

2019 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 attending for the first time. We hope that this step-by-step guide will assist you in your planning.

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 2019, so don't forget to invite them.

Step 4. Obtain commitments from your youth and adult chaperones. 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 2019 FAQs**. Complete and mail **Form A: Parish/School Commitment Form** to the OYYAM **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. Over 25,000 youth and adult chaperones are expected at NCYC in 2019. As more information becomes available, we'll pass it on.

Step 9. Register your group using the online registration system for NCYC. [Note: Registration not available until summer 2019. The OYYAM will send out instructions when registration opens.]

Step 10. Collect all required NFCYM/NCYC Liability Waivers and Permission Forms from youth and adult chaperones. Be sure that all adult chaperones are safe environment compliant. Submit completed forms and full payment to the OYYAM no later than September 1, 2019.

Pray for all participants.