

## **INTRODUCTION**

1. **THE REGISTRATION PACKET** - (what does it contain)
  - A. The introduction letter from Corps.
  - B. Club registration form for Corps
  - C. Letter of explanation to Church Deacons and Treasurers
  - D. Computer printout of last seasons Counselors
  - E. Quest information sheet.
  - F. Order form for Quest and Counselor booklets.
  - G. Illiana Council club dues form
  - H. Cadet Sunday bulletin covers order form
  - I. Kickoff campout registration form
  - J. Kickoff campout permission slip
  - K. State Regulations
  - L. Michael's Uniform ( 800-828-0601 / 708-452-2600 [www.michaelsuniform.com](http://www.michaelsuniform.com))
  - M. 2016-2017 Gold Sheet (enough to cover the number of councilors registered last year)
  - N. Supply order form with current prices
  - O. Theme Poster and theme poster order form
  
2. **CONQUERING THE CORPS ANNUAL CLUB REGISTRATION FORM:**  
**Corps annual club registration:**
  - a. On top of the sheet is the Club Commitment for the season section. Sign and date it.
  - b. Next is the Church Commitment section. The offering date must be filled in and the form signed and dated by president of the Deacons.
  - c. Below this is the church information section. Your church information is printed here. Check that this information is accurate, if not make the necessary changes in the space below.

- d. Across the page is the Head Counselor information. This is also filled in based on information from last year. Again make any necessary changes
- e. Below the Head Counselor information is the Club information. List the total number of boys on the lines provided. On the last line list from previous lines total the number of boys attending your club from outside the church.
- f. **What to do with the completed form:**  
If you require additional copies of the completed form, please make them at this point.  
**Original:** with a \$40.00 check (made out to Calvinist Cadet Corps) goes to your Congressman  
**Copy 1:** to your church Deacons (if required)  
**Copy 2:** for your club records (if required)

**3. Letter to the Church Deacons and Treasurer**

This letter explains to the church deacons Cadets as a ministry and the need for an offering to Corps for the continuation of this ministry to the boys of the church.

**4. Computer printout of the Counselors in your club from last year.**

- a. Cross off the men that are not going to be Counselors in your club
- b. Check and correct addresses and phone numbers of present Counselors
- c. Write in the name, address, and phone number of any new Counselors
- d. *Please add E-mail addresses* for all Counselors for information purposes
- e. Have this sheet signed by a Church Board Member
- f. Send the corrected printout to listed Congressman

**5. Quest information sheet.**

**6. Quest and Counselor package order sheet**

- a. Quest subscriptions – fill out only if you have NOT already renewed.
- b. Counselor Package subscription – you need to fill this out to receive the Counselor package. To send to individuals, you must put their names and addresses on the back of the form.
- c. Total the amounts – check the payment box. Write a check, credit card number, or bill to another address.
- d. Send this form to: **Calvinist Cadet Corps.**  
**1333 Alger St SE**  
**Grand Rapids, MI 49510**

**7. Cadet Sunday bulletin covers**

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If you use these please fill out the form and submit it with payment to Corps at the address listed above. Illiana Council no longer pays for them.

**8. Club Council dues**

Illiana Council dues are \$1.00 per boy in your club. The form and a check should be turned in with your registration form to the Congressman.

**Checks must be written to Illiana Cadet Council.**

**9. Kickoff registration**

Please fill out the information on the number of Cadets, Counselors, Fathers, and the number of nights you will be staying.

**Give this completed form to the Congressman by the September council meeting at the latest.**

**10. Kickoff Campout permission**

Please make copies for your Cadets, have them signed by the parents, and bring them to the campout registration tent when you arrive Friday night.

**11. Kickoff Campout State Regulations**

Please read this and follow the regulations we do not want to lose any of the privileges we have earned and we also do not want to see anyone ticketed.

**12. Michael's Uniform**

To order Cadet/Counselors shirts, uniforms, t-shirts, etc.

**13. ANY QUESTIONS**