



KEY LEADER CHECK LIST

6-8 MONTHS BEFORE

- Register your group at www.archgh.cvent.com/ and search "Witness 2019"
 - Pay 10% deposit for your group registration
 - Begin recruiting teens and chaperones
 - Set incremental deadlines for registrations and payments
 - Schedule fundraisers
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3-4 MONTHS BEFORE

- Host a youth night for teens attending that examines the seven themes of catholic social teaching
 - Consider taking teens and chaperones to a service opportunity to get a taste of what they will be doing, and to bond as a group
 - Follow up on registration and payment deadlines
 - Continue fundraising
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2 MONTHS OUT

- Finalize group numbers and make any necessary changes to your online registration by 4/26/19
 - Submit second payment installment (50% of total registration)
 - Begin to collect Permission Slip/Liability Forms
 - Begin to fill out the WITNESS roster for your parish
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1 MONTH OUT

- Submit all paperwork (mailed or digital) to the Office of Adolescent Catechesis and Evangelization (OACE)
 - Host a prayer/information session for teens and parents to go over final details of the trip and spend time praying as a community
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1 WEEK OUT

- Final payment installment due on 5/24/19 (40% of total registration)
- Confirm with OACE that all paperwork is in order
- Join OACE staff and other parishes in the Novena of St. Francis Xavier, patron saint of missionaries (begins 5/24/19)