

**24**th **Annual NCTCA Summit**

**Coordinator Checklist**

**Deadlines & Dates to Remember:**

It is very important that if you are planning to attend the Summit that you comply with all deadlines and requests from the planning committee due to deadlines that we must meet. We need to have all necessary forms, monies, and numbers in order to organize the event as efficiently as possible.

**January 8, 2025-** Summit Orientation for ALL Teen Court Coordinators at NCTCA Members Meeting in Raleigh in person or Zoom at 10:00am

**February 28, 2025-** Submit All Registration Forms

Registration forms must be completed for all attendees including youth, coordinators, and chaperones.

Adult Registration Forms for Coordinators and Chaperones

Youth Registration Forms for each attendee

Code of Ethics for each adult and youth attendee

Photo Consent Form for each adult and youth attendee

Email: [tterrell@caswellcountync.gov](mailto:tterrell@caswellcountync.gov) or Mail to: Tonya Terrell PO Box 98, Yanceyville, NC 27379 or Fax: 336-694-1726

**February 28, 2025-** Registration Payment

$140.00/person- (Must be one check) Mail to: Carrington Kennelly 1209 Market Street, Wilmington NC / 111 S. Wright St. Unit E, Burgaw, NC

**February 28, 2025-** Reserve Hotel Rooms

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=GSOGBES&groupCode=TEN&arrivaldate=2025-04-04&departuredate=2025-04-06&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

336-668-4535 code TEN

**February 28, 2025-** Submit Rooming List

Email: tburbey@co.rockingham.nc.us

**February 28, 2025-** Submit Master Registration Sheet

Email: tterrell@caswellcountync.gov

**February 28, 2025-** Submit T-Shirt Designs

Email: [dhasselwander@mediationcsp.com](file:///D:\2024%20Teen%20Court%20Summit%20Forms\Coordinator\dhasselwander@mediationcsp.com)

**February 28, 2025-** Submit T-Shirt Order

Email: [dhasselwander@mediationcsp.com](file:///D:\2024%20Teen%20Court%20Summit%20Forms\Coordinator\dhasselwander@mediationcsp.com)

**February 28, 2025-** Submit Scholarships for Seniors

Email: [lewcohn2181@gmail.com](mailto:lewcohn2181@gmail.com) & [dmiron@bgccp.com](mailto:dmiron@bgccp.com)

**Prior to** **April 4, 2025-** Purchase at least one door prize to bring (minimum $10 value)