

*Searching in the Spirit 2019*  
**REGISTRATION PROCEDURES FOR GROUP CONTACT PERSON**

**\*REMINDER\***

**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 *Searching in the Spirit* 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.
  - Display the colour (or black-and-white) poster (optional: make smaller posters too!) where the youth will see it.
  - Make copies of the Event Brochure and the forms and distribute them to the youth.
3. **Recruit** Adult Leaders
  - It is important that Adult Leaders are selected for their suitability to journey with the young people going to *Searching in the Spirit*.
  - We recommend that the Adult Leader you recruit be the same gender as the majority gender of your group.
    - For Co-Ed groups of 9 or more, we recommend that your group has at least 1 female and 1 male Adult Leader.
  - **Read the Job Description** in the Adult Leader Guide and share it with potential leaders.
  - Draw from your leadership and other youth ministry leaders (core team), or ask parents, or other leaders in the parish/school.

**IMPORTANT NOTE:**

Adult Leaders accompanying school or parish groups need to be screened in accordance with archdiocesan policy (eg: Safe Environment; CISVA Policy Manual, etc.)

**We will require verification from the Parish Screening Coordinator, Pastor, or School Administrator via email by August 9, 2019.**

4. **Share** the:
  - Adult Leader Guide with your recruited Adult Leaders so they are familiar with the document
  - Parent Resource Guide with the parents of the youth participants so they are familiar with the document and how to prepare themselves and their children for *Searching in the Spirit* (also contains a suggested registration form to help you gather information)
5. **Collect** the participants' information (Youth and Adult Leaders) and fill out the [ONLINE GROUP REGISTRATION FORM](http://www.rcav.org/summer-training/) (<http://www.rcav.org/summer-training/>)
6. **Submit** your completed form (using the "Submit" button online) to Ministries and Outreach Office
  - The Ministries and Outreach Office will acknowledge receipt of your registration (including number of participants) within 5 business days.

7. **Receive** Registration Acknowledgement Email from the Ministries and Outreach Office which includes:
- Invoice reflecting the fees you owe
  - Adult Leader Screening Verification form (due
  - Deadline for submission of fees (remember, your spots are not guaranteed until the Ministries and Outreach Office receives your fees)

***Please contact Faye McCreedy at [fmccreedy@rcav.org](mailto:fmccreedy@rcav.org) if you do not receive the Registration Acknowledgement Email within 5 working days of submission.***

8. **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:  
**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 Ministries and Outreach Office.)
9. **Receive** Registration Confirmation Email once the Ministries and Outreach Office receives your fees which includes:
  - Your complete Group Summary (list of all your participants)
  - Receipt for fees paid
10. **Submit all completed original copies** of the permission and Camp Jubilee waiver forms and volunteer screening forms to the Ministries and Outreach Office at the dock by the day of departure.  
(Participants will not be allowed to depart from the dock to camp without completed **original** forms.)

**EARLY REGISTRATION DEADLINE:**  
**Tuesday, July 2, 2019 @ 4:30pm**

**All ORIGINAL Participant forms are to be submitted before departing for Searching in the Spirit on August 26, 2019.**

### **Replacement of Registrants**

If you wish to change any registration information, please contact Faye McCreedy by Friday, August 9, 2019.

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 Adult Leader ratio of at least one adult leader for every 8 youth and there is still space available in the program. 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, August 9, 2019. Refunds are subject to a \$15.00 processing fee. The Ministries and Outreach Office will process refund requests after the program.

After August 9, 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:

Erwin Fung

Coordinator, Ministries and Outreach Office

Program Enquiries

P: 604.683-0281 x.50226)

Email: [efung@rcav.org](mailto:efung@rcav.org)