

2009 NTLTC Church Coordinator Covenant

As Church Coordinator for my church I agree to the following:

1. Communicate the Church Etiquette & Participant Behavior Agreement to everyone in my group.
2. Register all my students and teams by Friday, March 6, 2009.
3. Make payment for all registered students postmarked no later Friday, March 6, 2009.
4. **Check all t-shirt sizes for my group by 1 pm on March 30, 2009.**
5. Add all students not registered by March 6 to the Registration Portal by 1 pm on March 30, 2009.
6. Make corrections to my student registration by 1 pm on March 30, 2009.
7. Furnish appropriate numbers of Judges for events by submitting judges on the Volunteer Module on the Registration Portal by March 30, 2009.
8. If staying in a hotel reserved through NTLTC, send **deposit payment** and to **add names to the rooming list** within **five** days of the reservation. Hotel payments are sent to the NTLTC Office but are made payable to the hotel.
9. Make all awards corrections by May 4, 2009.

Site attending in 2009: DFW Hyatt Downtown Dallas Hyatt Hilton Anatole

Your Name: _____

Church Name: _____

I am a new coordinator

Church City: _____ Church State _____

Please Check One

I will pick up nametags and lanyards at the convention

Mail nametags and lanyards to the address below before the convention. There is a \$10 fee for this service. I agree to have this fee added to my NTLTC church account.

Address where you want NTLTC information and packages sent to:

This address is:

- My Home
 The Church
 A Business

Street: _____

City/State/Zip: _____

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Your signature acknowledges that you as the church coordinator understand the expectations above and agree to fulfill them.

Signature of Church Coordinator

Date

Please mail this for to: NTLTC
1801 Shiloh Rd.
Tyler, TX 75703

All passwords to the Registration Portal have been reset. A new one will be sent upon receipt of this form.