth at adults must complete and submit a registration form with payment.** *Deadline for the early bird registration rate is September 30th. Deadline for all Team Registration is October 10<sup>th</sup>.*

- For ALL youth and Adults:** Submit Registration Form via online, fax or mail individual registration forms for each youth and adult.
- For TEAMS ONLY:** Complete one Youth Leadership Team Coversheet and Commitment Page and send to CASAT with registration forms.

### **Youth Forms:**

*Youth and Parent/Guardian should review all the information listed below, and sign all the necessary forms for their youth to attend.*

- Review 2008 Youth Leadership Track information
- Review the Team Cover Page and commitment page.
- Review the Youth Participant Guidelines

**Forms below require parental signatures. One (1) original and two (2) copies of all forms must be turned in during onsite check-in.** Do not mail these forms with registration.

- Medical Emergency Release and Contact Information Form
- Parent/Guardian Consent and Hold Harmless Form
- Participant Code of Conduct

### **Chaperone Checklist:**

- All Adult Chaperone's need to review the Chaperone Guidelines.
- Inform all Chaperone's of the Mandatory meeting.
- Have one (1) original and two (2) copies of all signed youth parental/guardian forms. Bring forms to Summit to be submitted at onsite check-in.

### **Team Checklist:**

- Review 2008 Youth Leadership Track information.
- If a Youth Team doesn't already have a Youth Team Name, one should be designated.
- Designate a Youth Team Adult Advisor.
- Register all youth and adult team members for the Prevention Summit. (see above)
- Register the team for the Prevention Summit. (see above)
- Make sure youth participants have all the necessary forms signed by parent/guardian.
- Have one (1) the original and two (2) copies of all signed youth parental/guardian forms. Bring forms to Summit to be submitted at onsite check-in.

### **Optional: Applying for an Office of the Attorney General's Team Scholarship**

- Download the Scholarship form online at <http://casat.unr.edu/dasa/>.
- Scholarships will be available on a first come first serve basis. Send all completed forms and questions to Dan Bissonnette by email at [pxscholarship@psed.org](mailto:pxscholarship@psed.org).