



Steubenville San Diego 2012

Parish / Group First Aid Form Instructions

Dear Group Leaders,

We are so excited that you are coming to the Steubenville San Diego Youth Conference "The Eighth Day".

Please return the completed spreadsheet on or before **June 15, 2012.**

Attached please find the Excel First Aid form to be completed.

DO NOT CHANGE FORMATTING OR ADD EXTRA COLUMNS. This needs to be in excel format, please do not change to a mac file!

You may attach special instructions in your email or as a separate Word document.

We merge the lists for all groups into a Master List for our First Aid and Security teams to find teens and their emergency contact info. If you change the format we cannot merge.

Do not link the data to your own computer files - it will not email the data to us.

Fill in all of the information as requested - this allows us to serve your teens and their families in an emergency.

DO NOT DELAY SENDING YOUR FORMS. We need them ASAP. You will have an opportunity to make changes before the conference.

You will be given your room numbers later for you to group your own teens into rooms.

Consider asking an adult volunteer to complete this form in a timely manner for you. Also, please only use EXCEL to complete the spreadsheet.

PLEASE READ ALL OF THE DIRECTIONS BEFORE YOU BEGIN. (YES, EVEN THE LAST ONE AT THE BOTTOM OF THIS VERY LONG EMAIL ☺)

May God bless you and your teens!

DIRECTIONS

Open the Excel First Aid Spreadsheet.

Fill in the Parish, Group Leader, and Youth Minister info at the top of the page in column D.

Fill in the name of each teen attending. Last Name in column A. First Name in column B.

Continue across the row adding all of the requested info. **Address** = girl's address, not the parish address.

Emergency Phone = parent or guardian's best emergency number, not the parish emergency contact.

Remember we are doing this to reach families quickly if there is an emergency.

Special Notes - only complete if there is significant medical info on this teen. This column is sorted for medical items for the first aid team. Do not list things like "nice parents" or "has own cell phone". Please be sure to fill in things like "Asthma", "Diabetes", "Depression", etc. Also all medications taken on a daily basis need to be listed.

Please fill in all information in each column, for each teen. **DO NOT ADD EXTRA COLUMNS.**

Important - File Save As: "Your Parish name-parish city.xls"

example: St Therese in San Diego becomes: StTherese-San Diego.xls

Email your saved file to margie@allforgodcatholic.com Please place "Your Parish name-parish city.xls"

example: St Therese in San Diego becomes: StTherese-San Diego.xls in the subject line of your e-mail.

VERY IMPORTANT:

Update and maintain your room list on your computer as teens and chaperones provide you with corrected information. Only one update from each group leader will be accepted before the conference. **Do not send any updates to your Room List until requested by email to do so.** Sending multiple updates each week causes confusion. Keep updating your own file and we will get the most up to date list prior to the start of the conference.

THANK YOU in advance for assisting us with spreadsheet to help ensure the safety of all involved.