

2009 Youth Rally: March 7-8, 2009
Group Registration Process

Please read and follow these steps to register your group for the 2009 Diocesan Youth Rally.

1. Download the registration forms from our website at www.cdeducation.org/oym

- 1) Group Registration Form A (Students)
- 2) Group Registration Form B (Adults)
- 3) Breakout Selection Form
- 4) Optional Activities Form
- 5) Student Permission Form
- 6) Adult Code of Conduct Form

- 7) Substitution Form-Adults (*if needed*)
- 8) Substitution Form-Students (*if needed*)
- 9) Late Registration Form A (*if needed*)
- 10) Late Registration Form B (*if needed*)
- 11) On-site Registration Form A (*if needed*)
- 12) On-site Registration Form B (*if needed*)

2. Distribute & Collect Break-out Selection Forms from Your Youth.

These forms do not require signatures so you can have the kids fill them out and collect them again during a youth group meeting. They contain all the information you will need to complete the Group Registration Form A.

3. Distribute the Optional Activities Forms.

Those youth who are interested should complete these forms and return them to youth leader to forward to OYYAM.

4. Distribute the Student Permission Forms.

These forms require parent/guardian signatures, student signatures, and medical information.

5. Distribute the Adult Code of Conduct Forms

All adult participants, including the youth minister or group leader, need to complete this form.

6. Complete Group Registration Forms A and B

Group Registration Form A (Students)

- a. Please PRINT or TYPE the information
- b. Complete each section for each student
- c. Total the cost for each page separately.
- d. Sign and date the form. (This indicates that you are officially registering all students listed on that page.)

*Group Registration Form B (Adults)

- a. Please PRINT or TYPE the information
- b. Complete each section including child protection data for each adult
- c. Total the cost for each page separately.
- d. Sign and date the form. This indicates that you are officially registering all adults listed on that page.

*Please note that adults will not be assigned to particular workshops.

7. Mail Group Registration Forms A and B with payment to the OYYAM.

Your registration AND PAYMENT must be received by 3:00 p.m. on Friday, February 20 to be considered an ON-TIME registration.

IMPORTANT INFORMATION FOR LEADERS:

Any registrations that do not include full payment **will not be processed** until full payment is received. For example, we will not take faxed forms with a promise that the check is in the mail. The payment must accompany the forms. **NO EXCEPTIONS.** Last year, we extended the courtesy of exceptions and lost money because we did not receive full payment from *several* groups. Consequently, we must enforce the policy this year.

Any registrations and/or payments received after 3:00 p.m. Friday, February 20 **will be charged the late registration fee amounts and will not receive T-shirts at the Rally. NO EXCEPTIONS** Since youth leaders do not have to rely on kids getting their permission slips in on time, there should be no reason to submit initial registration packets late.

PLAN AHEAD:

Check with your finance office and plan accordingly for getting your checks cut and in the mail on time. Don't hold up your packets for a couple kids. Those youth who miss your on-time deadline can be registered as late registrants and pay the extra fees. It is better to have a couple kids pay extra than for your entire group to be penalized.

Mail forms with payment (one check payable to OYYAM) to: Youth Rally, OYYAM, 197 E. Gay St., Columbus OH 43215.

8. Collect all signed Student Permission Forms and Adult Codes of Conduct Forms prior to arriving at the Youth Rally.

At Rally check-in, you will need to turn in all forms before getting your group's packet.

REGISTRATION FEES

ON-TIME REGISTRATION

(Payment & Group Registration forms delivered to OYYAM by 3:00 p.m. Friday, February 20.)

Full Rally	Saturday Only	Sunday Only	Receive T-Shirts @ Rally	Receive T-Shirts After Rally
\$50.00	\$35.00	\$15.00	YES	n/a

LATE REGISTRATION

(Payment & Forms delivered to OYYAM after 3:00 p.m. 2/20/09 through 10:00 a.m. March 4)

Full Rally	Saturday Only	Sunday Only	Receive T-Shirts @ Rally	Receive T-Shirts After Rally
\$60.00	\$40.00	\$20.00	NO	YES

ON-SITE REGISTRATION

(Payment & Registration after 10:00 a.m. 3/4/09 must be done on-site the morning of the Rally)

Full Rally	Saturday Only	Sunday Only	Receive T-Shirts @ Rally	Receive T-Shirts After Rally
\$65.00	\$45.00	\$20.00	NO	YES

MISCELLANEOUS LEADER INFORMATION

Incomplete Group Registrations. Group Registration Forms will be deemed incomplete if any information is omitted or if payment is not enclosed. Incomplete registrations will NOT be processed until everything has been received. **NO EXCEPTIONS.**

Unsigned or Missing Permission Forms. Group Leaders must bring signed parental permission forms for each youth attending the Youth Rally. Due to the audits that are underway, we are required to report all violations to the Pastor/Principal and Chancery. If a student's form is not signed by a parent, the youth will be given the option of contacting a parent to come to the Rally to sign the form, or the group leader will need to take the youth home.

Adult Chaperone Safe Environment Compliance. It is the responsibility of the Group Leader to verify that all adult chaperones are in compliance with Safe Environment Policies. Due to the audits that are underway, we are required to report all violations to the Pastor/Principal and Chancery.

On-Site Registrants (Youth). Any youth participant who wants to register on-site must have a Youth Rally Permission Form signed by the parent/guardian along with appropriate payment. Group leaders must verify that their adult-to-youth ratio still meets the 1:10 standard with the additional youth. (Youth leaders from several parishes may share compliant chaperones as long as the 1:10 ratio is maintained.)

On-Site Registrants (Adult). Any adult who registers on-site must bring a copy of the Protecting God's Children certificate **and** a copy of their criminal background report. NO exceptions.

Vegetarian Meals. Vegetarian meals will be available at the rally. Those who prefer a vegetarian selection can make their request at the meal line.

Refunds. Registration refunds will not be available. However, substitutions can be made with no penalty provided the required documentation is provided.

Cell Phones & Other Electronics. To maintain an atmosphere of reverence at the retreat, we ask that leaders discourage teens from bringing and using electronic devices at the Youth Rally.

Questions?

If you have questions about the registration process, payments or forms, please contact Regina Quinn at 614-241-2565 (rquinn@cducation.org).

If you have questions regarding the speakers, art/environment, or programming of the Youth Rally, please contact Kelly Lavelle at 614-241-2565 (klavelle@cducation.org)

We look forward to welcoming you and your youth to the 2009 Youth Rally.

Sincerely,

The OYYAM Staff