



AN INTIMATE
GIRLS RETREAT

Presented by Go Tell Ministries

Leader Handbook

Handbook Index

Leader Checklist	Page 3
Financial Policies and Procedures	Page 6
<i>*Includes information on Deposits, Refunds & Cancellation Policy.</i>	
Girls Retreat Cost and Discount Worksheet.....	Page 9
Registration Form	Page 10
Background Check Verification Form	Page 11
Information Sheet	Page 12
Weekend Schedule	Page 13

Leader Checklist

Before you arrive at the 4G Girls Retreat, you should...

- Register online by paying a \$25 deposit per person...**

Visit www.gotellministries.com to register online!

You may pay online with a credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, or Discover.

You also may mail a Registration Form to the GO TELL office. Please include a check for your deposit of \$25 per person made payable to GO TELL Ministries.

Our mailing address is:

GO TELL Ministries
P.O. BOX 2138
Duluth, GA 30096

**Please remember that deposits are non-refundable.

*Number of spaces is held ONLY as deposits are received.

Please read carefully the Financial Policies and Procedures form so that you fully understand these items and do not incur any additional expenses.

Recruit counselors/Girls Ministry Leaders/small group leaders so that you have at least 1 adult for every group. Adult chaperones are not required for college students 18 years and older.

The registration cost is the same for adults and students.

Have a parent meeting.

(This is very important if you are bringing a group of students.)

At this meeting:

- Provide parents/guardians instructions to fill out students' medical release forms **online**. (A link will be sent to you that you can forward to the parents.) If any parents are unable to complete the forms online, you may obtain the information from them and complete those for your group.
- Pass out the "Important Information for Students" form included in this Handbook.
- Have the adult leaders fill out medical release forms **online**. (A link will be sent to you that you can forward to your leaders.) Because illness and accidents can happen to leaders as well as students, we need to know insurance information and emergency contacts for everyone.
- Pray for a great weekend!

Complete and return the "Background Check and Certification Form" included in this guide.

We need to verify that background checks have been done within the last 12 months on any adult coming with your group. Most churches and Christian schools already do this for their leaders, and those are acceptable.

Simply print and sign the form, then fax it to GO TELL at 770-622-5603. You also may mail it to GO TELL at P.O. Box 2138, Duluth, GA 30096.

*If background checks have not been done, you may have them completed online. Click on the link for Data Facts on the 4G Register page.

We do not need the actual background checks – just the "Background Check and Certification Form."

Submit final payment by March 1. Again, you may pay online by credit card, debit card, or automatic draft from your checking account. (You also may make checks payable to GO TELL Ministries.

Our mailing address again is:

GO TELL Ministries
P.O. BOX 2138
Duluth, GA 30096

Please log in to your online account and enter the names of all your students and adults **NO LATER THAN MARCH 1.**

If you have difficulties logging into your account or need further assistance, please contact the GO TELL Office at 1-866-I-GO-TELL and someone will be happy to assist you.

Financial Policies and Procedures

PAYMENT INFORMATION

- Pay deposits & final balances online - it's easy!

Visit www.gotellministries.com to pay by credit card, debit card, or automatic draft from your checking account. GO TELL accepts American Express, MasterCard, Visa, and Discover.

Checks also can be mailed to P.O. Box 2138, Duluth, GA 30096. Please make checks payable to GO TELL Ministries. Payments MUST be received by March 1.

If you have any questions, please email info@gotellministries.com or call 1-866-I-GO-TELL. We are happy to assist you in any way possible!

DEPOSITS

Deposits are \$25 per person, and they are **NON-REFUNDABLE**. Deposits from cancelled registrations cannot be applied to your group's balance.

The number of spaces are reserved **ONLY** as deposits are received (i.e., if the number of deposits paid is 1 (\$25) and the number of students coming is 20, only ONE space is held). To be fair, we cannot, under any circumstances, hold space for those who have not paid a deposit.

FINAL BALANCE

On or before **March 1**, GO TELL needs to receive **ALL** of the following:

- Final Balance Payment Background Check Certification Forms

REFUNDS

To be eligible for refunds of the final payment, you must notify us in writing of changes to your group's final count prior to or by 4 p.m. eastern time on March 1.

There is no eligibility for refunds after March 1!

While we sympathize with situations that are outside of your control, including illness, family situations, etc., we cannot refund your retreat balance after the due dates above. As of this due date, GO TELL Ministries is committed to pay all costs, such as facility fees, meals, and other fees related to the 4G Girls Retreat.

CANCELLATION POLICY

Should the 4G Girls Retreat be cancelled due to unforeseen circumstances, which are outside of our control, including but not limited to national disasters, weather conditions, etc., deposits remain non-refundable. Balances may be refunded if the facilities utilized refund GO TELL Ministries.

If your group chooses not to come due to weather conditions and the retreat is still held as scheduled, all payments are non-refundable.

It is our desire for the 4G Girls Retreat to be a positive experience for everyone involved. We are here to help you in any way possible. Remember, if you follow the guidelines in your registration information, you will avoid unnecessary expenses. Thank you for your help in this important area!



2013 Girls Retreat Cost

Date of Girls Retreat	LOCATION OF RETREAT	Standard Registration Cost
March 15-16, 2012	Lake Lanier Islands Legacy Lodge (Buford, Georgia)	\$89

****Conference and all meals are included in this cost!!!***

***When sending in your payments by check,
please include this worksheet with your payment.***

Total Number Attending _____ X Registration Cost _____ = \$ _____

Less Deposit _____ (Number of Deposits X \$25) - \$ _____

Balance (Subtract Deposit from Registration Cost for All Attendees) = \$ _____

FINAL BALANCE = \$ _____



Registration Form

March 15-16, 2013

GROUP/CHURCH NAME: _____
(If applicable)

MAILING ADDRESS: _____
(Group/church or leader)

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

EMAIL: _____

LEADER NAME: _____

LEADER EMAIL: _____

LEADER HOME PHONE: _____

LEADER CELL PHONE: _____

REGISTRATION FEE:

DEPOSIT: \$25 per Person, NON-REFUNDABLE

- Please remember that spaces are held only as deposits are received and that deposits are **NON-REFUNDABLE!** One deposit of \$25 holds space for one person. Return this form, along with your deposit of \$25 per person.
- Make checks payable to GO TELL Ministries. Credit card payments may be made online at www.gotellministries.com.
- Please read the "4G Girls Retreat Costs and Discounts" form, as well as the "Financial Policies and Procedures" form, for important information regarding 4G Girls Retreat costs and procedures.



Background Check Verification Form

GO TELL's primary concern is for the safety and well-being of all the students who attend the 4G Girls Retreat. Therefore, GO TELL requires that a criminal background check be completed on every adult who attends the 4G Girls Retreat. It is the responsibility of each group leader to verify that a background check has been performed **within the last 12 months** and is on file at her church for EVERY ADULT ATTENDING THE RETREAT WITH HER GROUP. (This means that a criminal background check should be on file for all youth pastors, parent volunteers, other chaperones, and bus drivers.)

Data Facts, Inc. is an excellent source for obtaining criminal background checks. Our contact at Data Facts is Ann Easton, and her phone number is **(901) 331-1367**. Ann will be able to assist you in obtaining all of the necessary forms and paperwork.

Once you have obtained a current background check on all of the adults in your group, please sign the bottom of this form and return it to GO TELL's office by the due date of March 1!

NAME OF
CHURCH/GROUP _____

NUMBER OF ADULTS ATTENDING 4G GIRLS RETREAT: _____

By signing this form, you agree that you have obtained a criminal background check on all of the adults in your group who are attending GO TELL 4G Girls Retreat. You also acknowledge that each criminal background check has been performed within the last 12 months and THERE ARE NO NEGATIVE RESULTS.

(Signed by Girls Ministry Leader/Group Leader) (Date)



Participant Information

What to Wear:

- Casual clothes for the day: modest shorts / t-shirts / jeans

What NOT to Wear:

- Shorts, tops, skirts, etc., that are inappropriate.
- Short shorts (hem no shorter than fingertips when arm is extended).
- Skimpy Tops (halter, etc.) or shirts that don't meet your pants or rise up above your pants when arms are raised.
- T-shirts with distasteful designs or messages.
- Spaghetti-strap tops (unless you have a shirt underneath).
- Pants that are too low cut and don't allow you to bend over without being embarrassed!

What to Pack:

- Bible, notebook, pen
- Your favorite pillow, blanket, or sleeping bag for our breakout sessions
- Toiletry items
- Limited spending money. Christian resources may be purchased. In addition, vending machines and snack shops are available.

What NOT to Pack:

- Any item that is illegal, dangerous, or may be used to cause damage to the facility or harm an individual (examples: alcoholic beverages, drugs, fireworks, weapons, water balloons, or water guns, etc.).
- Tobacco products – GO TELL 4G Girls Retreat has a no-tobacco policy.
- Radios, cd/tape players, video game equipment, cell phones, or pagers that are used inappropriately. The use of two-way communication devices is prohibited except by retreat staff or counselors.

GO TELL 4G Girls Retreat staff reserve the right to collect any item that violates the above provisions.

Valuables

GO TELL Ministries and Lake Lanier Islands Legacy Lodge cannot accept responsibility for missing items. Therefore, it is advised that girls not bring unnecessary valuables to the 4G Girls Retreat. Each student is responsible for her own cash and valuable items.

Please call or email our office at 1-866-I-GO-TELL or info@gotellministries.com if you have any questions or we can assist you. We are here to serve you, and we are grateful that you have chosen to join us for this 4G Girls Retreat!



Schedule

Friday Evening

6:00-7:00pm	Registration
7:30-8:30pm	Opening Session
8:45-9:30pm	Breakout Session
9:45-11:00pm	"The Gathering"

Saturday

9:00-10:00am	Morning Session
10:15-11:15am	"White Out" Brunch
11:30am-12:15pm	Breakout Session
12:30-1:30pm	Afternoon Session
1:45-2:45pm	Breakout Session/ Pizza
3:00-4:30pm	Closing Session