

DIOCESE
of NEW ULM

Catholic Pastoral Center



To: Youth Ministers
From: Sr. Margaret McHugh
Diocesan Director of Youth Ministry
Date: March 13, 2009
Re: NCYC 2009 Plans &
Registration Forms Due 5-15-09

NCYC 2009
"Christ Reigns"
Kansas City, Missouri

Actual dates are
November 19-20, 2009 (Thurs-Sat)
We will depart Wednesday morning (Nov 18)
and return on Sunday (Nov 22).
(See enclosed schedule of the events.)



Dear Group Leader,

As you prepare for NCYC, I would love to come out and meet all of you! Please contact me ahead of time if you have a group meeting scheduled and I will do my best to come to one of them. 507-233-5327.

Sr. Margaret McHugh, DSMP



We have heard from 21 parishes. We find that we still have room and we want as many youth as possible to be enriched by this wonderful event. We will take registrations up to June 1.

This fall we will be incredibly busy with NCYC and many other back-to-back events. Please help us *help you* by turning in your forms as soon as you can. We're asking for these by May 15. Your help is greatly appreciated. However, the **Scholarship deadline is April 15.**

NCYC Scholarship Opportunities

High school youth planning to attend NCYC have the following scholarship opportunities:

- 1) **NCYC Contest for High School Youth:** We are looking for budding artists to help design our NCYC 2009 diocesan t-shirt. The design should represent our diocese and the theme "Christ Reigns." Please submit a design with 1 or 2 colors on an 8.5 x 11 sheet of paper or on a computer file (jpeg or tiff format) with the logo

Important Dates

January 31, 2009 – 1st deposit due of \$100.

April 1, 2009 – Deadline for Contest for NCYC Diocesan Logo for T-shirts – Scholarship Opportunity!

April 15, 2009

Deadline for Scholarship Forms to the Diocese of New Ulm

May 15, 2009

- 2nd Payment due of \$300 each
- Participant Forms Due
- Compiled Parish T-shirt Order Form – 1 per parish
- Form K - Rooming Lists
- Form 8 Consent & Indemnity Form, Video/Photo Permission Form – Adult & Youth
- Youth Form 13/Adult Form 14 NFCYM/NCYC Liability Waiver and Permission Form – **Needs to be notarized**
- Code of Conduct – Adult & Youth
- Pictures - Adult & Youth – please put names & parish on each picture
- Hotel Policy Form to be filled out if staying with diocesan group – Adult & Youth
- Make sure each adult has gone through the safe environment requirements for the Diocese of New Ulm.

May 30, 2009

- Inform Sr. Margaret of any other sightseeing trips (am Thurs., Nov 19) besides the 4 planned events and negotiate extra costs.

September 1, 2009

- Final payment due: \$240 each.

After September 30

Late Registration – An additional \$40 per person
(Need to be into National Office by October 16, 2009)

October 16, 2009 – Deadline for:

Late Registration
Registration Cancellations
Registration Substitutions to be received by mail
(There is a \$20 per person fee for substituting a person)

youth designed for our diocesan NCYC t-shirt by **April 1** to Cindy Blickem, 1400 6th St. N, New Ulm, MN 56073, cblickem@dnu.org.

2) **Scholarships Form 15 & 16 Enclosed – Due April 15, 2009**

Affiliated dioceses are eligible to apply for need-based scholarships from the Catholic Youth Foundation USA (CYFUSA). **Due to the Diocese of New Ulm by April 15, 2009.** Notices of award will be mailed on or about **June 1, 2009** to the diocese.

Forms – We attached the forms necessary to register for NCYC, but if you need any additional copies, we will have these posted on the www.dnu.org website.

NCYC Region 8 Mass: Thursday, November 19, 2009 – time and place to be announced.

Our estimated cost per person: The NCYC trip will be \$640, payable to the Diocese, which includes:

Registration fees

Includes registration fee, t-shirt, Region 8 fees (registration fee has gone up again this year)

Hotel fees

Based on 4 people per room–Wed, Thurs, Fri nights (Costs may differ if you are requesting an additional night in the hotel or less than 4 people per room. If you are staying and extra night, you need to let us know as soon as possible.)

Meals

Includes 3 breakfasts (Thurs, Fri, Sat) and a Subway meal on Sat night

Bus transportation

Includes transportation, bus parking, bus driver's hotel rooms

(As you know, this is not a money-making venture for the diocese; we are simply covering costs.)

You will need to budget extra money to take with you for meals, mementos, sightseeing, parking, and miscellaneous.

Estimated extra money to take with you for:

Meals	\$100	8-9 meals (\$75-100 per person)
Mementos	\$ 50	
Sightseeing	\$ 20	Thurs morning
	\$170	

Parking - Only for those not traveling with the diocesan group.

Payments payable to the Diocese of New Ulm:

- ✓ A \$100.00 non-refundable deposit per person was due by January 31, 2009.
- A 2nd payment of \$300 will be due May 15. Cancellations after May 15th will not be refundable because we have already made financial commitments for hotel & transportation. Groups could try to find someone else to fill that spot as long as it is before the September deadline. Be aware that after September 30, NCYC charges \$20 substitution fee.
- The final payment of \$240 will be due September 1.

Sightseeing:

We are going to offer four options for side trips and we are doing this only on Thursday morning.

1. Nelson Atkins Museum of Art
2. American Jazz Museum and Negro Leagues Baseball Museum
3. College Basketball Experience at Sprint Center
4. Crown Center and Hallmark Visitors Center

All will be going to the Reign Forest Theme Park Thursday afternoon. It is a once in a lifetime event and well worth every minute.

If you have sightseeing suggestions besides the four being offered, the request must be approved by Sr. Margaret by **May 30**. Any side trip besides those scheduled will cost extra.

T-Shirts: 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.

Meals: NCYC has said that no meals are included in conference registration fees nor is a meal plan available in 2009. Participants are on their own for all meals. Information will be posted about area food courts and restaurants. The following meals are included in the Diocese of New Ulm package fee:

- breakfasts at the hotel on Thursday, Friday, and Saturday
- Subway on Saturday night

(Wednesday night supper is on your own. There is a large shopping center with a variety of eating places close by. The buses will drop of your group and you can stretch your legs, shop, and eat. The buses with then bring you back to the hotel.)

Hotel: Residence Inn by Marriott
Kansas City Airport
10300 N Ambassador Drive
Kansas City, MO 64153
816-741-2300
FAX: 816-741-2357 Marriott.com/MCIAR

Any questions regarding accommodations, cost, room lists, or special needs should be addressed to Cindy Blickem and Sr. Margaret. They are the only ones authorized to contact the hotel as the designated coordinators from the diocese. The hotel will not release any information to anyone else.

- The hotel is a 100% non-smoking facility.
- All rooms are suites, rooms are
 - 2 queen size beds or
 - a king size bed and a sofa sleeper.
- We are asking that each person read the hotel policy. The chaperones, parents, and youth are to sign this form and return it to us.
- The hotel does have an airport shuttle. Please call them once you've arrived at the airport.
- Distance from the hotel to downtown Kansas City is about 15 minutes.

Rooming Assignments: 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.

Chaperone Policy: NFCYM requires chaperones to be at least 21 years of age or older. NFCYM requires that there be two (2) chaperones for the first one to ten young people. Another adult is required for each 1 to 6 additional youth. For example, 8 youth must be chaperoned by 2 adults, 12 youth by 3 adults, and 17 youth by 4 adults. This chaperone ratio applies to the diocesan group as a whole, not to individual parish or school groups. Group leaders should consider the gender breakdown of their groups when selecting chaperones so that both sexes are appropriately supervised. Chaperones should be screened and trained as required by your diocese's youth protection policies.

How many chaperones do I need to bring?

Whether you are bringing 1 or up to 10 young people you will need to have 2 chaperones. For each additional 1 to 6 young people in your diocesan group brings you will need one additional chaperone.

For example:

5 Youth	= 2 Chaperones
11 Youth	= 3 Chaperones
17 Youth	= 4 Chaperones
50 Youth	= 9 Chaperones

On-Site Registration: The diocesan group leader, Sr. Margaret McHugh, will pick up the entire dioceses' registration materials and complete substitutions on-site beginning on Wednesday, **November 18, 2009**. These materials will be distributed at the hotel the diocese is staying at. **Please contact Sr. Margaret to pick up these materials up from her if you are arriving at a time different than the whole group.** You cannot get into any of the events without these materials.

Get a Head Start on NCYC Paperwork!

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

Safe Environment:

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 to the Diocese of Kansas by September 30 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 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>

If you are traveling on your own, let Cindy Blickem know as soon as you can your flight or other arrangements to facilitate planning.

Promotional Materials:

- Theme Song: The official theme song of the 2009 NCYC is *Christ Reigns* by Joia Farmer and Matt Miller. In the future you can find this on the dnu.org web site.
- Video: NFCYM has produced a promotional video for the 2009 NCYC. The video features the 2009 NCYC theme song, footage from the 2007 NCYC, and testimonials from teens and adults. You can view and download this on the website nfcym.org or call Sr. Margaret for a copy.

Use of NCYC Logo: NFCYM diocesan members may use the official NCYC logo design on apparel, conference related printed materials, and on other promotional items not for sale and not in competition with the sale of promotional items by the host diocese. The original design may not be modified. When used on apparel:

- The logo design can be no larger than 3 inches by 3 inches;
- The design may be used on the pocket, sleeve, or hem only;
- The design must be freestanding; and
- The design may not be reproduced in the official conference colors.

For 2009 the official colors are yellow/gold (PMS-122), purple (PMS-527), and maroon (PMS-288).

Reconciliation: The Sacrament of Reconciliation will be available during NCYC.

Service Project: Service will be a part of the 2009 NCYC. Details on the service project will be available at a later date.

