

NYC 2011 District Application Process for Adult Sponsors



PLEASE NOTE:

- *The USA/Canada NYI Council requires a 1:8 adult to student ratio.*
 - *Sponsors will receive the \$450 USD program fee price regardless of registration date. Full payment of \$450 USD is due at time of online registration.*
 - *The Medical/Liability Release Form must be received and Background Check cleared in order to complete online registration by midnight EST February 11, 2011.*
1. Sponsor completes all required forms which may be downloaded from the district website:
 - Application
 - Medical/Liability Release Form
 2. Sponsor returns forms to the District NYC Coordinator.
 3. District checks references, interviews and/or approves the sponsor.
 4. District scans the medical/liability release form and emails to NYC office at events@nazarene.org. The file must be labeled: **District # - Last Name, First Initial**. If a district has duplicate Last Names, First Initials, please use full first names to distinguish between the two. District retains the original form for traveling and onsite purposes.
 5. Once the NYC office receives the medical/liability form (*which serves as a sign of approval from the district*), the NYC office will email a web link directly to the sponsor to conduct a background check. Background checks will be done exclusively through the NYC office's company.
 6. The NYC office will then notify the district of all results from the background checks.
 7. The sponsor information may then be entered into the online registration program by one of the following:
 - District – who collects all necessary information from the sponsors and keys in the registration for the sponsors
 - Sponsor - A *unique URL* link is provided by the district for the sponsor to register himself/herself (*tentative*)
 8. Full reports of both adult and student participants will be available to the district at any time.