



Office of Human Dignity and Solidarity  
3525 S. Lake Park Avenue  
Chicago, IL 60653  
Tel 312.534.5355 fax 312.534.1554

## **National March for Life Pilgrimage to Washington, D.C. Step-by-Step Guide**

### ***Step 1: Paperwork Collection and Submission***

#### ***Download and Print All Needed Forms:***

1. Adult Participant Forms
2. Teen Participant Forms
3. Acknowledgement of Safe Environment Form for all adults
4. Group Reservation Sheet – Teens and Adults Reservation Sheet
5. Rooming Assignment

All schools, parishes, and organizations must collect the completed forms. All forms are available under the National March for Life Section of our Respect Life website: [www.RespectLifeChicago.org](http://www.RespectLifeChicago.org) and must be downloaded, completed, scanned, and emailed as one file to [rpingoy@archchicago.org](mailto:rpingoy@archchicago.org) in order for registration to be considered complete or mail your group's registration to:

Office of Human Dignity and Solidarity  
c/o Raymund Pingoy  
3525 S. Lake Park Avenue  
Chicago, IL 60653-1402

Final Payment and all of the forms are due by December 8, 2017.

\*All Group Leaders and Adult Chaperones/Participants must review and fill out all the requirements under the Acknowledgment of Safe Environment Form. Send the hard copy along with all the registration forms.

### ***Step 2: Online Group Reservation and Payment (if not with a check)***

Once the forms have been received and verified as complete, the Group Leader will receive an email of confirmation of receipt from the Archdiocese of Chicago. The Rooming List/Assignment will also need to be filled out correctly and confirmed/approved in order to be invoiced correctly.

**The Archdiocese of Chicago OHDS will not fill empty room space per Quad occupancy room rate. remaining room spots with participants in other groups to fill a Quad occupancy room rate. This responsibility falls on the group leader.**

We will then be able to process a form of payment (check or credit card). We will only accept one check for the group and not individual checks per person in the group.

### ***Step 3: Payment Submission and Confirmation***

Group Leaders can pay via credit card on the registration website or can mail a check to the Archdiocese of Chicago, 3525 S Lake Park Ave, Chicago, IL 60653, Memo: March for Life D.C. Once a payment has been received, the Group Leader will receive an email of confirmation of receipt from the Archdiocese of Chicago.

*(All of the listed names on the Group Reservation Sheet that are included on the Reservation Sheet turned in on or before the Early Bird Deadline of Oct. 27, 2017 will qualify for the early bird price. Those who do not make the Early Bird Deadline will be charged the regular price.)*