

2024 National Catholic Youth Conference Organizing a Parish/School Group

Planning for participation at NCYC can seem like a daunting task especially for a parish/school, or family, attending for the first time. We hope that this step-by-step guide will assist you in your planning. NOTE: If you are registering as a family, please see “Registering as a Family” on next page.

All youth and adult chaperones must register through their parish/school. Each parish/school must have an adult Contact Person who will also be the single point of contact between the parish/school and the diocese. In most cases, this Contact Person will be the Parish Coordinator of Youth Ministry or High School Campus Minister. This Contact Person will lead the NCYC organizing effort in their parish. This includes forming a local parish/school planning team, promoting NCYC, recruiting parish youth, collecting fees and forms, and being a vital communication link between parish participants and the diocese.

Step 1. Share information about NCYC with your pastor/principal. The support of your pastor/principal in sending a group to NCYC is key.

Step 2. Put together a NCYC Planning Team. The team will help you make decisions and share the workload.

Step 3. Decide how you can promote NCYC in the parish/school, then publicize it. A few suggestions:

- Bulletin inserts
- Pulpit announcements
- Fliers
- Show the promo videos after Mass
- Parish/School Facebook pages or website
- Hold an informational meeting.

Keep in mind that current 8th graders will be eligible for NCYC in November 2024, so don't forget to invite them.

Step 4. Obtain commitments from your youth and adult chaperones. See **NCYC 2024 FAQs** for more details on who can be a chaperone. We suggest that you ask for some type of non-refundable deposit per person. This ensures that the participants are committed to attending.

Step 5. Determine your housing needs. See the **NCYC 2024 FAQs**. Complete the **NCYC Commitment Form** [online](#) **as soon as possible**. No money is required to reserve rooms, but as soon as rooms are assigned, your parish/school becomes financially responsible for them. Please note that you do not need to send in names of participants at this time.

Step 6. Determine your financial needs and fundraise.

Step 7. Make your airline and ground transportation arrangements.

Step 8. Prepare your young people for NCYC. About 7,000 youth and adult chaperones are expected at NCYC in 2024. The diocese will provide resources to assist in preparing your group and as more information becomes available, we'll pass it on.

Step 9. Submit participant names to the OEC no later than September 15, 2024.

Step 10. Collect all required Liability Waivers and Permission Forms from youth and adult chaperones. Be sure that all adult chaperones are safe environment compliant.

Pray for all participants.

Registering as a Family:

Thank you for your interest in participating in NCYC as a family! Please note that by registering as a family to participate in NCYC, adult parents are responsible for accompanying their son/daughter/children during the entirety of the event.

All adults, including those who are accompanying their own son/daughter/children, must be in compliance with Diocese of Honolulu Safe Environment Policy (i.e. all adults must have a cleared background check and complete the initial safe environment training). Access background screening and safe environment training here: <http://www.virtus.org/>.

Chaperones must also agree to the Chaperone Guidelines/Behavior Standards and complete the Adult Liability Waiver as well complete the Chaperone Training provided by Catholic Mutual Group. Access to all of these can be found here: <https://www.catholichawaii.org/oyyam/liability>.

All adults will also need to complete, sign, and submit and NFCYM/NCYC Legal Agreement, provided by the NFCYM. These will be available at a later date.

Determine your housing needs. See the **NCYC 2024 FAQs**. Complete the **NCYC Commitment Form [online](#) as soon as possible**. No money is required to reserve rooms, but as soon as rooms are assigned, your parish/school becomes financially responsible for them. Please note that you do not need to send in names of participants at this time.

Make your airline and ground transportation arrangements.

Prepare your son/daughter/children for NCYC. About 7,000 youth and adult chaperones are expected at NCYC in 2024. The diocese will provide resources to assist in preparing your group and as more information becomes available, we'll pass it on.

Submit participant names to the OEC no later than September 15, 2024.

Pray for all participants.