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# DCYC 2010 GENERAL INFORMATION FOR PARISH/SCHOOL GROUP LEADERS

## Explanation of the Registration and Housing Forms

**FORMS A, B, and D** are the regular diocesan release forms. You will need the forms for the 2010-2011 year which will be available after April 15, 2010 on the diocesan website at [www.fwdioc.org](http://www.fwdioc.org) and through the OYM/AC.

You will need to put all of your release forms and code of conduct forms and chaperone guideline forms into a binder which must be turned in so that you can receive your name badges, t-shirts, etc. More direction will be coming out on how to build the binder and what to do with it. You will of course need a set of all of your release forms and you must have a copy of the release forms A and B for the youth and Form D for adults to be placed behind their name badges.

**FORM E** is the PAYMENT Form which is your parish accounting form for registrations and must be sent in with your parish/school check.

**FORM F** is the Electronic Group Registration Form. All registration information for conference attendees will be handled electronically via the Excel form on the website. If you do not have Microsoft Excel on your computer, contact Josie in the Office of Youth Ministry [jcastillo@fwdioc.org](mailto:jcastillo@fwdioc.org) to determine an alternate electronic method to turn in your registration information. No information will be taken via hard copy – must be done electronically. Remember to save the form with your info before sending via email. Otherwise, you run the risk of all of the information you entered being lost.

**ADDS/DROPS will use the same FORM F you previously sent in but the ADDS will be in GREEN and the DROPS will be in RED.**

### **FORM F will also be used to order Meals**

**Saturday lunch** is included in your DCYC registration at the Hyatt Hotel. **Breakfast on Saturday and Sunday** are also included at the hotel. Everyone is entitled to one hot breakfast and one cold breakfast which you can use on either Saturday or Sunday. Choose your meals for your group on your Form F Electronic Registration. For Dinners (Friday and Saturday evening meals) parish groups are on their own. The hotel may offer some dinner options. **SEE DCYC future updates for more meal details.**

### **FORM F will also be used to order T-Shirts**

Everyone registered for the conference will receive a conference t-shirt. The t-shirt orders must be placed on the Form F Electronic Registration. Failure to place your order could mean that your group does not receive the preferred sizes.

**FORM G** is the Adult Chaperone Guidelines form which must be read and signed by all adult chaperones.

**FORM H** is your housing registration form. This is also an electronic form.

**FORM H (CHANGES)** is your form for any rooming changes that you make. There is a delete and an add room section.

**FORM I** is the Code of Conduct form and must be signed by all youth attending the conference (and their parents) and signed by all adult leaders and chaperones attending the conference (so we know they have read the Code that they will be enforcing). The parish leader does not need to sign all of the youth form. Only the parents and the teens sign the youth form.

**FORM K** is the form for all parish and diocesan awards. Please fill this out and return no later than June 4th (see complete award packet with information about all awards and nomination forms for the diocesan awards).

**FORM L** is the Key Leader Contact Form. Every parish must submit a Key Leader Contact that will be the person who will attend the daily briefings and bring that information back to your parish/school group. This form also gives you a space to place the e-mail addresses of everyone that you want to receive the regular DCYC updates beginning March 15, 2010.

## Registration and Housing Details

### Cancellations

Hotel: Hotel cancellations are governed by contract. Call OYM/AC to cancel any hotel rooms. Do not contact hotel.

Registration: The OYM/AC must receive all cancellations in writing using the FORM F with all of the Adds / Drops in a different color by **June 4, 2010**. Parishes will receive the refund of paid conference fees minus a \$25.00 process fee (per person) in August 2010. No refunds will be given for requests after June 4, 2010.

### Complimentary Registrations

One complimentary registration is given to every parish that sends in their Express Group registration form by the **May 15th** deadline. See below for more details.

Priests: DCYC encourages the participation of diocesan priests in DCYC. Therefore, registration fees are waived for all priests. Please register your priest as you would any other member of your parish group. Note: If a priest wants to stay over night at the hotel they will have to pay for the hotel room. Contact Kevin at the OYM/AC for details.

Medical Professionals: Every parish is entitled to register one medical professional for half price. Medical professionals are defined as registered nurses, medical doctors, physician assistants, emergency medical technicians, paramedics or similar professionals. Please include a letter with the conference registration to verify who the individual is and what his/her qualifications are.

### Conference Fees

Regular (Post Marked **by June 4, 2010**)

Diocese of Fort Worth parish..... \$99.00 per person  
Non- Diocesan parish ..... \$104.00 per person

Late (Post Marked **after June 4, 2010**)

Diocese of Fort Worth parish ..... \$114.00 per person  
Non- Diocesan parish ..... \$119.00 per person

Cancellation Fee ..... \$25.00 per person  
Substitution Fee..... \$-0- per person  
Replacement Name Badge..... \$5.00 per occurrence

### **On-Site Registration**

Group leaders may pick up their registration materials and complete substitutions on-site beginning **3pm on Friday, July 9, 2010.**

### **Hotel Meeting Space**

OYM/AC encourages parish groups to gather each day to check in, reflect on the day, and review the next day's activities. Wherever possible, OYM/AC has blocked meeting space in the hotel for evening gatherings. Use of space must be confirmed no later than **June 4, 2010**. At that time, the hotel will be free to sell blocked space to other clients. ***If you are a group of a least 20 persons and are interested in gathering with your delegation at the hotel, please be sure to contact the OYM/AC early to make arrangements. We will let you know by June 15<sup>th</sup> if we have a space for your group.*** There could be a charge for your group to gather in certain spaces at the hotel. All meeting room space must be blocked through the OYM/AC to avoid charges. The OYM/AC cannot pick up the cost of meeting space at hotels.

### **Housing Requests**

The hotel we have contracted with for DCYC 2010 has king bed rooms and 2 double bed rooms. We cannot guarantee that everyone will receive the kinds of rooms you have requested but we will strive to make that so. Turn in Form H by the deadline to have the best chance at getting as many two bed rooms as you want. We will first group rooms of 4 people with the 2 bed rooms, then 3 person rooms, then 2 person rooms until the 2 bed rooms are gone. Once our allotted number of 2 bed rooms is used up, the hotel will fill the balance of the rooms with king beds.

### **Housing and Registration Questions**

For questions regarding housing or registration, contact Kevin Prevou or Josie Castillo at the OYM/AC. They can be reached by telephone at 817.560.2452 (Kevin) x 261 (Josie) X 255 or at fax 817.244.8839 or email address Josie [jcastillo@fwdioc.org](mailto:jcastillo@fwdioc.org) Kevin [kprevou@fwdioc.org](mailto:kprevou@fwdioc.org) .

### **Incidental Charges/Expenses**

By contract, the hotel must block access to pay TV and video games, block the ability to place outgoing telephone calls, and remove or lock all honor or mini bars. In addition, room service will be provided on a cash basis only. Pay TV, video games, and telephone service may be restored at the request of an adult if paid for in advance with a credit card or cash. It is important to confirm for your entire parish room block that the phones and pay TV/video game usage is turned off. Individuals that use these services if they are accidentally left on will be charged for that usage.

## **Registration Policies for DCYC 2010**

**Children** OYM/AC strongly discourages participation in DCYC by children through the 5<sup>th</sup> grade (incoming 6<sup>th</sup> graders OK). In the event that a child up through 5<sup>th</sup> grade must attend DCYC, then they must pay a registration fee and will receive a name badge. OYM/AC expects parents to be responsible and care for their children at all times.

**Need Based Scholarships** Parishes in the Diocese are eligible to apply for need based scholarships from the Office of Youth Ministry. Use the DCYC Scholarship Application form to apply. Applications are due to the OYM/AC by **April 15, 2010**. Notices of award will be mailed (or e-mailed) on or about **May 1, 2010**.

## **Parish Scholarships**

**One complimentary registration** is offered to each parish (in the Diocese) that sends in their PAYMENT Form (FORM E) along with a parish/school check for the total amount of registrations by the **May 15th** deadline. FORM F, the **Electronic Group Registration Form F** must follow your PAYMENT Form by **June 4th** to receive this complimentary registration. Failure to send in your **FORM F** electronically by the deadline date will mean a loss of the complimentary registration.

## **Substitutions**

There is presently no fee charged for each substitution. Substitutions must be made in writing using the Substitutions Form. This form must be accompanied by completed Forms A and B for each new participant. Substitutions will be accepted *until the conference with the understanding that personalized name badges will only be made for substitutions received by Friday June 25, 2010.*

**Young Adults Out of High School, But Under the Age of 21:** Parishes are free to institute their own policies and guidelines with regard to the participation of young adults under age 21. OYM/AC does not object to their participation in DCYC if they act in a leadership capacity within a parish youth ministry program on a regular basis. These young adults should register as adults, be housed as adults (do not room with those under 18), help chaperones, but may not act as or be counted as chaperones.

## **Conference Logistics**

### **Americans with Disabilities**

OYM/AC is committed to the participation of people with disabilities in DCYC activities. To assist us with planning, please be sure to check the appropriate column/box on the registration form indicating the type of access accommodations needed. OYM/AC will do its best to facilitate all ADA requests, but cannot guarantee services for late registrants or on-site requests. If you know that you will have participants requiring ADA accommodations, please contact OYM/AC at the earliest possible date.

### **Chaperone Policy**

For DCYC, chaperones must be adults 21 years of age or older. Groups must have one chaperone for every six youth participants (those under the age of 18). All chaperones must go through the diocesan approved chaperone training program, read and agree to follow the DCYC chaperone guidelines, read and agree to follow the DCYC code of conduct.

### **Conference Activities**

All conference activities will take place in the Hyatt Regency Hotel in the DFW Airport.

### **Emergency and Crisis Response**

An emergency and Crisis response manual will be available in **June 2010** to groups that register for DCYC. This will be based on the NFCYM version that has been used the last couple of years.

### **First Aid**

A First Aid station will be staffed with medical personnel and will be available during all DCYC programming hours. Locations and hours of each first aid station will be listed in the program schedule and information sheet that every person will receive at DCYC.

**Parish group leaders must bring a first aid kit** to take care of basic stuff for your group (bandages, over the counter medications approved on Form A, tampons, etc. If you bring a first aid professional with you, they will be asked to help with the first aid station during DCYC. Likewise, you should know how to contact your first aid professional at all times during DCYC.

### **Mobile Phones and Pagers**

Parish group leaders must carry a mobile phone or pager during DCYC and provide the OYM/AC with these contact numbers. OYM/AC would contact you only in case of emergency, however, we encourage you to provide these numbers directly to your chaperones and participants so they may reach you directly should the need arise.

If you do not own a personal mobile phone or pager, designate someone in your group to be the “Cell phone contact” for your group.

### **Newsletter and Updates**

Parish group leaders will receive regular updates via email. Information will also be posted on the diocesan website ([www.fwdioc.org](http://www.fwdioc.org)). Please go to the website weekly after April 1, 2008 to catch all of the updates.

### **Official DCYC Merchandise**

The Diocesan Youth Council will be selling official DCYC merchandise in advance and on-site. A preview of items should be available in **May of 2010** on the diocesan website. Proceeds will benefit the Diocesan Youth Council.

### **On-Site Communications**

Communication between OYM/AC and parish group leaders will happen in two ways on-site, through daily briefings and parish mailboxes.

*Daily Briefings:* Group leaders are strongly encouraged to attend each briefing. If you cannot be present, please send a representative from parish. Important logistical and program information is often shared at these meetings and attendance is taken. Exact times and location for daily briefings will be provided prior to DCYC.

*Parish Leader Mailboxes:* Each parish has a mailbox (hanging file folder labeled by parish) in the On-Site Office. Group leaders should check the box periodically throughout DCYC for messages and updates. The location of the On-Site Office will be provided prior to DCYC.

### **Parish Banner**

Please bring a parish banner to DCYC that has the name of the parish, your parish symbol (if you have one) and a connection to the DCYC theme **KNOW...LOVE...SERVE!** More info coming on the creation and usage of the banners in future DCYC updates.

### **Programming Questions**

For questions regarding DCYC programming, contact OYM/AC at 817.560.2452 ext. 261 or email [kprevou@fwdioc.org](mailto:kprevou@fwdioc.org).

### **Security**

OYM/AC takes seriously the safety and security of all DCYC participants. OYM/AC requires that all participants wear their DCYC credentials (name badge) during all conference programming. Those without proper credentials will be refused entrance into conference facilities. (Replacement credentials will be issued with payment of a replacement fee of \$5.00 per occurrence.) In addition, all bags must be tagged with a special band (provided to group leaders at on-site registration) and are subject to search. Unattended bags or packages will be handled by security personnel and may be removed or destroyed. OYM/AC will provide parishes with a brochure on DCYC security in June 2010.

See "*Emergency and Crisis Response*" above for additional information.