

FIVE

JULY 15-20 KNOXVILLE, TN

CHD 2012 ORG

GUIDEBOOK

Quick Info

Date: July 15-20, 2012

Website: www.chic2012.org

Email: chic2012@covenantevents.org

Phone: 1-800-910-CHIC (2442)

Location: University of Tennessee, Knoxville

US Postal Service:

UT Conferences

Attn: CHIC 2012

P.O. Box 2648

Knoxville TN 37901

Alternate Carriers:

UT Conferences

Attn: CHIC 2012

600 Henley St. Ste. 212

Knoxville TN 37902

Contents

Purpose and Core Values	4
Covenant World Relief Offering 2012.....	4
CHIC Website	5
Conference Liaisons	6
Registration	
Fees and Deadlines	8
CHIC Contact	9
Registration Forms	9
Registration Process	10
Group Registration: Paper	11
Group Registration: Online	12
Adult Registration (Counselors and Staff)	13
Adult Orientation and Training	14
Payment Parameters	15
Group Additions	16
Substitution Policy	17
Cancellation Policy	18
Scholarships	19
On-Site	
Check-In	20
Check-Out	20
Standards of Conduct	21
University of Tennessee	22
Daily Schedule	23
Policies and Precautionary Measures	24

PURPOSE & CORE VALUES

CHIC exists to:

- Be a catalyst that inspires Christ-like change.
 - a) This lets us know that CHIC is a place on the journey. It serves as a place, an experience that uniquely and creatively inspires.
 - b) This change is for the individual student, the larger youth group, as well as the church or ministry in which they are connected.
- Challenge students to see themselves as part of something bigger.
- Inspire students towards the journey of following Christ.

CHIC is committed to:

- Being accessible to any Covenant student
- Creating a lasting legacy
- Focusing on relevance to this generation
- Developing all areas of CHIC with excellence
- Recognizing and respecting the uniqueness of every individual
- Providing space for young people to have an experience they could not have at home

Covenant World Relief Offering

The Covenant World Relief Offering is one expression of these values. In CHIC 2012, these funds will be used to support Covenant Kids ministries in India, Colombia, Congo and Sudan. Together, Covenant World Relief and Covenant World Mission are partnering with national church ministries to break the cycle of poverty for children and students by providing formal and non-formal education in these four countries. For more information regarding Covenant Kids, visit CovChurch.org/mission/projects/covenant-kids/

CHIC WEBSITE

CHIC2012.org

The CHIC website is your resource for everything related to CHIC! Visit the site to find:

- Links to online registration options
- Step-by-step registration instructions
- Registration materials
- Contact info for Conference Liaisons
- Answers to your questions
- Information about the CHIC 2012 offering
- Conference transportation plans
- Transportation planning tips
- Resources to give you fundraising ideas
- Information about:
 - Mainstage session speakers
 - Focus group topics
 - On-campus activities
 - Off-campus excursions

Check back often for additional details and information.

CONFERENCE LIAISONS

Conference Liaisons are a key component to the success of CHIC. Liaisons help plan for CHIC within their conferences and provide a critical link for effective communication between the conference and the CHIC Office. Liaisons are the primary contact persons for the CHIC Contact and Group Leaders from each local church.

Liaisons will answer questions and coordinate efforts in the following areas:

- Transportation to/from CHIC
- Counselor and adult training
- Pairing together students and counselors from different churches, if needed

CHIC Liaisons by Conference

Unsure of which conference you're in? Visit CHIC2012.org and scroll to bottom of the page for the link.

ALASKA

Phil Cannon

1145 C St.
Anchorage AK 99501
Work: 907-277-3322
Mobile: 907-227-0764
Phil.Cannon@covenantevents.org

CANADA

Marc Lantz

PO Box 164
Breton, AB TOC-OPO
Work: 780-696-3652
Mobile: 780.696.3669
Marc.Lantz@covenantevents.org

CENTRAL

Lawrence Pointer

10110 S. Central
Oak Lawn, IL 60453
Work: 773-298-9730
Mobile: 708-497-8068
Lawrence.Pointer@covenantevents.org

Brian Zahasky, *Liaison Coordinator*

250 S. St. Mary's Rd.
Libertyville IL 60048
Work: 847-362-3308
Mobile: 847-372-2403
Brian.Zahasky@covenantevents.org

EAST COAST

Tim Ramgren

Evangelical Covenant Church
915 Plumtree Road
Springfield, MA 01119
Work: 781-861-0780
Mobile: 413-636-1037
Tim.Ramgren@covenantevents.org

GREAT LAKES

Justin Saxton

35415 W. 14 Mile Rd.
Farmington Hills, MI 48331
Work: 248-661-9191
Mobile: 248-363-5493
Justin.Saxton@covenantevents.org

MIDSOUTH

Dale Lusk

414 Cedar Ave.,
McAllen, TX 78574
Mobile: 956-458-9568
Dale.Lusk@covchurch.org

MIDWEST**Jim Eaton**

Countryside Covenant Church
 PO Box 675
 McPherson, KS 67460
 Work: 620-241-4499
 Mobile: 620-755-5629
 James.Eaton@covenantevents.org

Randy McNeal

Christ Community Covenant Church
 8151 Simms Street
 Arvada, CO 80005
 Work: 303-467-2020
 Randy.Mcneal@covenantevents.org

NORTHWEST**Kyle Gunderson**

Cedarbrook Covenant
 N6714 470th Street
 Menomonie, WI 54751
 Work: 715-231-5433
 Mobile: 763-486-8333
 Kyle.Gunderson@covenantevents.org

Jason Hovis

Karmel Covenant Church
 5799 County Road 6 NW0
 Princeton, MN 55371
 Work: 763-633-3169
 Mobile: 763-360-9891
 Jason.Hovis@covenantevents.org

NORTH PACIFIC**Chad McDaniel**

Bethany Covenant Church
 1318 S 18th Street
 Mount Vernon, WA 98274
 Work: 360-424-9399
 Chad.Mcdaniel@covenantevents.org

PACIFIC SOUTHWEST**Lisa Holmlund**

Montecito Covenant Church
 6771 Cold Spring Road
 Santa Barbara, CA 93108
 Work: 805-969-0373
 Mobile: 805-568-1917
 Lisa.Holmlund@covenantevents.org

SOUTHEAST**Sheryl Sands**

4180 Kimlie Cove
 Decatur, GA 30035
 Mobile: 404-516-4002
 Sheryl.Sands@covenantevents.org

REGISTRATION

Fees and Deadlines

Type of Registration	Type of Payment	Opens	Closes	Fee
Early Bird Student	Full Payment	April 1, 2011	Jan. 31, 2012	\$545
	Deposit Only	April 1, 2011	Jan. 31, 2012	\$50
	Balance Due: Postmarked by Jan. 31 2012			\$495
Regular Student	Full Payment	Feb. 1, 2012	May 9, 2012	\$590
	Deposit Only	Feb. 1, 2012	Apr. 13, 2012	\$50
	Balance Due: Postmarked by May 9, 2012			\$540
Late Student*	Full Payment	May 10, 2012	June 15, 2012*	\$625
Adult	Full Payment	April 1, 2011	May 9, 2012	\$545
	Deposit Only	April 1, 2011	Apr. 13, 2012	\$50
	Balance Due: Postmarked by May 9, 2012			\$495

*No new student registration will be accepted after June 15, 2012. Substitutions will be welcomed up to the start of the event.

Registration fees include:

- Attendance to mainstage sessions, focus group seminars, on-campus recreation, service opportunities, and many other CHIC 2012 activities
- Thirteen meals (from dinner 7/15 through dinner 7/19)
- Five nights of housing
- Airport transportation to/from the Knoxville airport (See Airport Transportation Form)
- A safe environment
- Limited accident insurance for the duration of the conference
- A cornucopia of additional benefits which do not fit easily into a list

Registration fees do not include:

- Transportation costs to/from Tennessee (for information on efforts to coordinate transportation in your region contact your Conference Liaison)
- Transportation to/from the Atlanta and Nashville airports; however, this may be arranged and purchased through the University of Tennessee. (See Airport Transportation Form.)
- Early arrival housing; however, this option may be arranged and purchased through the University of Tennessee. (See Early Arrival Housing Form.)
- Early arrival meals; however, food is available for purchase on campus in dining and food service units or at restaurants near campus.
- Off-campus excursion options

STUDENT AGE ELIGIBILITY POLICY

High school students are eligible to attend CHIC if:

- They will complete grade 9, 10, 11, or 12 in the 2011-2012 school year, AND
- They will be at least 15 years old as of September 1, 2012

Note: Seniors may attend CHIC a second time.

CHIC Contact

If your church has not already done so, please select a CHIC Contact to represent your church as soon as possible. The CHIC Contact does not need to attend CHIC, but is responsible for overseeing the registration process for your church and resolving local questions as students and adults prepare for CHIC. In some churches the CHIC Contact is a youth pastor or youth leader; while other times the CHIC Contact is an adult volunteer or one of the parents from the youth group. This individual should be responsible and able to keep track of deadlines and information. The CHIC Contact is the person who communicates with the University of Tennessee prior to CHIC.

The CHIC Contact is responsible for the following:

- Recruiting the appropriate number of same sex counselors to accompany your group
- Collecting all student registration forms; verifying that each student meets the eligibility requirements, and that each form is filled out completely and signed by both parent and student
- Collecting all adult registration forms; verifying that each adult meets the eligibility requirements, and that each form is filled out completely and signed
- Making sure the group's registration account is paid in full according to the published deadlines
- Submitting changes to the group registration such as additions, substitutions, and cancellations

The University of Tennessee will only accept payments and registrations from the CHIC Contact. If your group prefers to partner with another church attending CHIC, please contact the CHIC Liaison from your conference for help securing a CHIC Contact for both churches.

Registration Forms

Registration forms were mailed as part of the information packet; they can also be downloaded at the CHIC website, CHIC2012.org. The various registration forms you will need include:

- Group registration form
- Student registration form
- Adult application form
- Adult pastoral recommendation form
- Special needs form

Detailed directions are on each form and include information on who completes which sections as well as various deadlines. Use the master copies provided in the information packet to make photocopies to distribute to adults, students, and parents as needed.

Registration Process

To register a group for CHIC 2012, the individual selected by your church to serve as the CHIC Contact may choose one of the following options:

- Paper Registration (see page 11)
- Online Registration (see page 12)

QUESTIONS ABOUT REGISTRATION?

For questions about registration, please contact UT Conferences either by phone at 865.974.0280, or by email to conferences@utk.edu (include CHIC 2012 in the subject line).

Note: All registration processes are also available on paper by completing the necessary forms, and mailing them to UT Conferences. Group leaders may complete part, all, or none of their registration processes online based on their own personal preference.

GROUP REGISTRATION: PAPER

The CHIC Contact will register the adults and youth from each church as one group, using the following guidelines:

- 1) Adults registering as counselors and all students must register with a church group.
- 2) Adults registering as staff should register with the youth group from their church; staff will be housed with their church's youth group while at CHIC.
 - If an individual adult wishes to register as staff, but their church youth group is not attending, they may register individually with the University of Tennessee. The individual should include a letter with their registration stating that this is the case. However, their registration payments must still be made with a church check.
- 3) Fill out a group registration form for your church. Be sure to include the following information and follow these directions when filling out the group registration form:
 - Include your church mailing information and the name of the CHIC Contact.
 - List students and adults registering as part of your group. Include only registrants whose payments are enclosed.
 - Calculate the registration fees due for your group using the registration fee worksheet on the front of the form.
 - Include payment using a church check made payable to "The University of Tennessee."
 - Churches are responsible for providing an adequate number of same sex counselors for their students.
 - In most cases a student to counselor ratio of 5:1 and no more than 10:1 is recommended. We understand some situations require a lower student to counselor ratio. If your church falls short of or has extra counselors, contact your Conference Liaison about partnering with another church. If your church is assigned a counselor from another church, you may be asked to pay his/her registration fee. Students must have a same sex adult chaperone identified to attend CHIC.
 - All groups must have an adult CHIC Contact handling registration. Registration forms will be accepted from the adult CHIC Contact only. Incomplete registration forms will be returned to the CHIC Contact. Your spaces will not be secured until all necessary forms are received and correctly filled out.
- 4) All registration forms from your church along with payment (in the form of a church check) should be collected and sent in together with the group registration form to the University of Tennessee.
 - Verify that each student registration form is completely filled out and signed by parent and student.
 - Verify that each adult registration form is completely filled out and that the pastoral recommendation form has been completed.

GROUP REGISTRATION: ONLINE

- 1) Visit the "Register" page at CHIC2012.org, and click on the "Register Your Group Now" link.
- 2) Enter your contact information into the appropriate fields.
- 3) Enter the total number of students and adults that you will be registering with your group. (A non-refundable \$50 deposit is required per spot registered.)
- 4) Enter the names of your students in the appropriate fields. If you do not know all names, please enter "Student #1," "Student #2," etc. in the name fields.
- 5) Enter the name of your adult counselor or staff in the appropriate fields. If you do not know all names, please enter "Adult #1," "Adult #2," etc. in the name fields.
- 6) Review the information you have entered. You may edit any of the information at this stage. Once the information is submitted, however, no further edits can be made online.
- 7) Select your payment option for deposit. (A non-refundable deposit is required for every participant in order to reserve a spot at CHIC. If you wish to pay the entire registration fee at the time of your registration, you must do that by check. The credit card payment option is ONLY available for deposits.)
 - Pay by check (Mail church check and completed Group Registration Form to UT Conferences using the address provided)
 - Pay by credit card (Deposit only)
- 8) Once your registration is processed, you will receive an invitation via email (to the address you provided at registration) to review your registration records and to enter the necessary demographic information for each member of your group. **Your email address is your log-in.**
- 9) After you are finished entering the demographic information for each person in your group, you will be able to sign up for excursions. Registration for excursion is expected to open Fall 2011.
- 10) Groups registering online will receive a Parental Consent and Medical Release form to print and complete for each student. These forms should be submitted with the final fee payment, made by church check. The parental consent and medical release form is slightly different than the Student Registration form available online. Please use the form sent to you in your email confirmation.

CONFIRMATION

- You will receive a confirmation message sent to the email address you provided. If there is a problem with any of your information, please contact UT Conferences using the contact information provided in the confirmation email.
 - The email address you provided at the time that you registered will be your login ID for any future changes or additions that you might need to submit online.
-

Adult Registration (Counselors and Staff)

REQUIREMENTS

- Counselor applicants must be at least 21 years of age by September 1, 2012. Staff applicants and companions for students with special needs must be at least 19 years of age by September 1, 2012. (No exceptions!)
- Applicants must be able to articulate their faith in Jesus Christ and be willing to readily share that faith commitment with others.
- Applicants must have a heart for young people. Current participation in youth ministry will be considered in the selection process.
- Applicants must be willing to operate within the guidelines and framework of CHIC 2012.
- In order to protect students attending CHIC 2012, criminal background checks are required for every adult wishing to serve at CHIC.

ADULT APPLICATIONS

Adult positions at CHIC:

- *Counselors* work with groups of 5 to 10 students (typically from their own church) to provide oversight and spiritual guidance at CHIC.
- *Staff* are assigned positions in a wide variety of roles (see Staff Job Description form) to help provide the opportunities and services necessary for a successful CHIC experience for all participants.

Adults who meet the criterion and would like to serve at CHIC 2012 must complete the application process and be accepted to attend CHIC 2012.

In most cases, adult applications will be mailed by the CHIC Contact using a group registration form. In some cases (such as churches without youth attending CHIC 2012), staff applicants may be accepted individually, but in these cases payment must still be made using a church check. Staff applicants must submit their application with the group registration form and not individually.

Adult applications must be postmarked by May 9, 2012. Please see the adult instruction sheet, included with the adult application, for more details.

After registering, adult staff applicants will be emailed a link to complete the online staff questionnaire, which allows your skills and abilities to be properly utilized at CHIC.

FEES AND DEADLINES

Adults may choose to pay their registration fees according to the following options:

Option 1	Option 2
<ul style="list-style-type: none"> • Payment in full (\$545), postmarked by May 9, 2012 	<ul style="list-style-type: none"> • Non-refundable deposit (\$50), postmarked by April 13, 2012 • Balance due (\$495), postmarked by May 9, 2012

Adult Orientation and Training

For both quality assurance and liability issues, every adult attending CHIC 2012 must complete Adult Orientation and Training, no exceptions. Adult Orientation and Training covers Counselor training, reviews the standards of conduct, informs volunteer staff of their specific duties for each role, and provides valuable information for all adult volunteers.

Adult Orientation and Training will be online, as it was for CHIC 2009. Specific details concerning Adult Orientation and Training will be included in future publications and available through your Conference Liaison. Please direct any questions regarding the online training to your Conference Liaison.

Payment Parameters

All payments, with the exception of the online deposit and payment for the purchase of excursion options, must be made using a church check, made payable to “The University of Tennessee.”

- 1) Credit card payment is possible for the initial deposit payment only when registering online.
- 2) Personal checks for registrations fees must be channeled through the local church.
 - Students and adults contributing to their registration fees or deposits must make their checks payable to their local church; the local church will in turn issue a check for the registration fees of the group and submit payment to “The University of Tennessee.”
 - Likewise, contributions from fundraising efforts, family donations, gifts, etc. must be channeled through the local church.
- 3) All payments failing to meet these requirements will be returned to sender.

INITIAL PAYMENT

When registering online a credit card may be only used to pay for the cumulative deposit amount for the entire group.

- All student registration deposits, and
- All adult registration deposits

If you wish to pay the entire registration fee at the time of your registration, you must do that by using one church check to pay the total amount due for all the students and adults in your groups, including:

- All student registration fees, and
- All adult registration fees

FOLLOW-UP PAYMENTS

Use one church check to pay the total amount due for each of the following:

- If a deposit for student or adult was made, the balance is due in a one-time payment; do not send partial payments for balances due
- Registration fees for additional students
- Registration fees for additional adults

Payment for the purchase of excursion options are able to be paid by credit card.

Group Additions

ONLINE

- 1) Visit the “Register” page at CHIC2012.org, and click on the “Register Your Group Now” link.
- 2) Select the link for making additions to your group, and enter your email address to log in.
- 3) Make the necessary additions in the appropriate fields.
- 4) Select your payment option for deposit. (A non-refundable deposit is required for every participant in order to reserve a spot at CHIC.

ON PAPER

- 1) Use the Group Registration form, found on the “Register” page at CHIC2012.org, or in the Information Packet
- 2) Print form, complete necessary information and mail to UT Conferences with deposit or full payment.

Substitution Policy

Student substitutions will be accepted at any time. Adult substitutions will be accepted until May 9, 2012. Substitutions will be accepted according to the following guidelines:

- *Adult Only:* All adult replacements/substitutions must complete the application process by May 9, 2012. The Conference/Regional Committee must approve the adult application before the substitution will be complete.
- *Counselors Only:* If a counselor from your church group cancels and you are unable to provide an acceptable substitute, contact your Conference Liaison and a counselor will be provided.
- *Students Only:* Student substitutions will not be accepted on-site, unless the substitute has completed registration forms. If a student does not have a completed registration form, the student will be sent home at his or her own expense.
- Written notice of the substitution, either for student or adult, must be sent by mail to: UT Conferences, Attn: CHIC 2012, P.O. Box 2648, Knoxville TN 37901. A registration form for the substitute and an updated group registration form must accompany the substitution request.
- Please do not contact the University of Tennessee or the CHIC Office regarding substitutions; contact your Conference Liaison with any questions.
- Exceptions to the Adult Substitution Policy must be approved by the CHIC Conference Committee and confirmed by the CHIC Council.

TRANSFER OF PAYMENTS AND REIMBURSEMENT

Payments posted toward the original registrant's account will be transferred directly to the substitute's new registration account. If any reimbursements are necessary, they must be resolved locally between the original registrant and the substitute. No refunds from the University of Tennessee will be issued in the case of substitutions.

Cancellation Policy

CANCELLATION REQUESTS

All cancellation requests must be made in writing using the group registration form and submitted via mail, fax, or email:

Mail to:

UT Conferences
Attn: CHIC 2012
P.O. Box 2648
Knoxville TN 37901

Fax to:

(865) 974-0264

Email to:

conferences@utk.edu
*Please include "CHIC 2012"
in the subject line.*

REFUNDS

Postmark Date	Amount Refunded
By May 8, 2012	Total balance paid, less \$100
May 9, 2012-June 15, 2012	Total balance paid, less \$150
After June 19, 2012	No refund, except for medical emergency

MEDICAL EMERGENCY

- In the case of medical emergency, requests for a full refund must be in writing and accompanied by a letter from the registrant's physician.
- If a counselor from your church group needs to cancel and you are unable to provide an acceptable substitute, then contact your Conference Liaison and a substitute counselor will be provided. Payments posted toward the original registrant's account will be transferred directly to the substitute's registration account.
- Students are not allowed to attend CHIC without a same-sex adult chaperone.

Scholarships

If your group wishes to receive a scholarship, please complete the Scholarship Application you received in your Information Packet, and submit to the CHIC Office. The application is also available for download from the "Register" page at CHIC2012.org.

- Registered churches may apply for one \$500 scholarship through the CHIC Office, which may be used toward student registration.
- Additional scholarships of up to \$100 are available from the various ethnic pastoral associations. Please contact the appropriate ethnic association representative to apply for these scholarships.

Note: A limited number of scholarships are available. Not all requests will be granted.

Hugh Forbes

Native Alaskan Pastors Representative
P.O. Box 103
Bethel, AK 99559
phone: (907) 529-8444
hforbes@uui-alaska.com

Samuel Galdamez

President, MHIPE
Iglesia del Pacto de Turlock
316 S Laurel Street
Turlock, CA 95381
phone/fax: (209) 667-5332
sgaldamez58@yahoo.com

Robert Johnson

President, African American Ministers
Association
6312 N Spruce Avenue
Kansas City, MO 64119
phone: (816) 830-1326
joypure@sbcglobal.net

Michael Jordan

MHIPE Representative
La Viña Covenant Church
15495 W Whitesbridge Avenue
Kerman, CA 93630
phone: (559) 842-8462
pastormiguel@lavinacovenant.org

Jonghoon Park

President, Korean Pastors Association
Mustard Seed Korean Covenant Church
1208 E Maple Street
Arlington Heights, IL 60005
phone: (224) 392-3037
jh-park67@hotmail.com

Greg Yee

Asian American Ministries
3700 Grand Point Lane
Elk Grove, CA 95758
phone: (916) 479-3544
fax: (916) 691-1995
greg.yee@pswc.org

Scholarships will be awarded by January 15, 2012. If your group has been awarded a scholarship, you will receive a paper voucher that must be included with your completed registration material. Each voucher is numbered and cannot be duplicated or transferred.

ON-SITE

Check-In

EARLY ARRIVAL

- Early check-in is available to groups whose travel plans require a Saturday arrival, who have registered for early arrival excursions, or for Staff who have agreed to assist with set up. Pre-registration is required. Complete the Early Arrival Form, and submit to UT with additional \$25 per person fee.
- Check-in will begin at 2 p.m. on Saturday, July 14.
- Meals are not included in this fee; however food is available for purchase on campus in dining and food service units or at restaurants near campus.

REGULAR CHECK-IN

- Check-in will begin at 11 a.m. on Sunday, July 15.
- Each group leader is responsible for the arrival of their group members to the University of Tennessee campus. Registration will begin promptly at 11 a.m., but some rooms may not be available until 3 p.m. due to occupancy the previous night. Registration will remain open until all groups have arrived.
- Groups will receive notification of their housing assignments and other final details to prepare for the trip in their confirmation packets, mailed by the University of Tennessee. If your group has not received its final confirmation packet by July 1, 2012, please contact UT Conferences at **865-974-0280** or by email at **conferences@utk.edu** (please list CHIC 2012 in the subject line).
- When your group arrives at the University of Tennessee campus, students and counselors should head directly to your assigned housing location while the group leader reports to the registration tables in the lobby of their assigned housing. Please send only one group leader to the registration desk. When the group leader registers the group, specific rooms will be assigned.
- Dinner will be available from 5 - 7 p.m. in the campus dining halls. CHIC 2012 programming begins with the Base Camp gatherings from 7 - 8 p.m. Until then you are free to get settled, become familiar with the campus, enjoy the Welcome Party, or attend after-dinner options and activities. The CHIC 2012 store, food outlets, and other venues will be open beginning Sunday, July 15.

Check-Out

- All participants must check out of their assigned housing locations by 10 a.m. on Friday, July 20. CHIC programming ends Thursday night with the evening general session.
- Each group is responsible for leaving their rooms the way they were found. Groups will be billed for damages done to the rooms.
- Remember to return all room keys at check-out. There will be a charge for each lost key that is payable at check-out.
- The last meal served on campus will be dinner on Thursday, July 19.

Standards of Conduct

Compliance with the following Standards of Conduct is expected of all students and adults at CHIC 2012. If you fail to comply, you may be sent home from CHIC 2012 at your own expense.

- 1) Use and/or possession of alcohol and/or other controlled substances, fireworks, firearms, or other dangerous weapons (e.g. knives, slingshots, laser pointers, etc.) during CHIC is prohibited.
- 2) No student or adult may leave campus without first obtaining permission from the Information Center (except during recreation and excursion hours, 12:30 p.m. to 5 p.m.).
- 3) Evening dorm time, check-in, and lights out are strictly enforced.
- 4) Individuals are liable and will be billed for any damages they intentionally or accidentally commit to the University of Tennessee or CHIC property.
- 5) Attendance is mandatory for all general sessions, small groups, base camp gatherings, and focus sessions.
- 6) The CHIC identification provided must be worn at all times by students and adults.
- 7) All students are under the supervision of their respective counselors. Counselors and Residence Hall Supervisors have the right to confiscate, for the duration of CHIC 2012, any item used abusively by students.
- 8) Male and female students may spend time together in residence hall lounges. Under NO circumstances are males allowed in residence hall rooms or on floors where females are housed, nor are females allowed in residence hall rooms or on floors where males are housed.
- 9) Quiet hours, 12:30 a.m. to 6:30 a.m., are to be observed in residence halls. No music, yelling, cheerleading, etc. during this time will be allowed.
- 10) Smoking is not permitted in any of the residence halls or University of Tennessee buildings.
- 11) In-line skates, roller skates, scooters, and skateboards are not allowed on the University of Tennessee campus. Skateboards and in-line skates may only be used in the Knoxville Skate Park. Bicycles are allowed on designated walkways.
- 12) Throwing objects from residence hall windows is a federal offense. Perpetrators will be sent home at their own expense and the University of Tennessee may prosecute.
- 13) Please utilize all pedestrian crosswalks. Do NOT jaywalk because it provides a significant risk to your safety, given the amount of traffic that will be present during the event. Perpetrators may be fined and/or cited for refusing to use pedestrian crosswalks.

University of Tennessee

The University of Tennessee has extended their southern hospitality to CHIC since 2000. Their top notch conference services provide great support prior to and during CHIC. In addition to the facilities at the University of Tennessee, CHIC will once again utilize the facilities of the Knoxville Convention Center, which is located adjacent to the University of Tennessee campus.

HOUSING

- Students and adults will be housed in on-campus residence halls and in nearby hotels. As much as possible, conferences or regions will be housed together in one or two residence halls, depending on the number of attendees from each conference or region.
- Students will room with other students and adults will room with adults. In no instance will a student and adult be assigned to room together.
- Students and adults will have at least one same-sex roommate. Single rooms are not available. In cases where groups have an odd number of same gender participants and prefer to stay in the same room or suite, a foldable bed will be provided. Bedding and towels are provided.
- All groups will be notified of assigned housing locations by late June 2012, in their confirmation packets. However, actual rooms will not be assigned until groups arrive on campus. In order to speed up the registration process, roommates should be paired before arriving.
- Groups assigned to a hotel will be required to achieve an average occupancy of 3 per hotel room. For example: 4 people in first room and 2 people in second room, or 3 people in each of two rooms, etc.

ADDITIONAL DETAILS

- Each adult must complete the application process, pass a background check, and be accepted. Adults may not register on site.
- Roommates must be the same gender, but do not necessarily have to be from the same church if you are partnering with another group.
- Two, sometimes three, students will room together in a room.
- If your student to counselor ratio is greater than 10:1, contact your Conference Liaison prior to arriving at CHIC.
- Adults serving as Staff cannot serve as Counselors. Staff will have responsibilities that will limit their interaction with their church group. However, in most cases Staff will still be housed with their groups in the dorms/hotel.

MAILING & SHIPPING ADDRESS FOR THE UNIVERSITY OF TENNESSEE

US Postal Service:

UT Conferences
Attn: CHIC 2012
P.O. Box 2648
Knoxville TN 37901

Alternate Carriers:

UT Conferences
Attn: CHIC 2012
600 Henley St., Suite 212
Knoxville TN 37902

Daily Schedule

SATURDAY, JULY 14

2 p.m. Early arrival check-in

Pre-registration is required. Complete the Early Arrival Form, and submit to UT with additional \$25 per person fee.

SUNDAY, JULY 15

11 a.m. Check-in begins in residence halls

11 a.m. - 5 p.m. Welcome party

5 - 7 p.m. Dinner (1st meal available in campus dining halls)

7 - 8 p.m. Base camp and focus group gatherings

8:30 p.m. Mainstage

Following Mainstage. Small group time

Midnight. In residence halls

12:30 a.m. Lights out

MONDAY-THURSDAY, JULY 16-19

7 - 9 a.m. Breakfast

8 - 9 a.m. Counselor meeting

9:30 a.m. - 12:30 p.m. Base camp and focus group gatherings

12:30 - 2 p.m. Lunch

12:30 - 5 p.m. Afternoon options

2 - 5 p.m. Afternoon focus seminar options

5 - 7 p.m. Dinner

6:30 - 8 p.m. Evening options

8:30 p.m. Mainstage

Following Mainstage. Small group time

Midnight. In residence halls

12:30 a.m. Lights out

FRIDAY, JULY 20

By 10 a.m. Check-out of housing

Policies and Precautionary Measures

CONTACT INFORMATION

An emergency telephone number will be supplied with your final confirmation package. Messages for students or adults onsite will be delivered to them within 24 hours. Emergencies will be responded to with appropriate speed onsite.

Due to the unpredictability of when mail will arrive, many letters and packages have not arrived at past CHIC conferences until after the conference was over. If you do send mail, please send it prior to the event. Mail received after the close of the event will be returned to the sender.

ETHNICITY

At CHIC 2012 we are striving to create ethnically diverse Base Camps for everyone. In an effort to do this we are asking both youth and adults to indicate their ethnicity on the registration forms to assist us as we create the Base Camp rosters. Answering this question is optional; if you prefer not to include this information on your registration form please leave that section blank. Thank you for your assistance in this process.

CHILDREN AT CHIC

CHIC is designed to meet the needs of registered students. The schedule for CHIC Staff and Counselors will be busy, unpredictable, and intense; therefore, children, regardless of their age, are not to accompany a parent(s) to CHIC unless they are a student registered to attend the conference. No exceptions!

VISITATION POLICY

CHIC is for registered students and adults. If adult visitors do visit, they must check-in at the CHIC Office to receive a temporary daily pass.

SECURITY

Security personnel from the University of Tennessee and the CHIC Staff will partner to provide a secure campus 24 hours a day. They will be easy to distinguish, as will all students and adults, by their CHIC 2012 identification which is to be worn at all times. The security staff will help direct traffic to all CHIC gatherings, respond to campus disturbances, patrol the campus during CHIC sessions and at night, as well as help maintain the Standards of Conduct.

Standards of Conduct violations will be handled by Security who may take any or all of the following actions:

- Develop a written behavioral agreement
- Consult the local church youth leader
- Refer the individual to Counseling Services
- Request that the CHIC 2012 Steering Committee dismiss the individual

Fines and/or legal action may also be pursued by the University of Tennessee for certain violations; please refer to the Standards of Conduct.

SPECIAL NEEDS

The CHIC Staff has a support team in place to help accommodate students with special needs. This team will make every reasonable effort to assist students with physical, mental, and/or emotional impairments who are able to function in a public school setting. All buildings and events at the University of Tennessee are handicap accessible and transportation will be available to shuttle students with special needs and the companions to and from activities.

Churches are encouraged to send a volunteer to serve as a one-on-one Companion for any student with special needs who may require assistance or supervision. If a church is unable to send a Companion, and if prior notification is given, a member of the CHIC special needs team may be available to serve as a one-on-one Companion for a student. Adults serving as Companions also need to complete an adult application form and should indicate their role as a Companion on that form.

Please help us adequately prepare for students with special needs by completing the special needs form and returning it with your completed student registration form to the CHIC contact at your church. Students applying for special needs registration will receive confirmation of their acceptance by May 28, 2012.

SPECIAL DIETARY NEEDS

The University of Tennessee is able to accommodate certain dietary needs (such as a gluten free diet). Please include your request on the special needs form and the University of Tennessee will notify the chef at the cafeteria to which you are assigned. Upon arrival at your first meal on campus, ask to see a manager or the chef in your cafeteria and introduce yourself and you will be able to review any issues of concerns. Please contact the University of Tennessee if you have any dietary concerns.

MEDICAL SERVICES

CHIC provides accident insurance for attendees during the duration of the event. Illness and injuries occurring prior to or after the conference will not be covered.

The Medical Services team, composed of RNs, LPNs, EMTs, and a consulting MD will work with the University of Tennessee Medical Center to provide necessary medical care to participants of CHIC 2012. Medical Services team members will be highly visible and stationed around campus throughout CHIC, including being present at all large gatherings and in the residence halls in the evenings. All serious medical cases will be referred to the University of Tennessee Hospital Emergency Room.

COUNSELING SERVICES

The Counseling Services team will be available at CHIC to work with students and adults who require counseling care. The goal for the Counseling Services team at CHIC is to help meet the immediate need of the individual and connect that person with ongoing counseling help after returning home.

MEDICATION

Parents of students who require prescription medications when traveling to or attending CHIC should discuss their student's medical situation with the adult leaders from their church. Since it is not possible for the CHIC medical team to dispense prescription medications, counselors/leaders are responsible for administering medicine with students and following parental wishes concerning student's medicine. Refrigeration for medications can be made available in assigned student housing if this need is noted on the registration form.

INFORMATION CENTER

The Information Center and satellite information booths will be staffed with knowledgeable volunteers who are familiar with the campus, CHIC happenings, and will serve as a resource for all CHIC-related questions.

CHIC is a triennial conference for high school students sponsored by the Department of Christian Formation of the Evangelical Covenant Church, 8303 W. Higgins Road, Chicago IL 60631

For more information, visit chic2012.org, or call 1 (800) 910-CHIC (2442)

