

MOVE CHECKLIST

We are so excited to serve you at MOVE this summer!

If you get this checklist done, you'll be putting yourself in the best possible position to have a great experience at MOVE. Feel free to go out of order, just don't miss any important deadlines!

Event: _____ **Dates:** _____

21 days before Day 1 (21 Day Deadline): _____

- ☐ I have registered for MOVE!
- ☐ My students know when and where we are going to MOVE.
- ☐ I have at least one adult leader for every 10 students coming to MOVE.
- ☐ Everyone coming to MOVE (adults and students) has a completed Emergency Medical Release Form.
- ☐ All adult leaders (including myself) have successfully completed a national criminal and sex offender background check.
- ☐ All adult leaders (including myself) have successfully completed an approved Sex Abuse Awareness Training.
- ☐ I have visited ciy.com/forms to see if there are any venue-specific requirements for my event.
- ☐ My group has completed any applicable venue-specific requirements.
- ☐ I've secured transportation for our trip to MOVE.
- ☐ It's March 1! I Have:
 - ☐ Dropped any spots I no longer need.
 - ☐ Paid my second deposit.
- ☐ It's May 1! I have added any additional spots I need at the early rate, which expires today.
- ☐ My group has a plan for Skip-A-Meal and Extended Rec (if applicable).
- ☐ I have submitted my Attendee Breakdown form.
- ☐ I have submitted my housing grids, completed with first and last names.
- ☐ It's the 21-day deadline (_____)! I have:
 - ☐ Dropped any spots I no longer need.
 - ☐ Made my final payment.
- ☐ My Count Form is complete and I'm on the way!
- ☐ At least one leader in every small group has downloaded the CIY Convos app and entered the code MOVE2025.
- ☐ All my adult leaders have bookmarked app.ciy.com on their phones.

You're more than welcome to reach out to us any time if we can help you complete this list in any way! Just give us a call at (417) 781-2273 or email us at serve@ciy.com. Our SERVE Team is available from 9:00 am to 4:00 pm Central Time.