

# CSY-Into the Deep Group Registration Cover Sheet



To be completed by the CSY Coordinator

## Step 1: Make your retreat selection! Find the current retreat dates at [www.cleansingstream.org](http://www.cleansingstream.org)

Season (Please choose one)  Spring  Fall Location (Please choose one)  Augusta/Atlanta, GA  Charlotte, NC  CO Springs, CO  Fort Worth, TX  
 Fremont, CA  Houston, TX  Pittsburgh, PA  Richmond, VA  
 Roseburg, OR  Seattle, WA  Van Nuys, CA

## Step 2: Complete the Church/Group Information [Please Print]

Coordinator Name		( )
		Coordinator Phone
		( )
Church or Group Name	CSM ID #	Church Phone
Church Address		City
State/Province	Zip/ Postal Code	Country (Other than USA)
		( )
E-mail	FAX	Denomination
		( )
Name of the primary leader responsible for the youth at the retreat. Mobile Number		<input type="checkbox"/> I authorize CSM to print my name and number on the back of my youth's badges in case of an emergency.

## Step 3: Pastoral authorization for service (To be signed by the Senior Pastor)

With my blessing and covering those represented by the registrations attached are released to participate at the CSM Regional Retreat.

Pastor's Signature	Date	Pastor's Name
--------------------	------	---------------

## Step 4: Determine your applicable fees

Regular Registration Fee \$60

If Applicable

Fax/Mail Processing Fee \$5 – Our desire is that all would take advantage of the online registration provision but should you decide to fax or mail your group's registrations and this form for entry by Cleansing Stream a \$5.00 processing fee per registration will be added to the retreat fee.

## Step 5: Calculate your fees and prepare your payment total and information

REGISTRATION	Total Registrants	_____ X	Individual Fee \$	60.00	=	_____
If Applicable FAX/MAIL PROCESSING FEE	Total Registrants	_____ X	Individual Fee \$	5.00	=	_____
<b>SUBTOTAL</b>						_____
+ MY GIFT to support the Ministry of Cleansing Stream						_____
<b>GRAND TOTAL</b>						_____

Payment Method:  Check (Payable to Cleansing Stream Ministries) Credit Card:  Visa  MasterCard  American Express  Discover

Card #	( ___ / ___ )	( ___ )
	Exp. Date	3-Digit Security Code (on back)
	( )	( ___ )
Name (as it appears on the card)	Home Phone	AMEX black printed #'s (on front)

Name of Company/Church (Corporate Card) if applicable

Street Address (of the cardholder) City

State/Province Zip/Postal Code Country

Signature Date

## Step 6: Register your group online at [www.cleansingstream.org](http://www.cleansingstream.org)

*"As each one has received a gift, minister it to one another, as good stewards of the manifold grace of God...that in all things God may be glorified through Jesus Christ..."* 1 Peter 4:10-11

Cleansing Stream Ministries • P.O. Box 7076, Van Nuys, CA 91409 • Fax: 818.678.6885 • Toll-Free Fax: 888.580.8199

# *CSY-Into the Deep*

## Online Group Registration

---

*Come and join us this season and see what God will do for you! Here are some helpful steps to assist you in registering your group online.*

You will need the following to complete your online registration:

- Completed CSY Group Cover Sheet
- Completed CSY Leadership Retreat Registrations
- Completed CSY Retreat Registrations
- One Form of Payment Information

### *Step 1:* **Individual Retreat Registration Forms and Group Coversheet**

Collect the Individual CSY Retreat Registration Forms for your group. Each person needs to complete a registration form. The Group Cover Sheet is not an individual registration form. Remember you will need an e-mail address for each individual registration as well as Parental Release. Then, obtain the Pastor's approval for all to attend. Finally, complete the CSY Group Cover Sheet form with the information needed (including payment information) to register online.

### *Step 2:* **Visit Cleansing Stream Website**

Visit [www.cleansingstream.org](http://www.cleansingstream.org) for basic retreat information about Hotels and Retreat Schedule.

### *Step 3:* **Begin the Registration Process**

*Online* – Select the link to the Online Retreat Registration in the location you wish to attend. Begin the registration process by clicking "Register Now."

*Fax/Mail* – Our desire is that all would take advantage of the online registration provision but, should you decide to fax or mail your group's registrations with this form for entry by Cleansing Stream, a \$5.00 processing fee per registration will be added to the retreat fee (see below for fax/mail information).

### *Step 4a:* **Enter the Personal Information for each Leader in your Group**

Register yourself first, since this is the email to which the registration confirmation will be sent. Then begin entering the information from the individual registration forms in your Leadership group. Please, no abbreviations and remember to use each person's own email address.

### *Step 4b:* **Enter the Personal Information for each Youth in your Group**

Begin entering the information from the individual Youth registration forms in your group. Please, no abbreviations. Please call if you have questions, while you are still online, so we can help resolve the issue quickly. Verify the Pastoral Approval.

### *Step 5:* **Enter your Payment Information and verify your Group**

Here you may review your group entries and make necessary changes. Follow the directions indicated for payment. If you use a credit card, make sure that the name and address match the card used. If paying by check, ensure that it is received by Cleansing Stream within 5 days from this registration date and no later than 9 days prior to the beginning of the retreat selected. Again, if you experience any challenges, please call us we may be able to resolve them and allow you to complete your group registrations immediately.

### *Step 6:* **Confirmation**

Print your invoice and registrations for your records. Upon completion of your registration you, as the first registrant in the group, will receive a confirmation e-mail which will allow you to again review your group registrations. Remember to place this event on your calendar and access a map to the Retreat Location.

*Our prayer is that this information will assist you in quickly and easily registering your group for the Retreat. We look forward to serving along side you there.*

### **Cleansing Stream Ministries**

P.O. Box 7076

Van Nuys, CA. 91409-7076

Local Phone: 818-678-6888 Toll Free Phone: 800-580-8190

Local Fax: 818-678-6885 Toll Free Fax: 888-580-8199