

Q. How do I register?

- A. All NCYC participants (Youth and Adult Chaperone) must be pre-registered as a member of a Parish/School Group. There will be no on-site registrations for NCYC. Registration is a 3-Step Process:

Step 1: Recruiting and Paperwork Collection! The first step in the process is to get the word out at your parish/school about NCYC and collect the completed forms. Every participant (Youth and Adult Chaperone) completes the **Individual Participant Registration Form (Form 9)**. Youth, ages 14-18 complete the Youth **Liability Waiver and Permission Form (Form 10 or 10S)**. The Adult Chaperones (Age 21 and older), are to complete the Adult **Liability Waiver and Permission Form (Form 11 or 11S)**. The “S” following “10” and “11” denotes that the forms are written in Spanish. *Please note that the **NFCYM/NCYC Liability Waiver and Permission Form for Youth and Adult participants must be filled out completely, signed and notarized.***

Step 2: Online Data Entry! A representative from the Parish/School will be asked to enter data online for each individual (Youth and Adult Chaperone) using the **Individual Participant Registration Forms (Form 9)**. The link and instructions for this online data entry website can be found on the page called “**Online Registration Instructions**”. You do not have to have your entire group established to begin online data entry. *Please do not mail in the paperwork until the participant’s data has been entered online as we are only able to recognize and accept any registrations that have first gone through this online data entry process.*

Step 3: Submission of Forms and Payments! The payments and hard copy originals of each of the forms must be mailed to Youth Ministry/OCE and received **in** the office by their respective deadlines. The mailing address can be found below. To reference form due dates please see the “**Dates to Remember**” in **General Information**.

Q. Can I reserve spots at NCYC?

- A. If you know that you will have more registrants (Youth or Adult Chaperone) than you have completed forms, you can reserve spots for additional registrants using the **Group Leader Registration Cover Sheet (Form 1)**. This is especially important if you are choosing Packages A, B, C, D, E or F – as there are a limited number of hotel rooms reserved for our group and we are filling those rooms on a first come, first served basis. In order to reserve additional spots and overnight accommodations, you will be required to include the deposit for all additional spots. If you are purchasing spots without actual participant names, please remember to account for enough Adult Chaperones for the size of your group. Instructions for how to document these exceptions on the **Hotel Rooming List (Form 6)** are included at the top of the form. Also note that by requesting additional spots, you are committing to these spots and will be required to pay the final balance on these spots regardless of whether or not you are able to fill those spots. If you are unable to fill them, you are permitted to coordinate the selling of spots with another Parish/School in the Archdiocese of Indianapolis. Please coordinate that on your end and inform us of any/all registration spot transfers or changes.

Q. What about Young Adults (Ages 18-21)?

- A. The National Federation for Catholic Youth Ministry (NFCYM) will continue to offer a collegiate conference for Young Adults (Ages 18-25) called the National Catholic Collegiate Conference (NCCC). This conference will take place at the same time as NCYC in Indianapolis. Participants registered for NCCC will join NCYC participants in both the opening and closing sessions at **Lucas Oil Stadium**.

In an effort to encourage Young Adults to take advantage of this amazing opportunity, we have limited registration for NCYC to High School Youth and Adult Chaperones (ages 21 and older). Please encourage the Young Adults/Peer Mentors (Ages 18-25) who help out with your youth group to consider attending the National Catholic Collegiate Conference. Registration for NCCC will take place separately from NCYC. Information on how to register will be found at the NCCC website at www.ntlccc.org.

Any Young Adults still wanting to be involved in NCYC in other capacities are welcome to apply to be a Volunteer. Volunteer Applications can be found at www.archindy.org/youth/ncyc.

Q. What is the payment and/or cancellation policy?

- A. The following costs cover the regular conference registration fee (\$215), hotel accommodations for either a 3 or 4 nights stay (excluding the Commuter option – Package G), Thursday dinner (excluding the Commuter option – Package G), and Conference Materials such as a t-shirts and back pack:

Package A: 4 in a room is \$420 per person **Thur. Night – Sat. Night** (*Youth or Adult Chaperone*)

Package B: 3 in a room is \$470 per person **Thur. Night – Sat. Night** (*Adult Chaperones only*)

Package C: 2 in a room is \$570 per person **Thur. Night – Sat. Night** (*Adult Chaperones only*)

Package D: 4 in a room is \$470 per person **Wed. Night – Sat. Night** (*Youth or Adult Chaperone*)

Package E: 3 in a room is \$535 per person **Wed. Night – Sat. Night** (*Adult Chaperones only*)

Package F: 2 in a room is \$665 per person **Wed. Night – Sat. Night** (*Adult Chaperones only*)

Package G: Commuter Package \$255 (Package G does not include hotel accommodations or Thursday Dinner)

Deposit: A \$100/person deposit required with Registration (**Group Leader Registration Cover Sheet, Form 1**) is due by **June 12, 2013** and is **non-refundable**; however, it is transferable. By transferable, we mean that you can either replace a person who is already registered with someone who is not registered or you can fill one of the undesignated spots from the **Group Leader Registration Cover Sheet (Form 1)** with someone who is not already registered.

Discounts: There are several instances in which a Youth/Adult may qualify for a discounted registration rate. These opportunities (including scholarships) are detailed on the **Discounted Registrations Form (Form 3)**. If applicable, please use this form to help determine the total balance due.

Late Fee: Please note that each of the above package prices will increase by \$40.00 as of **September 12, 2013**.

Cancellations: This refers to the event in which a Youth/Adult has been entered online and designated in the accompanying paperwork and can no longer attend and there is **not** another person to take his/her place. We are charged a fee for each cancellation, and for that reason, we are not able to offer a full refund. See “refunds” below for more information on deadlines and refund amounts.

Substitutions and Fee: This refers to the event in which a Youth/Adult has been entered online and designated in the accompanying paperwork and can no longer attend and there **is** another person to take his/her place. We are charged a fee for each substitution regardless of when the substitution is made. The substitution fee is \$20.00. This cost will be passed on to the parish/school and will increase the above package price(s) by \$20.00. It is up to each group to determine who they are going to ask to pay that fee – the person cancelling, the person taking his/her place or split between the two. There is specific information we will need pertaining to each substitution and these details will be requested in the **Group Updates Form (Form 4)**.

Refunds: All efforts should be made by the parish/school to find a substitute in the event of a cancellation. If a substitute is not found, the parish will be reimbursed 50% for each cancellation based on package up through **October 16, 2013**. No refund will be given after **October 16, 2013**.

Payment Method: Participants are to pay the parish/school and the parish/school is to either pay by parish assessment using the **Parish/School Payment Assessment Form (Form 8)** or send one group check, made payable to the “*Archdiocese of Indianapolis*” for the initial deposit and again for the final balance. Youth Ministry/OCE will not issue billing statements or invoices. Please use **Forms 1–4** to determine deposit and balance due. If you are unsure, please do not hesitate to contact our office.

Q. Is there any financial assistance available?

- A. Scholarship money is available through the Catholic Youth Foundation USA (CYFUSA), Region 7, and the Archdiocese of Indianapolis (Local). Scholarship forms are to be submitted by the parish and sent to the Archdiocese by their respective deadlines (See **Dates to Remember**). Scholarship Applications can be found at the end of this packet or online at www.archindy.org/youth/ncyc.

Q. What if the participant needs medication?

- A. All medication (prescription and non-prescription) of Youth participants should be brought in the original container, clearly labeled with directions and given to the Adult Chaperone to be kept in a locked box for security reasons. Youth may keep inhalers, EpiPens, or insulin. Stocking over-the-counter medications for group use is not allowed. Please notify the Archdiocese if refrigeration is needed for medications as we will need to communicate this need with the hotel in advance. Please use the **Hotel Rooming List (Form 6)** for this purpose. It is the responsibility of each Group Leader or designated Adult Chaperone to plan accordingly in order to comply with these regulations.

Q. What if the participant has allergies, special physical, emotional or dietary needs?

- A. Please indicate all special needs on the **Individual Participant Registration Form (Form 9)**. If additional space is needed, please use the back of the form or attach another page to the form.

Q. Who is required to have background checks and Virtus training?

- A. All Adult Chaperones need to be background checked and VIRTUS trained by the conference date. ***It is the responsibility of the Group Leader to ensure that each Adult Chaperone is in compliance.*** If background checks have not been completed, they should be completed by the parish/school with which he/she is attending the conference. Please plan accordingly. All group leaders will be asked to fill out a form, the **Adult Attendee/Chaperone Verification Form (Form 7)**, verifying that each adult is in compliance with archdiocesan regulations (i.e. has had a background check in the past 5 years, has completed VIRTUS training, and has a signed Code of Conduct on file at the parish/school).

Q. Can the participant bring cell phones, iPods or other electronics?

- A. Participants (Youth and Adult) are welcome to bring cell phones or other electronics (such as iPods and cameras). By bringing these items, each individual is responsible for his/her own possessions. The Archdiocese is not responsible for any lost or stolen items. There is a "Lost and Found" area where participants are welcome to check to see if any lost items have been turned in.

Q. Why are the deadlines on the official NCYC website (<http://www.ncyc.info/>) different than those in this packet?

- A. The deadlines that are found on the NCYC website in the *Registration* section are the dates we, as a diocese, are required to submit all forms, payment and have completed online registration. It is the preference of the organizers of NCYC that all registration takes place on a diocesan level as opposed to individual parishes/schools registering on their own. For this reason, all forms and payments must first come to Youth Ministry in the Office of Catholic Education. In order to meet the deadlines found on the aforementioned website, we needed to make the Archdiocese of Indianapolis deadlines earlier. Thank you for your cooperation.

Q. Why do we have to register online and turn in forms?

- A. In 2011, the Archdiocese of Indianapolis was one of several groups that used the online registration system, which was new to NCYC at that time. Now, all groups will be following this form of registration. Since there are designated and required questions for completion of this process, we have designed a form that will enable you, the parish/school Group Leader to collect all of the information needed from the Youth and Adult Chaperones. We are asking you, the Group Leader, or a person designated by you to enter each registration online. While we know that this can be a tedious process, we anticipate 1200-1500 participants this year and do not have the manpower to enter these registrations online ourselves. For more information on *Online Registration* please see the page(s) entitled "**Online Registration Instructions**".

You will also notice that there are some questions on the form that are not questions needed for the online registration process. These questions are on the form to assist you as a Group Leader and our office staff to prepare best for the needs of the individuals, to assist in the event of an emergency and to document participation consent. We are asking that you submit the **Individual Participant Registration Form(s) (Form 9)** for each participant (Youth and Adult Chaperone) when you submit all other paperwork by the respective deadlines. **Remember to keep a copy for your records.**

Q. What is the mailing address for forms and payments?

- A. **Youth Ministry / OCE**
Attn: NCYC
1400 N. Meridian St.
Indianapolis, IN 46202