

NCYC 2009



DIOCESE of NEW ULM

Catholic Pastoral Center

INSTRUCTION SHEET for FORMS

3/13/09

Official Registration Forms are enclosed and due **May 15, 2009**.

Below is a listing of the forms and specific instructions that might be helpful in filling out the forms.

PLEASE DO NOT FOLD FORMS.

We attached the forms necessary to register for NCYC. But if you need any additional copies, we will be putting these on the diocesan web site to download another copy. We are asking that each individual sign their appropriate Code of Behavior and return it to us

Compiled Parish T-Shirt Order Form Due 5/15/2009

We decided to include the t-shirt fee in the diocesan fee so that you don't have to go around collecting money again later. On Form 8 we have put an order form so you can collect all data at one time.

Please compile this data and put it on the Compiled Parish T-shirt Order Form for your parish and return by May 15, 2009. Cindy will not have time to compile this for you.

Pictures Due 5/15/2009

We request a small picture of each participant to attach to our forms for safety reasons. **Please put each participant's name and parish, town on the back or front of the picture.** Please have these pictures in to the diocesan office by May 15, 2009.



Form K - NCYC Hotel Reservation Form Due 5/15/2009

Please complete **Form K, NCYC Hotel Reservation Form**, with all of the names in rooms assigned, as you would like it to appear. If you have not assigned **4 people to a room we will do that in the diocesan office** to completely fill all of the rooms and to conserve rooms in the hotel and save money for the entire group. **All expenses are based on 4 people to a room.**

Due April 15, 2009		
Form 16	Scholarship Form	
Due May 15, 2009		
Payment	\$300 each	Adult Youth
Parish T-Shirt Order Form		Adult Youth
Form K	Hotel Reservation	Adult Youth
Form 8	1) Individual Registration 2) Consent Form & Indemnity Agreement 3) Video/Photo Permission 4) T-Shirt Indicator	Adult Youth
Yth Form 13	NFCYM/NCYC Liability Waiver & Permission Form -	Youth <i>notarized</i>
Adult Form 14	<i>Different one for adults and youth</i>	Adult <i>notarized</i>
Code of Conduct – <i>Different one for adults and youth</i>		Adult Youth
Hotel Policy form (<i>if staying with diocesan group</i>)		Adult Youth
Pictures		Adult Youth
Must be In compliance with diocesan safe environment requirements.		Adult

If you have a **special request** for less than 4 in a room **additional costs** will be charged to the people requesting this service and this request can **only be honored if extra rooms are available**.

NFCYM discourages members of the opposite sex from socializing or sharing hotel sleeping rooms. In addition, NFCYM discourages dioceses from assigning adults to rooms with young people. Young adults who have graduated from high school, but are not yet 21 years of age, should be housed as adults. Therefore, we do not plan to put adults and youth together in a room.

Form 8 - Individual Registration Form Consent & Indemnity Agreement Video/Photo Permission T-shirt Size Indicator Due 5/15/2009

Please send us the original – make a copy for your files since the national office requires the original.

This year we have tried to have all data collected at one time – We hope that the t-shirt indicator will be helpful to you. Please remember to compile this data and put it on the appropriate COMPILED Parish T-shirt Form.

Please have participants fill in the Medical Release Information and have the parent sign this form.

“Parish/School” line – Please note the following: Parishes and schools should be listed by their proper names only, e.g., St. Mary of the Woods, Ascension, etc. Do not include the words, “Church,” “Parish,” or “High School.”

- Please proofread the parish/school name before submitting Form 8. Once Form 8 has been submitted, the name of the parish/school cannot be corrected. *(You might want to fill in these lines before duplicating for your participants.)*

Do’s & Don’ts for Form 8:

- Do **NOT** use capital letters when filling out the form.
- Don’t change the form in any way.
- Don’t add, change, or delete any text.
- Don’t white-out anything we have printed.

Completed Form 13 for Youth or Form 14 for Adult Participants must accompany each registration Form 8.

**NFCYM/NCYC
Liability Waiver & Permission Form
Youth Form 13 and Adult Form 14
Due 5/15/2009**

**There are two separate forms
One for Adults & One for Youth**

Insure that each NCYC participant completes the following forms: Youth Form 13 and Adult Form 14.

Check to see that:

- All lines are filled in.
- The forms are signed.
- **This year NFCYM/NCYC requires that all dioceses have Forms 13 & 14 notarized for youth and adults.**
- NCYC has requested that we mail the forms flat to them; therefore, **please do not fold forms.**

Make two copies of each signed and completed forms.

- Send the **original** to the Diocesan Office.
- Retain a copy for your records.
- Retain a second copy to give to the youth or adult participant to carry with them during the conference. It is suggested that this form could be folded and carried behind the participant’s name badge.

ADULT PARTICIPANT – A separate copy of this waiver must be completed for each adult traveling to the Conference. Each copy must be **signed** or the adult will not be permitted to attend.

- **NOTE: Form 14 must be notarized.**

YOUTH PARTICIPANT - A separate copy of this waiver must be completed for each traveling to the Conference. Each copy must be **signed by BOTH the adult and the youth**, or the youth will not be permitted to attend. There is also a **spot for parents and youth to initialize**, besides signing.

- **NOTE: Form 13 must be notarized.**

Code of Conduct

Due 5/15/2009

YOUTH PARTICIPANT CODE OF CONDUCT - Have each youth sign and return this copy to the diocesan office.

NFCYM ADULT PARTICIPANT CODE OF CONDUCT – Have each adult sign and return this copy to the diocesan office.

Diocesan Safe Environment Requirements

Just a few suggestions on how to get a head start on NCYC paperwork...

First of all, all adults will need to meet Safe Environment requirements for the New Ulm Diocese for the 2009-2010 school year. The NCYC contact should make sure all chaperones are compliant. The Office of Youth Ministry will, in addition, forward the names on to the diocesan safe environment office and Margy will check this against her list to make sure all are in compliance. If not compliant, Sr. Margaret will notify your local NCYC contact person immediately. Please try to stay on top of this and make sure people fill out the required forms and attend the Virtus session, etc. We need to send a form by September 30 to the Diocese of Kansas City.

Every accompanying adult will need to have a background check done before they can leave for NCYC in November. This is nothing new, and knowing that this is required, we can get this out of the way now.

Also, when you receive the NCYC mailing, your first move should be to have both the youth and adults sign the **Code of Conduct Form**. Make a copy for yourself and send us the original. Having this done ahead of time will save you a great deal of trouble later on!

See below for data from NFCYM:

Youth Protection: NFCYM takes the protection of young people very seriously. It must rely on its diocesan group leaders to make their efforts to keep all NCYC participants safe and secure from possible harm.

For 2009, as part of its youth protection efforts and at the request of the Diocese of Kansas, host of the 2009 NCYC, the following is required of all groups participating in the 2009 National Catholic Youth Conference:

- 1) Each diocese participating in the 2009 NCYC has responsibility for the screening by a third party and safe environment training of their youth ministry leaders and chaperones/volunteers, both Catholic and non-Catholic, *as required by the procedures for its diocese.*
- 2) NFCYM will require the bishop of each participating dioceses to submit a letter by September 30 to the Bishop of Kansas City certifying that all youth ministry leaders and chaperones/volunteers, both Catholic and non-Catholic, from that diocese have been screened by a third party and safe environment trained, as required by the procedures of his diocese.
- 3) A copy of this letter will be sent to NFCYM. NFCYM and the Diocese of Kansas will deny credentials to and bar from participation in the 2009 NCYC youth ministry leaders and chaperones/volunteers (an youth they accompany) of any diocese that fails to submit the required letter.

For more information on NFCYM's youth protection policies, please download the complete text of **Safeguarding God’s Children: NFCYM Policies for Protecting Young People and National Catholic Youth Conference Emergency and Crisis Response Manual**. Both of these documents will be helpful in planning your diocese’s participation in the 2009 NCYC.

<http://www.nfcym.org/youthprotection/index.htm>