

April 2017

Dear Adult Group Leader:

We are excited that you will be participating in YouthLeader, to be held July 10- 14, 2017 at Summit Pacific College, Abbotsford. This registration packet will help you and your team as you prepare for the upcoming YouthLeader program.

Enclosed you will find important information about YouthLeader that will help you in your preparations and will complete the registration process for your group.

- *Permission Form & Authorization for Medical Treatment Form*
- *Code of Behaviour*
- *Parent Information Sheet*
- *Packing List*
- *YouthLeader Schedule*
- *Map & Directions to the drop off/pick-up location (Summit Pacific College)*

The following information will help you as you prepare:

**YouthLeader Resources:**

The resources are designed with you in mind, giving you resources and strategies for preparing for your YouthLeader experience. This includes information about preparing your young people, their parents, and the whole community. Please take the time to go through this resource. This is an invaluable resource!

**Arrival and Departure:**

All participants are to be at Summit Pacific College, Abbotsford between 12:00pm and 12:30pm on Monday, July 10 (meet at the LT Holdcroft Dormitory on Campus). Please arrive having eaten lunch already or bring a bag lunch to eat before the program begins at 1:00pm sharp. As well, please don't arrive before 12:00pm.

Please clearly communicate to all participants that it is crucial for their arrival to be on schedule.

The program will conclude at 2:30pm on Friday, July 14.

### **Program payment and submission of forms:**

The following ORIGINAL forms must be submitted at check-in at YouthLeader on Monday, July 10:

1. Permission Form & Authorization for Medical Treatment Forms.
  - Each youth and adult participant should fill out the form completely.
2. Code of Behavior. Each youth participant and his/her parent or guardian must sign and return a Code of Behavior form.
  - Adults should be provided a copy of the form for their information.

If there are any changes to your registration prior to the start of YouthLeader, please contact Faye immediately at 604.683.0281, ext. 50228.

### **Other Information:**

- Enclosed you will find a packing list for YouthLeader. Please provide one to every participant.
- We've also included a parent information sheet. Please fill in the **Departure and Return Times** (specific to your group) and the **Contact Number of your YouthLeader Group Leader** and then make copies for each participant's family.

Please contact me at 604.683.0281 if you have any questions. Thanks again for your support of this effort to empower young leaders. You have our support for your ministry.

God Bless,



Clayton Imoo

Associate Director, Ministries and Outreach



### PERMISSION FORM & AUTHORIZATION FOR MEDICAL TREATMENT

*This information is collected and protected by the Ministries and Outreach Office in accordance with the Personal Information Protection Act, and will only be used for YouthLeader 2017 registration and emergency medical purposes.*

To Whom It May Concern:

As a parent and/or guardian, I do herewith authorize the treatment by a qualified and licensed medical doctor of (Participant) \_\_\_\_\_ in the event of a medical emergency which, in the opinion of the attending physician, may endanger his or her life, cause disfigurement, physical impairment or undue discomfort if delayed.

This release is intended for July 10 -14, 2017. This release form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Signed \_\_\_\_\_  
(Parent /Legal Guardian) (Date)

\_\_\_\_\_  
(Address) (City) (Postal Code)

Participant B.C. Care Card Number: \_\_\_\_\_  
Family Physician: \_\_\_\_\_ Phone \_\_\_\_\_

Specific **dietary needs**, behavioural challenges, medical allergies, chronic illnesses or other condition, and any current medications:  
\_\_\_\_\_  
\_\_\_\_\_

Person(s) to contact in case of emergency:

Option #1: Name \_\_\_\_\_ Phone \_\_\_\_\_  
Option #2: Name \_\_\_\_\_ Phone \_\_\_\_\_

While the Ministries and Outreach Office staff and the YouthLeader organizers and volunteers will take reasonable steps to prevent injuries to your child, some degree of risk is inherent in the nature of activities, and may occur without fault on the part of your child, the Ministries and Outreach Office, volunteers, the Archdiocese of Vancouver, Center for Ministry Development or the facility where the event is taking place. By allowing your child to participate in this event, you are agreeing that the event described above is suitable for your child and that there is a risk of injury associated with this event.

I also consent to having photographs of my child used by the Ministries and Outreach Office on its website, social media channels, and other promotional material.

The undersigned parent/ guardian of \_\_\_\_\_, a minor, hereby releases and agrees to hold harmless the above named parish/ school or any of its advisors, chaperones or persons connected with the training event from any liability, claims, damages for personal injury, property loss/ damage which may result during *YouthLeader 2017* at Summit Pacific College, Abbotsford, on July 10 -14, 2017.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
*Signature of Parent / Legal Guardian*



## Code of Behavior 2017

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We are happy and excited that you are joining us as part of **YouthLeader 2017**. The *Code of Behavior* has been developed as a way of helping participants understand what is expected of them during the week, and of making the learning experience a healthy and fruitful one for all involved. Please read through the *Code* carefully, as you will be expected to honor and uphold it throughout your time with us.

- As necessary as rules are to maintain order, they can't and won't guarantee a successful YouthLeader experience. Success depends on people's willingness to work together for the common good.
- Participants take part in YouthLeader as part of a parish or school team. The adult leader of each team maintains primary responsibility for the actions of his or her team members. The sponsoring parish or school and the families of team members assume responsibility for any damage done to the facilities.
- Participants are expected to attend all sessions unless explicitly excused by the Program Director.
- Name badges should be worn during all program activities.
- Dress throughout the YouthLeader experience is casual, however shirts and shoes must be worn at all sessions and meals.
- Socializing should take place only in the designated public areas of the housing facility. No visiting is allowed in sleeping areas occupied by the opposite sex.
- Each day will be a busy one - making adequate sleep a necessity. Participants must be in their respective rooms by curfew time. The noise level in the sleeping areas should be kept at a minimum. Scheduled quiet and silent times must be honored. Only the Program Director can alter curfew times or the timing of any other scheduled activity.
- Smoking is not allowed during scheduled group activities. All other local smoking restrictions must be honoured (ages, locations, times, etc.)
- The purchase, possession or consumption of alcohol or drugs by participants will result in immediate dismissal from the program. Major infractions of the *Code of Behavior* will meet with the same consequences.

**Parent or Guardian:** I agree that my child shall abide by the rules and regulations outlined in the YouthLeader *Code of Behavior*. I have reviewed it and discussed the *Code* with my child prior to signing this form. I agree that if my child fails to consistently abide by the *Code* or engages in a serious infraction of the *Code*, he or she may be immediately dismissed from the YouthLeader program and sent home at my expense.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

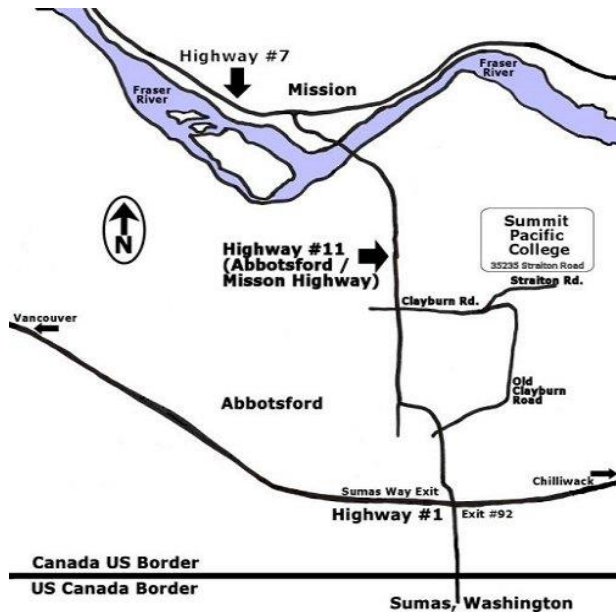
**Youth Participant:** I understand and agree to the YouthLeader *Code of Behavior*.

I also understand that my parent(s) or guardian will be notified at the time of any infractions requiring my dismissal from the program and that I will be sent home at my own or their expense. (Your signature must appear below in order to participate in the YouthLeader program.)

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Parent Information Sheet

**Program Site:** Summit Pacific College, Abbotsford (<http://www.summitpacific.ca/html/conferences/index.php>)



Departure and Return Times:

Name & Contact Number of YouthLeader Group Leader:

**SUMMIT PACIFIC COLLEGE ADDRESS:**  
 35235 Straiton Road, Abbotsford, BC

**Emergency Phone Number:** Summit Pacific College – 1.604.851.7221

**Non Emergency Phone Number:** Ministries and Outreach Office – 604.683.0281

**Program Dates:** July 10 -14, 2017

**Local Sponsor:** Ministries and Outreach Office  
 4885 Saint John Paul II Way, Vancouver, BC V5Z 0G3  
 Tel: 604.683.0281  
 Email: cimoo@rcav.org

**YouthLeader Trainers:** Clayton Imoo (Vancouver, BC) and Center for Ministry Development

**YouthLeader National Sponsor:** YouthLeader is a program of the Center for Ministry Development, a Catholic nonprofit organization founded in 1978.

**YouthLeader Program Coordinator:** Clayton Imoo



## Packing List

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**Individual Packing List:** (Take the minimum; pack lightly!)

**IMPORTANT:** Be sure to bring along your Care Card.

Bedding and Towels:

Sleeping bag or blanket and sheets  
Pillow  
Towel/washcloth

Clothes:

Jeans or casual pants  
Shorts  
T-Shirts/short-sleeve shirts  
Long-sleeve/sweatshirts  
Light-weight jacket/sweater  
Sleepwear  
Socks  
Underwear  
Shoes

Personal Needs:

Toothbrush/Toothpaste  
Comb/Brush  
Soap/Shampoo/Deodorant  
Medications (consider non-prescription medications for headaches, stomach upset, colds, etc)  
Sunscreen, sunglasses  
Bug spray

Other:

Bible  
Journal/Notebook/Pens  
Flashlight  
Camera  
Sandals (optional)

***\*Please make sure that your clothing is appropriate for a co-ed, Christian program.***

**Please do not bring:**

Electronic games  
Walkmans/CD players/iPods/MP3 Players  
Expensive clothing, jewelry, and equipment



## Schedule

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<b>Day 1:</b>	<b>Monday, July 10, 2017</b>
12:30pm	Arrival & Registration/Check In
1:00pm	Gather
2:15	Institute Opening / Break
3:30	Afternoon Session
5:30	Dinner / Break
6:45	Community Life Planning
8:45	Social / Refreshments
10:00	Team Time
10:30	Evening Prayer
11:00	To Bed
11:30	Lights Out
<b>Day 2 - 4:</b>	<b>Tuesday, July 11 – Thursday, July 13, 2017</b>
7:30am	Wake-up
8:00	Breakfast
9:00	Morning Prayer
9:15	Community Life Check-in
9:30	Morning Session
12:00pm	Lunch
1:15	Afternoon Session
3:45	Free Time
5:30	Dinner / Break
6:15	Adult Meeting
6:45	Planning Groups Check-in
7:00	Community Life Planning / Evening Session (Day 2)
8:30	Social / Refreshments
9:45	Team Time
10:30	Evening Prayer
11:00	To Bed
11:30	Lights Out
<b>Day 5:</b>	<b>Friday, July 14, 2017</b>
7:30am	Wake-up
8:00	Breakfast
9:00	Morning Prayer
9:15	Morning Session
12:00pm	Lunch / clean-up
1:00	Closing Session / Prayer
2:30	Departure