

threads



August 15-19, 2018  
**Thunder Bay, ON**

## **Registration Instructions**

Everything you need to know before you register.



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### REGISTRAR CONTACT INFO

Questions? Contact Sabrina – all questions are good questions!

Registrar: Sabrina Buffie

Email: [CLAYRegistrar2018@gmail.com](mailto:CLAYRegistrar2018@gmail.com)

Phone: 204-223-3311

Address: 18 Charity Lane, Winnipeg, MB R3X 0G6

## INTRODUCTORY INFO

The Canadian Lutheran Anglican Youth Gathering (CLAY) is a biennial national event for youth aged 14–19 years old, organized by the Anglican Church of Canada (ACC) and the Evangelical Lutheran Church in Canada (ELCIC). The gathering includes large group worship, speakers and workshops, excursions, activities, entertainment and education. It is held in a different location across Canada every other year. In 2018, CLAY will be held at Lakehead University (LakeheadU) in Thunder Bay, Ontario from August 15–19. Registration will take place Wednesday afternoon and a welcome event will be held Wednesday evening. The rest of the gathering schedule kicks off first thing Thursday morning.

Everyone attends CLAY as a member of a Home Team—this is a group of young people from a congregation, parish, diocese or other organization, led by a Primary Home Team Leader (PHTL). Along with the PHTL, a Home Team includes up to eight youth and may include an additional Home Team Leader (HTL) or Leaders in Training (LIT) that their community sends along with them. If your community has more than eight youth (or more than ten people in total), an additional Home Team would need to be formed (under the leadership of a new PHTL) or you could partner with another congregation's/parish's group.

## PARTICIPANTS

### PRIMARY HOME TEAM LEADERS (PHTL)

Every PHTL must be endorsed by a faith community. The faith community may be a congregation, parish, diocese or another organization recognized by the ELCIC or the ACC. PHTLs are responsible to their endorsing community and to the Chairperson of the National Planning Committee (NPC) through the HTL Coordinator. The HTL Coordinator is a member of the NPC. A *Community Endorsement Form* is required to be signed by the PHTL and by an official representative of the endorsing community, such as the Church Council Chairperson or the Warden, and will be included with your registration package. It is recommended that the PHTL be someone who is 25 years of age or older, but all PHTLs must be at least 24 years of age by the time of the gathering. Every Home Team must have a PHTL.

**NOTE:** *With the endorsement of their local congregation/parish, and with the permission of the CLAY Registrar, leaders younger than 24 may be permitted as PHTLs. The potential PHTL should contact the Registrar for information on how to request an exception.*

### HOME TEAM LEADERS (HTL)

HTLs are adults on a Home Team in addition to the PHTL. HTLs are responsible to their endorsing community and to the Chairperson of the NPC through the HTL Coordinator. HTLs must also sign the *Community Endorsement Form* which is submitted as part of the registration package. It is recommended that HTLs be at least 21 years of age by the time of the gathering.

## LEADERS IN TRAINING (LIT)

Groups are welcome to bring a LIT as part of their Home Team. These participants should be at least 19 years at the time of the gathering and are encouraged to shadow the HTLs as they prepare for and lead their Home Team. LITs are welcome to attend all HTL meetings at the gathering.

## YOUTH

The CLAY gathering is designed for youth participants who will be 14–19 years of age by December 31, 2018; that is, born between 1999 and 2004. To come to the gathering, you must be part of a registered Home Team, pay the registration fee, and meet the age criteria.

**NOTE:** *With the endorsement of their PHTL and their local congregation/parish, and with the permission of the CLAY Registrar, youth who will be 13 years old (born in 2005) may be permitted to attend the gathering. PHTLs who wish to register a 13-year-old should contact the Registrar for information on how to request an exception.*

## SPECIALIST HOME TEAM

The Specialist Home Team is made up of youth, selected from across Canada, aged 14-19. They take on a specialized role at the gathering, becoming involved directly in leading and supporting various aspects of CLAY, while also having the opportunity to participate in many of the usual gathering activities (just like a regular Home Team).

Each interested youth applies as an individual (NOT as a group) to be in the Specialist Home Team. Members of the Specialist Home Team will choose to work in one of the main areas of the gathering:

- Worship and Special Events
- Stage Production and Technical Support
- Communication and Media
- Event Planning, Registration and Administration
- Creative and Performance Arts Support

Deadline for applications is **December 15, 2017**. In the case that a youth's application is not accepted for the Specialist Home Team, they will still be able to register with their church as a regular youth participant.

For more detailed information regarding participation on the Specialist Home Team and to complete the application form, visit [claygathering.ca](http://claygathering.ca) or contact the Specialist Home Team Coordinator (Rick Vantfoort) at: [rick.vantfoort12@gmail.com](mailto:rick.vantfoort12@gmail.com) .

# REGISTRATION

## REGULAR REGISTRATION FEE

Home Teams who complete the entire registration process between January 15 and April 30, 2018 will pay a registration fee of \$595 per participant.

## LATE REGISTRATION FEE

After April 30, 2018, PHTLs interested in bringing a Home Team to CLAY should first contact the Registrar to ensure there is still space available. Home Teams who complete the entire registration process between May 1 and July 31, 2018 will pay a registration fee of \$635 per participant.

## WHAT'S INCLUDED IN YOUR REGISTRATION FEE?

- Programming—all of the activities that take place during CLAY
- Accommodations in LakeheadU residence Wednesday, August 15 to Sunday, August 19
- Meals—three meals per day from dinner on Wednesday through lunch on Sunday
- “Threads” threads—aka: CLAY t-shirt
- Transportation to all scheduled activities during the gathering, if necessary

## PROGRAMMING

During CLAY, you'll get to take part in a variety of activities including Large Group Gatherings (storytelling, drama, music and more), worship, smaller group activities with a chance to meet other youth from across Canada, off-site activities and late-night events.

## ACCOMMODATIONS

### Housing at the Gathering

We are excited to announce that accommodations at the CLAY 2018 gathering will be in the residence buildings at LakeheadU, right in the heart of all the action!

Your registration fee includes your accommodations starting Wednesday, August 15 with check-out on Sunday, August 19. Get your registration package in early to reserve your Home Team's space!

In making the room assignments within the residence, we will make every effort to keep PHTLs, HTLs and LITs as close to their Home Team members as possible. Please enter preferences and any other information we will need when assigning roommates in the *comments* section of the registration form. Residence space is limited at this venue; however, we will try our best to accommodate rooming preferences. Given our desire to maximize participation, CLAY reserves the right to make room assignments. In some cases, it may be necessary to share space with members of other Home Teams. The Registrar will work with HTLs to confirm these arrangements.

Requests to be placed near another Home Team will be accommodated where possible. Please list the Home Team Number of the group (if they have already registered and received their number) or its PHTL's name in the *comments* section of the registration form.

### **When to arrive**

PHTLs can drop in to register their Home Team at their leisure between 2:00 p.m. and 5:00 p.m. on Wednesday. Dinner on Wednesday is included in your registration fee, which will be followed by a welcome event and then an optional late night worship for the night owls out there.

Planning a bus trip to CLAY? Let our HTL Coordinator (Philip Penrod) know your plans so that we can stay in touch at [askCLAY2018@gmail.com](mailto:askCLAY2018@gmail.com).

### **Arriving early or staying late?**

If you are planning some additional holiday time prior to or after the gathering (which we highly recommend—this is a beautiful part of the country!), you will be responsible for all of your own arrangements, including accommodations.

However, the LakeheadU Residence is available to CLAY Home Teams for additional nights before and/or after the gathering. You can check-in as early as Friday, August 10 and check-out as late as Tuesday, August 21. You will be asked at the time of registration to indicate your arrival and departure dates. The additional accommodation fees will be calculated based on the number of nights you will be staying at the residence. Payment will be made when the rest of your fees are due.

### **MEALS**

All breakfasts, lunches and dinners, from Wednesday's dinner to Sunday's lunch, are included in the registration fees. Meals will be cafeteria style.

Please ensure that each person within your Home Team indicates on their registration any special dietary needs or food allergies, so that they can be accommodated during the gathering.

Arrangements will be made at communion for participants who have requirements for gluten-free and non-alcoholic elements. Specific information will be available at HTL meetings at the gathering.

### **T-SHIRTS**

Your registration fee also includes a CLAY 2018 t-shirt for each participant, so make sure you include your t-shirt size on the online registration form. T-shirts will be available for pick-up at the registration desk in Thunder Bay (no exchanges will be made).

# HOW TO REGISTER

Registration happens in two stages:

**Step 1—Online registration**

**Step 2—Send registration forms and payment to the Registrar**

Before the online application launches, you can start getting prepared by collecting the following information from each Home Team member:

- Full name
- Cell phone number
- Home phone number
- Address, city and postal code
- Email address
- Birth date
- Dietary, medical, and physical needs/restrictions
- Emergency contact names and phone numbers
- Roommate preference
- T-shirt size

## STEP 1—ONLINE REGISTRATION

- **Registration opens January 15, 2018**
- The Home Team's PHTL should register first. This person will be attending the gathering and will be our main contact for the Home Team.

**Note 1:** Please make sure you provide an email address that is checked regularly as it will be used to confirm your registration. Important updates will also be sent leading up to CLAY.

**Note 2:** It's also important to provide the cell phone number you'll be bringing with you to Thunder Bay so we have an on-site contact for you.

- After the PHTL is registered, they can enter in the information for up to nine additional members (maximum eight youth and any number of HTLs or LITs for a maximum total of ten per Home Team including the PHTL). This includes your accommodation information. This lets us know when you're planning to check in and out of the LakeheadU Residence and your participants' requests for roommates.
- **Please note** that once you've entered in the information about a member and have clicked "Submit to Registrar", you will not be able to edit any fields for that member. Please email the Registrar if something needs to be updated/edited. You will still be able to add additional members, subject to availability.

- A Home Team Number will be assigned to your group during the registration process.
- Once everyone's profiles are complete, double-check all of the entered information such as:
  - Personal info (birthdate, address, etc.)
  - Dietary and physical needs/restrictions
  - Emergency contacts
  - T-shirt sizes
  - Accommodation check-in and check-out dates
- Make sure you click "Submit to Registrar" when you're finished!

## Step 2—FORMS AND PAYMENT

- Print one *Community Endorsement Form* per Home Team and one *Youth Participant Permission Form* per youth. Forms can be found at [claygathering.ca](http://claygathering.ca)
- Collect all required signatures from participants, parents, and pastor/priest (or equivalent).

### **Who can sign the *Community Endorsement Form*?**

The signer should be an official representative of leadership in your home community who is authorized to endorse volunteers—your pastor, priest, bishop, diaconal minister, designated staff, manager, director, chair of council, or warden. Please contact the Registrar if you have additional questions.

- Scan the signed copies of your printed documents and email them to the Registrar at [CLAYRegistrar2018@gmail.com](mailto:CLAYRegistrar2018@gmail.com) . Original copies should be kept in a safe and accessible place (i.e. with your Council Chair or Warden) until the end of the gathering in case they are needed.

**Note:** Please include your **Home Team # in the subject line** of the email.

### **What needs to be attached to the email?**

- A.** Signed *Youth Participant Permission Forms* (one for each participant)
- B.** Signed *Community Endorsement Form* (one for each Home Team)



## FINAL REGISTRATION DATE

Registration will close on July 31, 2018. All forms and fees must be received by the Registrar prior to this date.

**Note:** As of May 1, 2018, PHTLs interested in bringing a Home Team to CLAY should first contact the Registrar to ensure there is still space available.

## PAYMENTS

Payments are made on behalf of the entire Home Team, in two parts (see below). Within a few days of clicking *Submit to Registrar* on the online registration page, the PHTL will receive an email confirming the amounts owing.

### Payment methods accepted: Cheques or e-Transfers.

#### Payment #1: Non-refundable deposit

A non-refundable initial deposit of \$100 is required from each participant (e.g. one HTL with two youth = one cheque or e-transfer in the amount of \$300).

**Cheques**—payment will be deposited immediately upon receipt.

**e-Transfers**—payment transfer will be accepted immediately.

#### Payment #2: Final payment for all remaining registration and accommodation fees.

**Cheques**—will be deposited on or after the April 30, 2018 registration deadline. Please post-date your Home Team's second cheque to April 30, 2018 and mail it with the deposit cheque.

**e-Transfers**—payment transfer will be accepted immediately.

#### Cheques

- Make payable to: **Canadian Lutheran Anglican Youth Gathering.**
- Include your **Home Team number on the outside of the envelope and in the Memo line of both cheques.**
- Cheques are to be mailed to:

**Sabrina Buffie, CLAY Registrar**  
**18 Charity Lane, Winnipeg, MB R3X 0G6**

**For E-transfers ONLY**—send transfer and email password to: [payments@elcic.ca](mailto:payments@elcic.ca)

## IS MY REGISTRATION COMPLETE?

To be considered “registered”, Home Teams must have completed the following:

1. Completion of online registration form with information regarding all members of the Home Team
2. Click on the “Submit to Registrar” button to send information to the Registrar
3. Scan and email all signed permission forms and the *Community Endorsement Form* to the Registrar
4. Send cheque or e-transfer payments to the Registrar

## HOME TEAM CHANGES

**Additions** and **substitutions** to Home Teams can be made any time up to July 31, 2018, subject to availability. However, the new participant will be charged according to the rate current at the time.

*Example:* A participant substituting into a Home Team between May 1 and July 31 will be charged \$635, even if their Home Team originally qualified for the regular rate.

### How to make a substitution

If you wish to make a substitution on your Home Team, please email the Registrar at [CLAYRegistrar2018@gmail.com](mailto:CLAYRegistrar2018@gmail.com) for further details. Substitutions will be at the discretion of the Registrar as rooming assignments may be affected.

### Withdrawals

PHTLs can log in to their registration information anytime up to April 30, 2018 to withdraw a Home Team member. After April 30, 2018, withdrawal information should be emailed to the Registrar.

The \$100 deposit is non-refundable. The amount of other fees refunded will depend on the date of withdrawal, in accordance with CLAY’s contractual agreement with Lakehead University. Contact the Registrar for clarification at the time of withdrawal.

After August 1, 2018, no fees will be refunded.

**The Canadian Lutheran Anglican Youth gathering is organized by:**



The Anglican Church of Canada



Evangelical Lutheran  
Church in Canada  
*In Mission for Others*