

Advisors:

Here are some directions that will make my life easier, and ultimately, yours too:

- **Do not send me the Criminal Record Check Applications. Send them to Fr. James Koury, 3 VFW Parkway, West Roxbury, MA 02132, or fax it to him at 603-644-2371. Adults must have a criminal records check. It is your responsibility to make sure that this is done and that the Eparchy has a copy of it. Do not arrive and tell me that you have had it done before, or that you are a teacher and have it done all the time. Make sure that it is done before you come. Check with your pastor on this.**
- **Do not ask me for waivers for advisors that are under 25 years of age, or for youths that are not old enough, or are too old to attend. These are not my rules. They are the rules of the Eparchy, and I support them fully. I will not make exceptions.**
- **Do not tell me that you will give me the paperwork for your group when you arrive.**
- **Do not send partial paperwork and tell me that you will send/bring the rest later.**
- **Do not send me forms that are not completely filled out.**
- **Do not wait until the last minute and then fax 80 pages of forms to me, or email them to me as .jpg files.**
- **Do not send copies of the paperwork. I need the original forms for my files. Please make copies of everything that you send, but you should keep the copies so that you will have them with you while you are traveling.**

In short, please take the time to fill out the paperwork fully, and, as much as possible, please mail everything to me in a single package.

- **Please note that if you are arriving early in the day on July 20, there may not be much for you to do at that time. This is unavoidable. There will be a time for check in and registration before the evening meal and we will attempt to get you into your room as soon as possible after your arrival. The conference begins with the evening meal.**
- **Finally, if you collect individual checks from parents, please give them to your pastor so that he can cut a single check drawn on a parish account, and send me that one single check to cover the amount for your group.**