

Important Guidelines for SFX CER Ballot Registration

Ballot Registration Day: 31 August 2019 (Saturday)

Time: 9am (Registration)
10am – 1pm (Balloting)

- * To give ample time for your registration form to be checked, please come early.
- * Do note that no late registration will be entertained. Doors will be closed for balloting at 10am sharp.

Where: St Peter's Hall, Level 1, **Catholic Spirituality Center**

Before Ballot Registration Day

1. SFX CER Registration Forms

- Forms are available both in hardcopy (available in the main church and parish office) and can be found online at the SFX website (www.sfxchurch.sg/forms-and-admin).
- Print and complete the registration form fully and sign the Declaration & Undertaking (Section D).
 - ☞ Unsigned and incompletely filled forms will not be accepted on the Ballot Registration Day.
- Upon successful balloting, payment will take place immediately. Ensure that you are ready to make the payment of \$250 on the day.
- Cash or cheque payments are accepted.
 - ☞ For cheque payment, make it payable to “**Church of St Francis Xavier**”.

2. Eligibility

Applicants need to be:

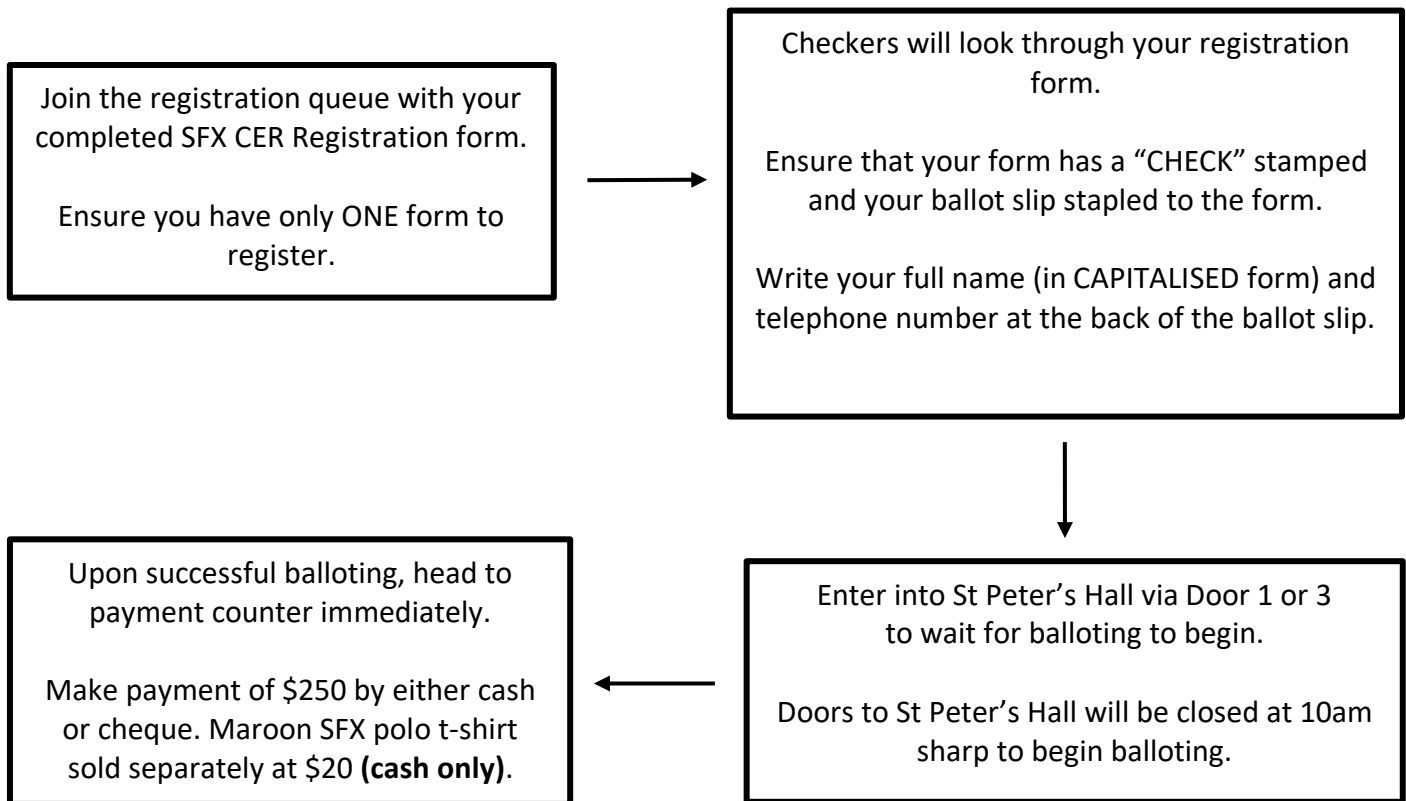
- a Catholic
- 21 years old and above
- first time applicants who have NOT attended any other CER, AWAKEN retreats or YCER
- a parishioner of St. Francis Xavier and/or serving in ministries in SFX and/or regularly worshipping at SFX

3. Proxies

- If you are unable to make it for the Ballot Registration Day yourself, please enlist the help of a proxy beforehand to bring your completed form for registration and balloting.
 - ☞ SFX and CSC volunteers present on the Ballot Registration Day will NOT be allowed to stand in as proxies.
 - ☞ When you find a proxy, ensure that the proxy is NOT submitting any other registration form either for himself/herself or acting as proxies for others.

On the Ballot Registration Day

(A) Brief Procedure on Ballot Registration Day



(B) Things to note on the day

1. Registration

- Registration counters will open at 9am where your registration forms will be checked.
 - ☞ Ensure that our Checkers have stamped your forms with "CHECK" and that your ballot slip is attached to your registration form.
- Each individual can only register ONE form on the day.
- After registration, please proceed to St Peter's Hall via Doors 1 or 3 to wait for the balloting to begin.
- Registration counters will close at 10am sharp and doors to St Peter's Hall will be locked for balloting to begin.

2. Balloting

- Once the doors are locked, a pre-ballot briefing will be given. After which, couples who desire to opt for a Couple ballot, will then be invited to attend a separate Couple Ballot briefing.
- Instructions will be given on how to fold your ballot slip and to place your folded ballot slip into the ballot box.
 - ☞ Balloting begins when all ballot slips are dropped into the box.
- Volunteers will be invited at random to pick ballot slips from the box.

3. Payment

- Upon successful balloting, payment will take place immediately. Ensure that you are ready to make the payment of \$250 on the day.

- Cash or cheque payments are accepted.

☞ For cheque payment, make it payable to “Church of St Francis Xavier”.

- It is **compulsory** to wear the maroon-coloured SFX parish polo t-shirt on the last day of the Retreat. If you do not own one, please head to the counter to purchase the polo t-shirt at \$20 a piece (**cash only**).

- Do note that payment will also be collected from individuals who are balloted for the waitlist.

SFX CER Registration FAQs

~ How do I register for CER?

Registration for CER is by ballot. You need to be present for the ballot. In the event you are unable to attend the ballot, please arrange for someone who is not registering for himself or herself in the same retreat, to stand in as your proxy.

Note that each person/proxy can register for 1 person (either for himself or herself or the person being proxied for).

~ Where do I find the registration form?

The registration forms are available in hardcopy at the main church and parish office, and also online on the SFX website (www.sfxchurch.sg/forms-and-admin).

~ Do I send in my registration form and/or payment before the ballot?

No, you need not send us anything before the ballot. If you have the registration form on hand, just complete Section A of the form by providing all required information and sign Section D. Then bring the form and payment to the ballot.

~ What do I do when I am at CSC on the day of the ballot?

If you have not filled up the registration form, please get a copy from our ballot team members, fill up Section A and sign Section D.

~ What if I want to do couple's balloting with my spouse?

A general pre-ballot briefing will be given by the prayer leader. Close to the end of that briefing, couples opting for Couple Ballot will be invited to a separate Couple Ballot briefing.

~ When will I know if I am successful in getting a place in the retreat?

You definitely have secured a place in the retreat when your ballot number is drawn into the Confirmed list.

If you are on the waitlist, you will know the status of your application when you receive a call or a Confirmation Email from our retreat registration team. Whenever there is a withdrawal from the retreat, the place will be offered to the next person on the waitlist.

~ I would like to attend the retreat with my spouse. How do I go about it?

First be informed that Couple Ballot is applicable only to married couples. Engaged couples will not be eligible.

Each spouse will need to have a registration form in his/her own name. Go through the Form Check process and get a ballot number slip each. When invited, please join the Couple Ballot briefing.

**** Note that if one or both of you are unable to attend the ballot, you need to appoint a proxy for the absent one.**

~ What happens if I arrive a little after 10am?

The doors to the hall will be closed and locked promptly at 10am for the ballot to begin. We regret that latecomers will not be admitted into the hall for the ballot once the doors are locked.

~ Who can register for CER?

Applicants need to be:

- a Catholic
- 21 years old and above
- first time applicants who have NOT attended any other CER, AWAKEN retreats or YCER
- a parishioner of St. Francis Xavier and/or serving in ministries in SFX and/or regularly worshipping at SFX

~ Can I attend CER if I can't make it for every session every day?

CER is a continuous stay-in programme. Every part of the programme links to and sets up the next. To reap the maximum benefits from this retreat, please ensure that you are able to participate in every session. If you are aware that you are unable to at this point, we encourage you to sign up for another CER.

~ How much is the retreat fees?

\$250.

~ What mode of payment do you accept?

Cash or Cheque only. Please make cheque payable to "Church of St Francis Xavier".

~ Can I transfer my registration to someone else, or defer my participation if I can't make it?

We regret that your registration is **non-transferable** and **non-deferrable**. If you are unable to make it, the place will be given to the next person on the waitlist. Please make sure you are available for all sessions on all 5 days of the retreat.

If you are the proxy for someone, please make sure he/she has been informed of the retreat, and he/she is willing and available to attend the retreat.