

ADULT APPLICATION

Instruction Sheet



INSTRUCTIONS

- Determine if you will be applying as a Counselor or a Staff person. 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 to help provide for a successful CHIC experience for all participants [see Staff Job Description form].
- Complete the adult registration form and return it with payment (payable to your church) to the CHIC Contact at your church.
- Give a blank pastoral recommendation form to your pastor, youth pastor, or staff minister, who will be responsible for submitting the completed recommendation to the University of Tennessee. NOTE: You may not complete a pastoral recommendation form for yourself.
- In order to protect students attending CHIC, criminal backgrounds checks are required for every adult serving at CHIC. Instructions for completing this step will be provided later in the process. If we have record that you completed a criminal background check as part of the adult application process for CHIC 2012 you do not need to complete another criminal background check for CHIC 2015.
- Your registration will not be complete until the University of Tennessee has received your application, payment, pastoral recommendation, and you have passed a criminal background check. Those applying for a Staff position at CHIC 2015 will complete their registration process online. After UT has received your application you will be sent instructions to complete the application process online. Counselors are not required to complete the online portion of the application.
- You will only be notified if your application is not accepted. If your application is not accepted, you will be notified, and a full refund of all payments received will be sent to your church.
- Registration fees must be paid through the church, using a church check.
- You are responsible for arranging your own transportation. Contact your Conference/Regional Liaison for more information about transportation efforts within your conference.
- Applicants needing financial assistance should inquire within their home church or Conference/Regional Office.

QUALIFICATIONS

- Counselors must be at least 21 years of age by September 1, 2015.
- Staff must be at least 19 years of age by September 1, 2015.
- Special Needs Companions must be at least 19 years of age by September 1, 2015.
- 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 2015.

REQUIREMENTS (FOR ALL ACCEPTED ADULTS)

- For both quality assurance and liability issues, every adult attending CHIC 2015 must complete Adult Orientation and Training. Specific details concerning Adult Orientation and Training will be included in further publications and available through your Conference/Regional Liaison.
- Collegians and those living outside of your home conference should apply in the conference where you are best known by pastors, youth pastors, and conference personnel.
- Staff should come to CHIC 2015 prepared to serve in any area of need. You will be scheduled to work at least 2 of the 4 available shifts each day. Available shifts are morning, afternoon, evening, and night.

FEES AND DEADLINES

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

Option 1	Payment in full, postmarked by May 15, 2015	\$599
Option 2	Non-refundable deposit, postmarked by April. 14, 2015	\$100
	Balance postmarked by May 15, 2015	\$499

After May 15, 2015, adult applications will be accepted on an as needed basis.

CHECKLIST FOR COMPLETING YOUR APPLICATION (FOR YOUR OWN PERSONAL REFERENCE)

Name _____

Church _____

- Pastoral recommendation form given to your pastor, youth pastor, or staff minister. Date _____
- Completed adult registration form and registration payment (payable to your church) given to the CHIC Contact at your church. Date _____ Check # _____
- Pastoral recommendation form sent to the University of Tennessee. Date _____

All registration fees must be paid made using a church check, payable to "The University of Tennessee."
Personal checks will not be accepted.