

Registration Instructions

All Fees will be sent to the Diocese of Fort Worth, Office of Youth Ministry

All Forms will be sent to Divine Mercy Committee

Please follow the Registration process outlined below to register for the YOUTH 2000 Retreat scheduled for Fort Worth, April 13, 14, 15, 2012.

Whether you are registering for 1 person, or with a group of 2 or more people, the Registration Process listed below MUST be followed.

ALL forms are available at www.fwdiocyouthretreat.org.

These online forms are "writable" and can be completed online before printing.

Safe Environment Certification Letter. Those serving as chaperones (parents or volunteers), must submit a letter from their parish or Diocese stating they are in compliance with their Diocesan policies for providing a Safe and Secure Environment for minors (this may include training and a criminal background check). No exceptions. Those arriving at the Retreat without the proper documentation from your parish or Diocese will not be admitted. A person may not vouch for themselves that they have complied. Attach this compliance letter to the YOUTH 2000 Liability Release Form.

Note: Online Certificate will not suffice.

FORMS TO BE COMPLETED FOR REGISTRATION

	YOUTH 2000 Liability Release	Leaders Chaperones Form	Safe Environment Certification	Diocese Form A	Diocese Form B	Diocese Form C1	Diocese Form D	Diocese Form E Form F	Diocese Form G	Diocese Form H	Registration Fee required
Group Leader	X	X	X				X	X	X	X	X
Chaperone	X		X				X		X	X	X
Age 18-30 out of HS, and not a chaperone	X					X					X
Youth in JHS, HS	X			X	X				X		X

The Early Bird Discount (\$50.00) will apply to all who have completed the Registration Process below and have mailed in their Registration Forms by March 16, 2012. After March 16, 2012, the Registration Fee is \$60.00.

For participants age 17 and younger – ALL forms must be signed by a parent or legal guardian and must be completed in advance of the weekend. Participants are encouraged to pre-register. Participants who wait to register at the door must have the YOUTH 2000 Liability Release Form and all Diocesan required forms signed by a parent or legal guardian and will only be allowed entrance if space is available.

REGISTRATION PROCESS Complete the Steps below and place in mail by March 16 to receive the Early Bird Discount.

Step (1) Email Diocesan Form F to fortworthyouthretreat@fwdioc.org

This form must be submitted electronically. Save it to your computer before completing and emailing. If you have difficulty preparing and sending the Form F Excel file, contact Josie Castillo at fortworthyouthretreat@fwdioc.org or call 817.560.3300 ext. 255.

Step (2) Make one check per group payable to Diocese of Fort Worth and mail with payment Form E to: Diocese of Fort Worth YOUTH 2000 Retreat, 800 West Loop 820 South, Fort Worth, TX 76108

Step (3) Place a hard copy of the Form F in the front of the release forms binder/folder.

Step (4) Add all the following forms to the binder/folder:

Divide the binder/folder into two sections:

First section - place (1) YOUTH 2000 Liability Release Forms, (2) Leaders & Chaperones Form & (3) Certification letters in the first section of the binder, in alphabetical order by last name.

Second section - with a divider, place diocesan forms A, B, C1, D, G, H in the second section of the binder in alphabetical order by last name.

Step (5) Mail binder (folder is fine for small group) to:

Divine Mercy Committee, 4433 Fair Ridge Dr., Aledo, TX. 76008

To be eligible for the early registration discount, All forms including diocesan forms must be mailed by March 16. NOTE: Keep copies of all forms you send in the mail. At the end of the retreat, Group leaders can pick up your binder/folder.