

## **CPW – Youth Group/Guidance Counselor Travel Reimbursement Form**

**Guidelines for Youth Group/Guidance Counselor Reimbursement:**

- 1. Travel distance to Covenant College is 300 miles or more**
- 2. Bringing at least 3 students (high school students, preferably juniors or seniors)**

**Group Leaders:**

Housing will be provided for youth group leaders and guidance counselors in the Covenant College Guest Cottages, which are located right across the street from campus. Please note that due to limited space, leaders may be asked to share a guest cottage (i.e. two leaders to a room).

One meal packet (Thursday dinner – Saturday breakfast) will be provided for one group leader from each group. Meal packets may be picked up at the registration desk.

To confirm your housing in the Guest Cottages, please contact Linda Moore, Guest Services Coordinator, at 706-419.1140. She will be able to take care of your guest cottage reservation. Please be sure to tell her that you are a youth group leader or guidance counselor.

***For Youth Ministers***

**Church Information:**

**Church Name:** \_\_\_\_\_

**Youth Minister Name:** \_\_\_\_\_

**Church Address:** \_\_\_\_\_

**Church Phone Number:** \_\_\_\_\_

**Youth Minister Cell Phone Number:** \_\_\_\_\_

***For Guidance Counselors***

**School Information:**

**School Name:** \_\_\_\_\_

**Guidance Counselor Name:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**School Phone Number:** \_\_\_\_\_

**Guidance Counselor Cell Phone Number:** \_\_\_\_\_

**Student Information:**

**Please list the names of the students from your youth group/high school group who will be attending CPW.**

**(Please note that this is not the same as registering for CPW, students will need to submit an online registration form as well.)**

**1. Student Name:** \_\_\_\_\_ **Year in School:** \_\_\_\_\_

**2. Student Name:** \_\_\_\_\_ **Year in School:** \_\_\_\_\_

**3. Student Name:** \_\_\_\_\_ **Year in School:** \_\_\_\_\_

**Chaperone Information:**

**1. Name:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**Needs housing in Guest Cottages? Yes/No**

**2. Name:** \_\_\_\_\_

**Cell Phone Number** \_\_\_\_\_

**Needs housing in Guest Cottages? Yes/No**

**Gas Reimbursement:**

Gas reimbursement will be:

**$\$0.25/\text{per mile} \times \text{Mileage from Church/School to Covenant College (round trip)} = \text{Total Reimbursement}$**

\*Please Note: Reimbursement will be per church, not per vehicle (unless pre-approved).

All Youth Group Leaders will need to check in with Emilie Edwards, Visit Coordinator, at some point during the Campus Preview Weekend to check-in and sign a reimbursement form.

**Thank you for your interest in attending our fall Campus Preview Weekend Event.**

**We are excited that your group will be attending and we are looking forward to meeting you!**