



DIOCESE OF COVINGTON

2019 NCYC GROUP LEADER PACKET



National Catholic Youth Conference

Indianapolis, Indiana Nov. 21- 23, 2019

Registration Packet

Welcome to the next step on the road to the 2019 National Catholic Youth Conference (NCYC). The National Catholic Youth Conference is a celebration of Catholic youth in the United States. It is organized by the National Federation for Catholic Youth Ministry which is made of diocesan leaders and collaborating members from across the country. NCYC includes a wide variety of opportunities for our young people to experience God and His Church. There are five general sessions which include nationally known speakers and a Mass on Saturday evening, one general session each morning and one each night until the conclusion of NCYC. In between the general sessions are rounds of workshops, an interactive thematic park for hands on experiences and the opportunity to mingle with Catholic speakers and other vendors, concerts, service projects, daily Mass, adoration, confessions, and time to meet teens from all different walks of life.

Who Can Attend NCYC?

NCYC is for High School teens (grades 9 – 12) and their chaperones. Participants must be in at least ninth grade to attend. Parents of teens are also highly encouraged to attend the experience, but must agree to serve in the capacity of a chaperone while at NCYC.

Attached you will find valuable information about registering your participants. There is tremendous excitement about this conference and at last report over 25,000 people have reserved hotel space. You will want to ensure your participation by registering without delay. This packet is full of important information. **Please read everything carefully before calling with questions.**

General Information:

Dates:

November 21-23, 2019

Arrival in Indianapolis: Thursday (11:30 to 12:00PM)

Departure from Indianapolis: Saturday (10:30 to 11:00PM)

Location:

Indianapolis, Indiana

Lucas Oil Stadium and the Indiana Convention Center

Transportation:

We have reserved three buses with Queen City Transportation. They will transport our diocesan young people and their chaperones from Crescent Springs to Indianapolis, between the hotel and the convention center, and return us to Crescent Springs at the conclusion of the conference. The Department of Catechesis and Faith Formation is coordinating transportation to and from Indianapolis through one charter bus company. Groups will be assigned to buses based on group size. A full bus holds 56 people. Some groups will be required to break into two smaller groups to fit into the buses we have available. If possible, a departure blessing to our youth and chaperones will be done by Bishop Foy at 9:15 a.m., on Thursday, Nov. 21, 2019. Buses will leave from St. Joseph Church in Crescent Springs at 9:30 a.m. Therefore, everyone is to arrive between 8:45 to 9:00 a.m. at St. Joseph via the Buttermilk Pike entrance. Each bus will have a bus Captain assigned by our office. Once bus assignments are made, the office will contact the most veteran Faith Formation Leader on the bus and ask that they take the role of “Bus Boss”. All of the above information will be discussed at the parent and chaperone meeting in November, 2019.

Lodging:

COUNTRY INN & SUITES, AIRPORT SOUTH:

It takes about 17 minutes (9.8 miles) to drive from the hotel to the Indiana Convention Center and Lucas Oil Stadium. A block of 51 rooms has been reserved including standard queens with two beds, (40) two queen bed executive suites, (5) and king studio rooms, (6). There will be four to six youth of the same sex per room or two chaperones of the same sex per room. While the NCYC Group Leaders, along with our office, determine which people will be sharing rooms, the hotel actually makes the decision about which specific rooms they are assigned. We provide the hotel with the information they need to assign rooms with the following priorities:

1. No teen should be assigned to a room with a door that leads to the parking lot or a courtyard. All doors must empty into the hallway.
2. No teens will be in a room that is adjoined to a room with:
 - i. Adults
 - ii. Teens of the opposite gender
 - iii. Hotel guests that are not from our group
 - iv. When possible, keep our teens to gender specific floors
 - v. When possible, keep the members of a group as close to each other as possible.

All of this information will be discussed at the parent and chaperone meeting in November, 2019.

How Much Does NCYC Cost?

The cost for the Diocese of Covington NCYC experience is \$534 per person (for both teens and adults). The price includes NCYC registration (you must register through the diocese to attend), all meals (one supper will be provided on Thursday by the diocese as a welcome to NCYC participants), bus transportation (busing will be coordinated by the diocese), driver tips, hotel accommodation (we use a hotel that is out of the NCYC housing block), housekeeping tips, and a diocesan hooded sweatshirt or t-shirt. All of the above items will be discussed at the parent and chaperone meeting in November, 2019. Also, since teens typically return to the hotel hungry, it is not uncommon for our office to order pizzas on Friday night.

An additional cost to participants, not covered by the above registration information, are souvenirs and contributions (It is recommended to donate \$5 – \$10 per person for the collection at Saturday Mass).

Invoicing Process:

The Finance Office of the Diocese of Covington will generate invoices for the number of spots in your group based on the most current numbers we have from you. One month prior to each payment deadline, you will receive an email reminding you to update your number (if necessary). We would ask that you confirm your group size with each payment to our office.

Registration Policy:

The conference registration and all travel arrangements will be coordinated through the Department of Catechesis and Faith Formation. Registration consists of submitting the required forms (see below) and a non-refundable deposit of \$100.00 for each participant by the registration deadline of Thursday, **FEBRUARY 28, 2019**. Only mailed or hand-delivered registrations that include at least the deposit payment will be accepted.

NO PHONE, FAX OR E-MAIL REGISTRATIONS will be accepted. Payment of the remaining balance will be made in installments. **PAYMENT DUE DATES AND AMOUNTS** are as follows:

MARCH 28, 2019	\$100 PER PERSON
APRIL 29, 2019	\$100 PER PERSON
MAY 30, 2019	\$100 PER PERSON
JUNE 27, 2019	\$134 PER PERSON

Please, make a note of the below statements:

1. The Early Bird Rate for NCYC conference registration is \$225 per person; plus \$60 per person fee for out of NCYC room block. Payment is required from October 15, 2018 through June 27, 2019. Payment must be post-marked by June 27, 2019.
2. The Regular Rate for NCYC conference registration is \$245 per person; plus \$60 per person fee for out of NCYC room block. Payment will be from July 1, 2019 through September 30, 2019. Payment must be post-marked by Sept 30, 2019.
3. The Late Rate for NCYC conference registration is \$265 per person; plus \$60 per person fee for out of NCYC room block. Payment will be from October 1, 2019 through October 31, 2019. Payments must be remitted no later than onsite pickup. This is subject to hotel and transportation availabilities.

All invoices are final. In other words, if a group leader fails to notify us of a change in their numbers by the payment deadline, they will still be responsible for the amount on the invoice.

The benefit to group leaders is that you can change your group size until the deadline and not have to worry about missing the deadline. For example, if you learn that two participants are cancelling on May 27, notify our office of that change, and you will still be billed accurately. This also prevents you from having to worry about getting a check request weeks before the deadline.

Once the deposit deadline (February 28, 2019) has passed, it will no longer be possible to guarantee any additional spots in our diocesan delegation. However, that does not mean that it is impossible to increase your group size, or decrease it.

A few things to be conscious of:

- Please, ensure that your bookkeepers are aware that they will be billed for NCYC.
- If your finances are separate from parish/school funds, you will want to change your financial process so that payments from participants can actually be used to pay the invoices from our office. It is expected that all money for NCYC is already funneled through a parish/school bookkeeper.

Registration Forms:

Attached in this packet are all the forms required for NCYC registration. Please copy as necessary for distribution to participants. Forms should be filled out in ink and printed legibly. Each form must be filled out completely in order for your registration to be accepted. Please note that NFCYM/NCYC Youth and Adult Waivers and Diocesan **Forms D and E require notarization**. Your completed originals should be sent to the Department of Catechesis and Faith Formation. **PLEASE KEEP A COPY OF ALL COMPLETED FORMS FOR YOUR RECORDS.**

The 2019 NCYC registration form is the form to use for each youth and adult in your group. You can reproduce this form as needed on **white copy paper**. Participants should include **all** information requested (i.e. parents' information, emergency contact information, etc.) and mark the appropriate check boxes (i.e. youth or adult, male or female, etc.). If a participant in your group is physically challenged, or needs visual or auditory assistance, please include a note to Isaak A. Isaak detailing the needs.

NFCYM/NCYC LIABILITY WAIVER & PERMISSION FORMS FOR YOUTH AND ADULT PARTICIPANTS will be emailed to you at a later date

There are two permission and release forms, one for youth and one for adults. These forms must be notarized. Please note that there is a corresponding Code of Conduct referred to on the back of each form. Copies of the "NCYC Youth Code of Conduct" and the "NCYC Adult Code of Conduct" will be sent to you at a later date. Be sure that all participants have access to and have read the conduct page that relates to them. Youth and their parents **MUST INITIAL** the paragraphs on the back of the Youth Form regarding the Code of Conduct. Finally, please make sure that all participants have indicated on the back of their forms whether they are purchasing travel insurance.

DIOCESAN PERMISSION AND RELEASE FORMS:

Attached are the standard permission and release forms for the Diocese of Covington. Forms C, D, and E are for youth participants. Forms D & G are for adult participants. Please be sure all forms are filled out completely. **Forms D and E must be notarized.**

Financial Assistance

SCHOLARSHIPS: NCYC scholarships are available from the National Federation for Catholic Youth Ministry (<http://www.nfcym.org>) through the Catholic Youth Foundation USA (CYFUSA) as well as from the Diocese of Covington through the generosity of our bishop, Most Reverend Roger J. Foys, D.D. An application form with more information is available on our website at www.covdio.org/catechesis-formation. Scholarships cover up to 100% of the conference Registration Fee (\$225 this year). Examples of those whom the scholarships are intended to support include youth:

- In a rural community affected by the local economy.
- From an inner city parish or school that lacks the resources to participate in a national event.
- From an ethnic parish or school who are looking for opportunities to participate in a national program.
- From a parish where youth ministry is new or underdeveloped.
- Whose disabilities require extra consideration in travel to and housing during NCYC.

Attached is the NCYC Scholarship Application Form. It is to be used as the application for both the national and diocesan scholarships, i.e. the submission of only one form is necessary to apply for both types of scholarships. The parish/school group leader should fill out the form completely and submit it, along with the required narrative, to the Department of Catechesis and Faith Formation no later than the date listed on the form. Applicants are not eligible to receive both CYFUSA and diocesan scholarships. Scholarship awards will be announced by the beginning of May. The diocese will pay conference registration fees directly to the conference organizers on behalf of diocesan scholarship recipients. Be sure to double-check your paperwork for the required information and signatures before mailing in your group's forms. **Remember, notarizing the NCYC Waivers and Diocesan Forms D and E is Mandatory.**

Attached are:

1. NCYC 2019 Registration Form
2. Diocesan Permission Forms – C, D, E, & G
3. NCYC and Diocesan Scholarship Form

The NCYC Registration Form and other important diocesan forms with more information are available on our website at www.covdio.org/catechesis-formation, where you can download and fill out all the forms to mail. You can also send emails to iisaak@covdio.org, or call 859-392-1500 ext.1529 about NCYC.

The Below Forms will be emailed to you at a later date:

4. NCYC Youth and Adult Waiver and Permission Forms – English and Spanish
5. NCYC Youth and Adult Codes of Conduct

The above NCYC forms will soon be available from the National Federation for Catholic Youth Ministry website, <http://www.ncyc.info/>. Once they are available, we will post them on our website, www.covdio.org/catechesis-formation.

Chaperones Ratio:

Each group must have at least two adults for the first 10 teens and one adult for each additional six teens.

The Ratio for Chaperones is as follows:

- 1 – 10 teens: 2 adults
- 11 – 16 teens: 3 adults
- 17 – 22 teens: 4 adults
- 23 - 28 teens: 5 adults
- 29 – 34 teens: 6 adults
- 35 – 40 teens: 7 adults

Age:

Chaperones need to be at least 21 years old before the time of the trip, and each group must have at least one chaperone that is 25 years old or older. Adults between the ages of 18 and 20 cannot be considered as chaperones. It is the policy of the Diocese of Covington to allow adults who are 18 to 20 years of age attend NCYC as Chaperone Assistants. They are not considered as participants or chaperones. They should complete the NFCYM's adult liability form and they will be expected to abide by the adult code of conduct. They are not to deviate from any diocesan rules. Since they are neither NCYC participants nor chaperones, they are to be considered guests of the NCYC program. If they cannot abide by the high standards that we must place on them, they will be sent home at their own expense.

Choose adults who are willing to assume the responsibilities of chaperone; who are mature and will follow all the NCYC Guidelines for Adult Chaperones and the Diocese of Covington Policies and Procedures for Addressing Sexual Misconduct. It is imperative when traveling with so many people that all the adults collaborate in a mature fashion. All adults must participate in the entire conference schedule and take their turns with specific chaperone tasks when called upon by diocesan leaders, Diocesan Youth Advisory Board members, and the Youth/Young Adult and Campus Ministers. All adults must sign the NCYC chaperone forms. High school students with no adult chaperone must call Isaak A. Isaak to make arrangements to be linked up with another group from the diocese.

Protection of Children Requirements:

All adults over the age of 18 and out of high school must have completed a criminal background check and the safe environment/virtus training. Our diocesan group must be 100% in compliance. We will check each adult on your roster to ensure that these requirements are met. Adults that are unwilling to submit a background check request or take the training are not permitted to attend NCYC.

Chaperone Training Meeting:

There will be a chaperone training session in November, 2019 that will be offered through our office. All chaperones are highly encouraged to attend this training session. The November training will consist of how to be an effective small group leader and also focus on the details of the NCYC 2019 experience. The training date will be communicated to the group leaders or posted on our website.

Promotional Materials/Video/Theme/Song:

Usually the National Federation for Catholic Youth Ministry (NFCYM) Office develops a promotional kit on CD and has other resources regarding NCYC. As of this printing none of those resources are available. Please, check our website (www.covdio.org/catechesis-formation) at a later time to see if resources are available.

Because of the amount of planning and coordination that goes into an event like this, it would be most appreciated if you act as quickly as possible to invite and register your young people before the end of 2018.

I ask that you circulate this information among the youth and adults of your parishes and schools. If you have any questions or concerns, please contact me at the Department of Catechesis and Faith Formation, 859-392-1500, ext. 1529, or e-mail me, iisaak@covdio.org. I will do everything possible to answer your questions and work with you on the road to Indianapolis, Indiana.

Our mailing address: Diocese of Covington
Dept. of Catechesis and Faith Formation
1125 Madison Avenue
Covington, KY 41011-3115

Thank You,

Working together in Christ Jesus,
Isaak Abraham Isaak
Director, Department of Catechesis and Faith Formation