

YOUTHLEADER

2019

INFORMATION & REGISTRATION GUIDELINES FOR GROUP CONTACT PERSON

(UPDATED JULY 3, 2019)

What is YouthLeader?

YouthLeader is a team-approach to Christian leadership formation for youth and adult leaders that integrates Christian spirituality and ministry skills. The purpose of YouthLeader is to empower young people for Christian leadership in Church and the wider community.

When and where will it take place?

YouthLeader will take place at Summit Park in Abbotsford from July 29 – August 2 (Monday to Friday).

What is the cost?

The cost for each youth and adult leader will be **\$300.00**.

Who can attend?

Youth entering at least Grade 10 in September 2019 and their adult leaders (age 21 and older).

Youth must be accompanied by at least one adult leader who is 21 years old or older. The minimum ratio of youth-to-adult leaders is 8 youth to 1 adult leader.

Adult leaders and participants (19 years of age and older) must be screened in accordance with archdiocesan policy (e.g. Safe Environment Policy, CISVA Policy Manual, etc).

We will require verification from the Parish Screening Coordinator, Pastor, or School Administrator via email by July 14, 2019.

For co-ed groups of 5 or more, we recommend having 1 male and 1 female adult leader accompany the youth.

Group registrations will NOT be accepted without the required number of adult leaders.

Brochure

Please photocopy the brochure for distribution to the youth. The brochure can also be found online at:

<http://www.rcav.org/summer-training>

Fill in your internal registration deadline and contact person information on the poster and the brochure (before you make copies) to state when YOU would like forms and fees returned to you so that you can compile all the information in a timely manner. We recommend that you set an earlier date (e.g. 1 week before the early registration deadline) so that you have enough time to compile and send in all the required information.

How do I register my group?

Please see the Registration Procedures in Appendix A.

You will need the information from all completed Participant and Leader forms before you can complete and submit the online group registration form.

Please note that cheques from individual participants should be made out to the school or parish; the school or parish will then issue ONE cheque for your group, made payable to the **Roman Catholic Archbishop of Vancouver**.

Please be aware that all personal information indicated on the Group Registration Forms will be protected by the Ministries and Outreach Office in accordance with the Personal Information Protection Act, and will only be used for YouthLeader 2019 registration and program statistics.

Replacement of Registrants

If you wish to change any registration information, please contact Frederina Ho (fmccreedy@rcav.org) by July 15. Changes are still subject to the Adult Leader-to-Youth ratio (1:8), and availability of male/female accommodation.

Registration Add-Ons

You can add participants to a previously-submitted online Group Registration Form provided you have room under the chaperone ratio of at least one chaperone for every 8 youth and there is still space available in the event. Complete the online Group Registration Form with the registration information of the additional participant(s).

Registration Cancellations / Refund Requests

The Ministries and Outreach Office will accept written cancellation/refund requests until Friday, June 28, 2019.

After July 8, you are responsible for paying the full registration fee for any participants you had previously registered – even if they withdraw from the program.

Contact Information/Questions

If you have any questions or need more information, please contact the Ministries and Outreach Office:

Clayton Imoo

Associate Director, Ministries and Outreach Office

Program Enquiries

P: 604.683.0281 (ext. 50227)

Email: cimoo@rcav.org

APPENDIX A

YouthLeader 2019

REGISTRATION PROCEDURES FOR GROUP CONTACT PERSON

You will need the information from completed Participant and Leader forms before you can complete and submit the online group registration form.

1. **Browse** the YouthLeader information online at <http://www.rcav.org/summer-training>
2. **Promote** the event to the youth in your parish or school
 - Fill in the contact person's name, contact information and registration deadline on the Event Brochure and Poster
 - Make copies of the Event brochure and the forms and distribute them to the youth
 - Display the colour poster (optional: make smaller posters too!) where the youth will see it
3. **Share** the Registration and Participant Information from the Adult Leader Package with youth and adults that you have recruited.
4. **Collect** the participants' information via the registrations forms and fill out the ONLINE GROUP REGISTRATION FORM <http://www.rcav.org/summer-training/>
5. **Submit** your completed form (using the "Submit" button online) to Ministries and Outreach Office (M&O)
 - The M&O Office will acknowledge receipt of your registration (including number of participants) within 3 business days.
6. **Receive** Registration Acknowledgement Email from the M&O which includes:
 - A brief summary of your group (group name, # of Adult Leaders, # of Youth)
 - Invoice reflecting the fees you owe
 - Deadline for submission of fees (remember, your spots are not guaranteed until the M&O receives your fees)

Please contact Faye McCreedy at fmccreedy@rcav.org if you do not receive the Registration Acknowledgement Email within 5 working days of submission.

7. **Send** us your fees (within 7 business days of the receipt of the Registration Acknowledgement Email).
 - You will only send us one cheque for your group made payable to the ROMAN CATHOLIC ARCHBISHOP OF VANCOUVER
 - We cannot guarantee your group's spots until we receive full payment. (Priority is given to groups who have completed the registration form and have submitted the form and payment to the M&O.)
8. **Receive** Registration Confirmation Email once the M&O receives your fees which includes:
 - Your Complete Group summary (list of all your participants)
 - Receipt for fees paid

REGISTRATION DEADLINE:

Monday, July 15, 2019 @ 4:30pm

All ORIGINAL Participant forms are to be submitted when you arrive at YouthLeader on July 29, 2019.