

CSU 2009

Registration Information Packet

School of

Leadership

and

U.S. Staff Conference

Web Registration:

Staff should register online through the Staff Web by clicking on the CSU 2009 link. Guests can register online at <http://ussc.ccci.org>. All registration should be completed by April 30, 2009. If you need a paper registration form, please contact us at 800-793-5271.

Conference Dates:

Staff Conference Team	June 8 – August 1
X Track + U.S. Staff Conf.	June 7 - July 29
New Staff Training + U.S. Staff Conf.	June 16 - July 29
Leadership Development Track + U.S. Staff Conf.	June 22 - July 29
Missional Team Leaders Training + U.S. Staff Conf.	June 22 - July 29
IBS weeks 1-4 + U.S. Staff Conf.	June 22 - July 29
Fund Development Admin. I (PeopleSoft Donor)	July 6 – July 10
IBS weeks 3-4 + U.S. Staff Conf.	July 6 - July 29
Fund Development Admin. II (Goldmine/Seibel Connect and Care)	July 13 – July 17
IBS week 4 + U.S. Staff Conf.	July 13 - July 29
Stillwaters (for IRs & ICS)	July 17 - July 21
U.S. Staff Conference	July 21 - July 29

NOTE: The U.S. Staff Conference **ends the night of July 29**. On campus housing ends after breakfast on July 30.

On-site Registration Dates

INSTITUTE OF BIBLICAL STUDIES:

On-site registration will be held at the Durrell Center at the following times:

Sunday, June 21	2:00 pm - 4:00 pm (includes School of Leadership Tracks)
Sunday, July 5	2:00 pm - 3:00 pm
Sunday, July 12	2:00 pm – 3:00 pm

If you arrive on campus after one of our on-site registration times, you will be able to register in the basement of Durrell during the Info Booth's normal office hours (M-F, 8am – 4pm). If you are living on campus, please go to the front desk of any dorm. They will direct you to the dorm in which you are staying and will give you a key.

U.S. STAFF CONFERENCE:

NOTE: If you registered earlier in the summer in Ft. Collins, you do not need to come back through registration on July 20 or 21. However, there will be information about the conference and some handouts that you may want to pick up.

On-site registration will be held at the Durrell Center at the following times:

Monday, July 20 1:00pm - 6:00pm

Tuesday, July 21 9:00am - 3:00pm

If you are unable to come to registration at one of these times, you will be able to register in the basement of Durrell beginning on Wednesday, July 22 (Time TBA). If you are living on campus, please go to the front desk of any dorm. They will direct you to the dorm in which you are staying and will give you a key.

Tuition:

IBS:

Institute of Biblical Studies tuition, course schedule and other IBS information can be found on the IBS website, <http://ibs.campuscrusadeforchrist.com>

Other Tracks:

Please contact the track leaders to find out any tuition charges.

Staff Conference:

Tuition \$375 per adult

Housing – On and Off Campus

On Campus Housing Options:

To view specific information about the dorms at CSU, please visit their website: <http://www.housing.colostate.edu>.

Room Types

1. Standard dormitory room: These rooms have two beds and share a community bathroom with the same gender. If needed for your children, you may obtain an adjacent room, which is accessible through the hallway.

2. Standard suite dormitory room (Corbett or Parmalee Halls): These rooms have two beds and a sink and share a toilet and shower with an adjoining room. This housing arrangement works especially well for families with small children, as the rooms are directly adjoined by the bathroom. First priority for these rooms is given to families with two or more small children, and staff members with special needs.

3. Summit Hall suite dormitory room: Summit Hall is an air conditioned dorm with suite-style rooms. Most of the suites are made up of a single room sharing a bathroom with a double room. A few of the suites consist of two double rooms sharing a bathroom. This dorm is across campus from Moby Arena, where our meetings are held. Residents will dine at the Academic Village, across the street from Summit. First priority for these rooms will be given to those who have a medical need for an air conditioned room. Please email your requests to csu.uncampus@ccci.org.

4. Academic Village suite dormitory room: Academic Village is CSU's newest residence hall. The air conditioned suites have two beds and private bathrooms. This dorm has a dining hall and is across the ball fields from Moby Arena, where our meetings are held. First priority for these rooms will be given to those who have a medical need for an air conditioned room. Please email your requests to csu.uncampus@ccci.org.

On Campus Room and Board Costs

X-Track and U.S. Staff Conf.

June 7 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$2385.00

Summit Hall, Academic Village and standard suites not available

X-Track Only (for non-staff)

June 7 - July 18 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$1845.00

Summit Hall, Academic Village and standard suites not available.

New Staff Training and U.S. Staff Conf.

June 16 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$1980.00

Summit Hall, Academic Village and standard suites not available.

School of Leadership Tracks or IBS weeks 1-4 and U.S. Staff Conf.

June 21 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$1755.00

Summit Hall, Academic Village and standard suites not available.

IBS weeks 3-4 and U.S. Staff Conf.

July 5 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$1200.00
- Standard Dorm Room Bed + Meals per child, age 13 years and up \$1050.00
- Standard Dorm Room Bed + Meals per child, age 5-12 years \$775.00
- Standard Dorm Room Bed + Meals per child, age 6 wks – 4 years \$325.00

Summit Hall, Academic Village and standard suites not available.

IBS week 4 and U.S. Staff Conf.

July 12 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$936.00
- Standard Dorm Room Bed + Meals per child, age 13 years and up \$756.00
- Standard Dorm Room Bed + Meals per child, age 5-12 years \$558.00
- Standard Dorm Room Bed + Meals per child, age 6 wks – 4 years \$234.00
- Standard Suite Dorm Room Bed + Meals per adult \$1044.00
- Standard Suite Dorm Room Bed + Meals per child, age 13 years and up \$846.00
- Standard Suite Dorm Room Bed + Meals per child, age 5-12 years \$576.00
- Standard Suite Dorm Room Bed + Meals per child, age 6 wks – 4 years \$252.00
- Summit Hall Dorm Room Bed + Meals per adult \$1134.00
- Summit Hall Dorm Room Bed + Meals per child, age 13 years and up \$864.00
- Summit Hall Dorm Room Bed + Meals per child, age 5-12 years \$594.00
- Summit Hall Dorm Room Bed + Meals per child, age 6 wks – 4 years \$270.00
- Academic Village Dorm Room Bed + Meals per adult \$1224.00
- Academic Village Dorm Room Bed + Meals per child, age 13 years and up \$936.00
- Academic Village Dorm Room Bed + Meals per child, age 5-12 years \$612.00
- Academic Village Dorm Room Bed + Meals per child, age 6 wks – 4 years \$288.00

U.S. Staff Conf.

July 21 - July 30 (checkout after breakfast)

- Standard Dorm Room Bed + Meals per adult \$468.00
- Standard Dorm Room Bed + Meals per child, age 13 years and up \$378.00
- Standard Dorm Room Bed + Meals per child, age 5-12 years \$279.00
- Standard Dorm Room Bed + Meals per child, age 6 wks – 4 years \$117.00
- Suite Dorm Room Bed + Meals per adult \$522.00
- Suite Dorm Room Bed + Meals per child, age 13 years and up \$423.00

(continued on next page)

U.S. Staff Conf. (Continued)

July 21 - July 30 (checkout after breakfast)

• Suite Dorm Room Bed + Meals per child, age 5-12 years	\$288.00
• Suite Dorm Room Bed + Meals per child, age 6 wks – 4 years	\$126.00
• Summit Hall Dorm Room Bed + Meals per adult	\$567.00
• Summit Hall Dorm Room Bed + Meals per child, age 13 years and up	\$432.00
• Summit Hall Dorm Room Bed + Meals per child, age 5-12 years	\$297.00
• Summit Hall Dorm Room Bed + Meals per child, age 6 wks – 4 years	\$135.00
• Academic Village Dorm Room Bed + Meals per adult	\$612.00
• Academic Village Dorm Room Bed + Meals per child, age 13 years and up	\$468.00
• Academic Village Dorm Room Bed + Meals per child, age 5-12 years	\$306.00
• Academic Village Dorm Room Bed + Meals per child, age 6 wks – 4 years	\$144.00

NOTES ABOUT DORMS:

- Due to our contract with CSU, we ask that all singles and married couples with no children live in the dorms. Requests for an exemption from living in the dorm can be sent to csu.exemptions@ccci.org.
- Room and board is a package and may not be purchased separately. In other words, you can't live on campus without being charged for meals. The dining halls serve their meals buffet-style, with a wide variety of foods that are suitable for most dietary needs.
- If your child is age 4 or younger, and will be staying in your room and not occupying a bed provided by CSU, then there is no charge for room and board for that child.
- The first meal for those living in the dorms will be dinner on your day of arrival. The last meal is breakfast on July 30. Saturday night meals are not served on campus, so you are responsible for your own meal on Saturday nights.
- Every room has extra-long twin beds. Two flat sheets, a pillow, blanket and towels are provided for each person. You may wish to bring a small fan if you're in an un-air conditioned dorm.
- If you arrive on campus after on-site registration times, please go directly to the front desk of any dorm on campus. They will direct you to the dorm in which you are staying, and you will be given a key.

Off-Campus Housing Options

Apartments

- Ram's Point, Ram's Village, and Cambridge apartments are only available through the Staff Conference Team office. You may select those complexes when you register online, but it is not guaranteed that you will be assigned to one of those complexes. Priority is given to families that will be in Ft. Collins for one month or more.
- Please have your pre-arranged summer address and phone number ready when you come to registration.
- You will need to pay for your apartment expenses directly, but may reimburse them at a later date.
- The apartments listed above are furnished with basic furniture, but other complexes in the area are not. If you are staying in an unfurnished apartment and want to rent furniture, linens, dishes, microwaves, TV's, etc, contact National Furniture Rental at 970-221-2313 or www.natfurnrental.com, All American Rent to Own at 970-221-2198 or www.allamericanrenttoown.com, or Rent-a-Center at 970-622-8744 or www.rentacenter.com.

Motels and Hotels

Campus Crusade for Christ has negotiated a discount program with Choice Hotels for ministry and personal lodging. Our rates are 20% off the posted rates, but you must use the online reservation link or call **800-228-5050** and give the operator our discount code - **00063356**. Use this link to check on Ft. Collins area Choice Hotels and to book:

<http://www.choicehotels.com/ires/en-US/html/Choice-CCCI?clientid=SKq4GBZrsOay>. See the National Programs section on the Staff web for more details.

Arrowhead Conferences and Events (ACE) has arranged special prices with these hotel/motels in the Ft. Collins area:

Marriott Hotels:

Ft. Collins Marriott*

350 E. Horsetooth Rd.
Ft. Collins, CO 80525

Courtyard by Marriott*

1200 Oakridge Dr.
Ft. Collins, CO 80525

Residence Inn Fort Collins*

1127 Oakridge Dr.
Ft. Collins, CO 80525

* To make reservations, please use <http://cwp.marriott.com/ftcri/ccci>. Reservations must be made by May 29, 2009.

Homewood Suites, 1521 Oakridge Road; Ft. Collins, CO 80525

One bedroom and two bedroom suites available. To get our discount, go to www.fortcollins.homewoodsuites.com and enter the group code CCC.

Off Campus Facility Use Fee

This fee pays for all costs incurred for the use of the Colorado State campus and its facilities. For those living on campus this fee has already been added into their housing costs. There is no facility use fee for children.

X-track	(June 7 – July 29)	\$100/per adult
New Staff Training	(June 16 - July 29)	\$100/per adult
IBS weeks 1-4 and School of Leadership Tracks + U.S. Staff Conf.	(June 21 - July 29)	\$100/per adult
IBS weeks 3-4 + U.S. Staff Conf.	(July 5 - July 29)	\$80/per adult
IBS week 4 only + U.S. Staff Conf.	(July 12 - July 29)	\$70/per adult
U.S. Staff Conference	(July 21 - July 29)	\$60/per adult

Transportation and Directions

Driving directions to Colorado State University

Take I-25 to Fort Collins. Exit at Prospect Avenue, and turn west (toward the mountains). Drive west for about 5 miles to Shields. Turn right on Shields and go north for about one mile. On your right will be Moby Gym and two 10-story residence halls. Turn right at Plum and turn left into the parking lot just west of the residence halls. Durrell Center is on the east side of the residence hall facing you.

Airline Information

Here are some of the airlines that fly into Denver International Airport:

AirTran	800-247-8726	www.airtran.com
American	800-433-7300	www.americanair.com
Continental	800-523-3273	www.continental.com
Delta	800-221-1212	www.delta.com
Frontier	800-432-1359	www.frontierairlines.com
jetBlue	800-538-2583	www.jetblue.com
Midwest Express	800-452-2022	www.midwestexpress.com
Northwest	800-225-2525	www.nwa.com
Southwest	800-435-9792	www.southwest.com
United	800-864-8331	www.united.com
US Airways	800-428-4322	www.usairways.com

Car rental

NOTE: There is a very high airport surcharge fee to rent cars at Denver International Airport. You can save money if you rent a car at the airport for one day, drive to Ft. Collins, drop off that car, and rent a car from the same company in Ft. Collins for the rest of your stay.

Enterprise serves both Denver International Airport and Fort Collins and offer a discount to our staff. To get the discount, go to www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=CAMPUSC.

If you rent a vehicle for CSU, you are covered under Campus Crusade's insurance. For details, please go to <http://staffweb.ccci.org/travel/auto-rentals.aspx>.

Shuttle service from Denver International to CSU

SuperShuttle (formerly Shamrock Airport Express) provides shuttle service from Denver International Airport to Ft. Collins. You should make your reservations within at least two weeks of your arrival date, and allow an hour and a half to two hours for the ride to Ft. Collins. Make sure that you have a reservation for your departure date also, as the shuttles fill up quickly on those dates. For more information or to make a reservation, call them at 970-482-0505 or visit their website at www.rideshamrock.com.

Answers to Frequently Asked Questions

Attendance

Q: Who is required to attend the U.S. Staff Conference?

A: All staff members living in the United States are required to attend the U.S. Staff Conference. This includes both spouses and should be considered a top priority.

Q: How do I request an exemption from the U.S. Staff Conference?

A: All requests must be made in writing to csu.exemptions@ccci.org. Exceptions to attendance cannot be made by individual ministry leadership, but can only be made by U.S. Staff Conference leadership. Ministry leaders' recommendations will be given serious consideration. Exceptions have typically been given for summer-long international projects that occur during the dates of the conference, birth of a child around the dates of the conference, and severe personal health issues.

Although each request for an exception will be considered individually as each case is unique, in general the following type of situations will not qualify for an exception: classes for staff or staff children, summer activities such as camps or sports programs, poor support or MPD, reunions, vacations, weddings, short-term mission trips, etc.

Q: My wife is pregnant. Are we exempt from Staff Conference?

A: If a mom is due to have her baby 6 weeks before or 6 weeks after Staff Conference, she does not have to attend. Dads do not have to attend if the baby is due 2 weeks before or 2 weeks after the Staff Conference. However, we realize that there can be unique situations that might affect your ability to attend. Please email us at csu.exemptions@ccci.org if you are having a baby and requesting an exemption. **All requests must be made in writing.**

Q: I am a new staff member raising my initial support. Do I need to attend the conference?

A: All new staff members who attended New Staff Training **prior to May 2009** are required to attend. Only new staff who attended the mid-career New Staff Training in May 2009 are excused from the conference.

Q: I am going on an International Summer Project. Do I still need to attend?

A: If you go on a 5 to 6 week International Summer project, it depends on your circumstances as to whether we would ask you to come. Please contact your HR Leadership first, who will then make a recommendation to US Staff Conference Leadership concerning an exemption for a summer project. Please email csu.exemptions@ccci.org to request an exemption. If you participate in a short-term international ministry trip, the expectation is that you will attend Staff Conference.

Q: Can I leave early or arrive late?

A: The expectation is that all staff will attend the full conference. If there are special circumstances, check with your director or HR department and email us with your request at csu.exemptions@ccci.org.

Food

Q: I'm living on campus. Do I have to buy a full meal plan?

A: As a part of our contract with CSU, if you live on campus, you do have to buy a full meal plan. The dining halls serve their meals buffet style, with foods that should fit most dietary needs.

Q: I'm living off campus but would like to eat some meals on campus. Can I buy a meal plan?

A: There are several options available. You can purchase a full meal plan or individual meal tickets. Please see the food services representatives at registration or go to the Info Booth.

Housing

Q: My doctor says that I need to eat a special diet so I need to cook for myself. How can that be arranged?

A: The dining halls offer their meals buffet style, with foods that should fit most dietary needs. However, if you have a medical need or a special dietary situation that you feel would necessitate your living off campus please email us at csu.exemptions@ccci.org.

Q: I want to live next to another family or room with a friend. How can I do that?

A: You will be able to make that request when you register online. We will do our best to honor those requests.

Miscellaneous

Q: What if I have already registered online but need to make a change to my registration information?

A: You can make changes to your registration online by going back to our website on the Staff Web (for staff members) or at <http://ussc.ccci.org> (for guests) and clicking on “Edit”. If you need to make a change after the website is shut down, please email us at csu.info@ccci.org.

Q: My fiancée and I will be married shortly before we arrive at CSU. How do we register online now?

A: Our registration system is set up to pull staff information from PeopleSoft, so you’ll need to register as singles, but should list each other as desired roommates. Put a note in the comments section on the housing page stating that you’ll be married before your arrival date. After the wedding, please contact Staff Services to change the information in your staff record, then email us at csu.info@ccci.org. We’ll make sure that the wife’s name is changed in our registration records.

Q: Am I covered by Campus Crusade’s insurance if I’m renting a car or van for CSU?

A: You are covered by Campus Crusade’s insurance. Please go to <http://staffweb.ccci.org/travel/auto-rentals.aspx> for more information.

Q: How can I find out about activities and restaurants in the Fort Collins area?

A: Contact the Ft. Collins Convention and Visitors Bureau at 800-274-FORT or visit their website, www.ftcollins.com.

Q: What kind of clothing should I bring?

A: The temperature in Northern Colorado can vary greatly in the summer, so bring clothing that you can layer. You may need a jacket or sweater for some of the meetings. Comfortable shoes are a necessity.

How to Contact Us

If you have questions, please contact us at csu.info@ccci.org. If you need to reach us by phone, please call us at 800-793-5271 (current number) or 970-491-4345 (June 15 through July 29).