

REGISTRATION PACKET



CLARION RESORT FONTAINEBLEAU HOTEL

OCEAN CITY, MARYLAND

Nov. 18-20, 2016

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*The enclosed is laid out for your convenience.
Please feel free to make copies as needed.*

BYCC Registration Packet 2016

WHAT IS BYCC?

The Baltimore Youth Catholic Conference (BYCC) is a biennial gathering of the young church of the Archdiocese of Baltimore. BYCC is an opportunity for our young people to experience the larger church at a weekend long conference in Ocean City, Maryland. It is celebrated during the “even” years while the biennial National Catholic Youth Conference (NCYC) occurs during “odd” years.

“MERCY REIGNS: CHRIST AS KING, BROTHER, AND FRIEND” IS THE THEME OF BYCC 2016.

As we close out the Year of Mercy on the feast of Christ the King, we remember that our God reigns with this mercy. As the Creator of the heavens, as the Redeemer through sacrifice, and as the healer and peace maker, our God triumphs as His Kingdom is brought to earth. We embrace mercy as, “having a pain in your heart for the pains of others, and taking pains to do something about their pain.” - Fr. George Kosicki CSB

KEYNOTE SPEAKER:

DR. ANSEL AUGUSTINE

Dr. Ansel Augustine is the Director of the Office of Black Catholic Ministries for the Archdiocese of New Orleans. Previously he served as the Associate Director/Coordinator of Black Youth & Young Adult Ministry for the CYO Youth & Young Adult Ministry Office. He is also on the Faculty of the Institute for Black Catholic Studies at Xavier University of Louisiana. Ansel has served on the board of directors for the National Catholic Young Adult Ministry Association (NCYAMA) and the National Federation of Catholic Youth Ministry (NFCYM). He began his career in ministry over 18 years ago when he became the youth minister at his home parish of St. Peter Claver in the Treme area of New Orleans, which he helped to rebuild following hurricane Katrina. He has presented workshops and keynotes around the country and has written various pieces related to ministry. Ansel presently serves on the board for the New Orleans Black Indian Alliance (NOBIA) and is a member of Alpha Phi Alpha Fraternity, Inc. the Knights of Columbus, the Knights of Peter Claver, and the Wild Tchoupitoulas (Black Masking) Mardi Gras Indians.



WHO'S INVITED?

All participants attending BYCC must either be in high school or over 21 and attending as a chaperone for a group. In keeping with Archdiocesan guidelines parishes are expected to bring a minimum of 2 adults for up to 12 young people. Additional adults may be added to group numbers in the ratio of 6 young people to one adult. **Each additional adult beyond the stated ratio will be charged an extra \$50 in addition to registration fees.**

WHAT IS THE COST OF ATTENDANCE?

The conference costs ~~\$275~~ **\$265.00** per person. This includes accommodations, registration for the conference (keynotes, concert, workshops, etc.), two meals on Saturday (breakfast and dinner), and Sunday morning breakfast. **All payments to the Division of Youth and Young Adult Ministry (DYYAM) are non-refundable.**

HOW DO I REGISTER?

BYCC Conference Registration are currently filling up, RIGHT NOW!, and can be sent to DYYAM c/o Pat Ashby 320 Cathedral Street, Baltimore, MD 21152. All completed registrations for the BYCC are due no later than **October 3, 2016 (or until the Conference sells out)**. For the registration to be complete, it must include the following:

- A. Full payment for all attendees,**
- B. Completed Group Registration Form(s),**
- C. Copies of Parental Permission Form and Release for each youth, and**
- D. Current Copy of STAND Policy Compliance Information Form (not the STAND card) (DYYAM does not keep copies from prior events.)**

ARE SCHOLARSHIPS AVAILABLE ?

The Archdiocese has reserved partial scholarships for parishes and schools in need of assistance to attend BYCC. Please return the attached **Scholarship Request Form** to Pat Ashby at pashby@archbalt.org or fax to 410-625-8481 by **September 16, 2016** No request arriving after September 16 will be processed. Information regarding the amount awarded will be furnished to group leaders no later than September 23rd to facilitate group registration.

CAN I SEND A CHECK AND RESERVE SPOTS?

Full payment and completed forms must accompany your groups registration for it to be processed. This gives all parishes and schools an equal opportunity to register for the conference.

WHAT HAPPENS IF I PAY FOR A SPOT AND A YOUNG PERSON DROPS OUT?

Once spots are purchased they are yours. Ideally, another young person from your parish/school of the same gender would be able to attend in the place of the one who dropped. If that is not possible, a dated waiting list will be maintained by the DY-YAM. The DYYAM will make every effort to **reallocate** your unused spot to those looking for spots from the waiting list. All vacant spots must be communicated with the DYYAM no later than **October 8, 2016**. If there are not adequate numbers on the waiting list you will be responsible for the spot.

IMPORTANT REGISTRATION DATES FOR MY CALENDAR

- Scholarship Form Due September 16, 2016 (due via fax or e-mail)
September 23, 2016 (scholarship decisions awarded)
- Registration Opens Immediately (forms/full payment/group registration due)
- Registration Closes Out October 3, 2016 (**or when sold out**)

WHAT IS THE “GROUP REGISTRATION FORM”

It is a form to consolidate information from the Permission Forms and where groups can indicate preferences in room assignments. Please copy the form as needed to accommodate the names and rooms of your entire group.

ROOMMATE ISSUES FOR YOUNG PEOPLE & ADULT CHAPERONES

Group leaders are asked to submit roommate requests. The BYCC planning committee will assign roommates with young people from other parishes where necessary, to utilize all available conference space. The only way to ensure your young people will be housed together is if they are registered in fours (4 males/4 females). All adults will be assigned two per room. Adults may request single room accommodations but will be expected to pay the difference in cost. Also depending on the number of rooms available and the registrations received for the conference, single rooms may not be available in the same hotel. All rooming or hotel concerns should be brought to the attention of the BYCC staff who will resolve all issues.

WHAT IF WE HAVE ACCESS TO LOCAL HOUSE AND WANT TO COMMUTE?

All conference participants must stay at the Clarion Resorts Fontainebleau Hotel. Only Registered Participants will be allowed in the Conference Center. The conference is NOT designed for commuting.

WHAT DO I DO WITH THE PERMISSION FORMS/ COPIES OF COMPLIANCE VERIFICATION FORMS

Group leaders should have in their possession the signed originals of the Parental Permission Form for each young person participating, as well as a copy of the STAND Policy Compliance Verification Form for each adult participant. A copy of the Compliance form (adult) and the Permission form (youth) must arrive at the Division of Youth and Young Adult Ministry Office in order for your parish to complete their registration. *(Please note that we do not keep copies of STAND verification from prior events.)*

WHAT DO I DO WITH THE CODE OF BEHAVIOR/ GUIDELINES FOR CHAPERONES?

Included in this registration package is a Conference Code of Behavior for youth and Guidelines for Chaperones for adult participants. Each youth attending the conference and their parent must sign the agreement on the Conference Code of Behavior. Each chaperone must sign the Guidelines for Chaperones. The Division of Youth and Young Adult Ministry **does not** request copies of these documents, it is the group leader's responsibility to bring their originals to BYCC. These documents will be helpful in maintaining behavioral expectations for the event with your delegation.

IS THERE PARKING AT THE HOTEL?

Car Parking at the hotel is complimentary. Individual parishes must make arrangements for buses.

MEALS AND SPECIAL DIETARY

Please note that meals are NOT provided for Friday dinner, lunch on Saturday and Sunday. This is a change from previous years when lunch on Saturday was provided. **Please be sure to indicate any special needs on the Permission Form: dietary, accessibility, etc. Food needs must be communicated to the hotel IN ADVANCE.**

TENTATIVE WEEKEND SCHEDULE

FRIDAY, NOVEMBER 18, 2016

6:00 pm Registration for Conference Opens
7:30 pm Registration Closes
8:00 pm Program
11:00 pm Participants to Rooms/Group Leader Meeting
11:15 pm Room Check
12:00am Lights Out

SATURDAY, NOVEMBER 19, 2016

8:00 am Breakfast
9:00 am Programming Begins
11:00am Workshop 1
12:00pm Workshop 2
12:45pm Lunch/Free Time in Ocean City
4:00pm Workshop 3
5:00pm Workshop 4
5:45pm Dinner
8:00 pm Program
10:00pm Free Time
11:30pm Participants to Rooms/Packing/Group Leader Meeting
11:45pm Room Check
12:00am Lights Out

SUNDAY, NOVEMBER 20, 2016

8:00 am Breakfast/Check Out
9:15 am Program
10:15 am Liturgy
12:00 pm Departure

**WHAT PARENTS SHOULD KNOW
ABOUT BYCC!**

- 1) Arrival and Departure Times from the Parish.
- 2) The Parish Contact's cell phone/emergency phone number.
- 3) The hotel does have an unguarded swimming pool. Parents should be aware of this when granting permission for their young person to participate. All groups leaders should be aware that they assume the liability upon use of the pool.
- 4) Conference Registration Costs (\$265 pp) does not include transportation, dinner on Friday, lunch on Saturday or Sunday, or spending money for free time in O.C.
- 5) Parents must read and sign Parental Permission Form and Release, and co-sign with young person Conference Code of Behavior. Youth are expected to adhere to the Code of Behavior.
- 6) Young people will be supervised throughout the conference. After hours, the halls will be monitored by the conference staff and group leaders and chaperones will be available by phone throughout the night.
- 7) Parents should make any special needs of their young people clear on all forms.
- 8) Parents should be certain that the phone number on the permission form is a number where they can be reached during the event.
- 9) In Case of Emergency: In the event that a youth participant needs to be contacted about an emergency situation, please ask parents to contact the group adult leader first. In this way, the adult leader can quickly and sensitively support the young person at that time of crisis.

**Hotel Information:
Clarion Resort Fontainebleau Hotel
10100 Coastal Highway
Ocean City, Maryland 21842,
800-638-2100/ 410-524-3535.**



BYCC 2016 SCHOLARSHIP REQUEST FORM

The Division of Youth and Young Adult Ministry has reserved money to provide partial scholarships for young people to attend BYCC. In order to be considered for a scholarship, the parish/school will need to submit this completed form by no later than September 16, 2016. Forms can be submitted to: Pat Ashby at pashby@archbalt.org or fax to 410-625-8481.

Applicant Information

Applicant Name _____ Grade _____

School _____ Parish _____

Age: _____ Male _____ Female _____

Group and Group Leader Information

Parish/ School Name _____

Parish/ School Address _____

Group Leader _____ Title _____

Group Leader Phone # _____ Email _____

Please explain (in maximum two paragraphs) why the applicant should attend BYCC. (for example, outline their outstanding qualities, their financial need in attending the conference, their prior service to community, the benefits that you anticipate in their participation in the conference, etc.)

So that this young person might attend BYCC:

The parish/ school group is willing to contribute the following : \$ _____

The family of the young person is willing to contribute the following: \$ _____

The DYYAM is being requested to scholarship the following amount: \$ _____

Total: \$ 265.00

Signature of Group Leader _____ Date _____

GUIDELINES FOR CHAPERONES

1. Chaperones must be 21 years of age and be cleared by their parishes/schools to volunteer with young people per the Archdiocesan Policy for the Protection of Children and Youth (STAND).
2. Chaperones must abide by the Code of Behavior for the conference.
3. Chaperones should sit with the parish groups at the general sessions, at Mass and at meals.
4. Any chaperone has the authority to enforce the Code of Behavior with any young person if their adult is not present and/or if their adult is not enforcing the conference Code of Behavior.
5. An adult must be with each group of youth during free time.
6. Adult chaperones are expected to monitor their young people throughout the entire conference. Chaperones are encouraged to get a good night's sleep after checking rooms at lights out but need to be available by phone during the night. After hours the halls will be monitored by conference staff. Please make sure that your young people have your cell phone and room numbers in case you are needed.
7. Adult chaperones are to check rooms before check out on Sunday for damages etc.
8. Adults are supervising throughout the weekend; therefore any adult who is part of the conference can consume no alcoholic beverages.
9. The Division of Youth and Young Adult Ministry's Smoking Policy asks that if adults must smoke, they should do it in a discreet and designated area away from young people.
10. The Division of Youth and Young Adult Ministry's Staff stands ready to assist any adult chaperone in fulfilling these very important responsibilities. Thank you for your commitment to the young church of today.

Chaperone Signature

Date



For spending your weekend praying, laughing, encouraging, and guiding the young church!



GROUP REGISTRATION FORM
BYCC 2016
 November 18-20,2016
 Clarion Resort Fontainebleau Hotel



Parish/School _____

Adult Contact _____
 [Person handling Group Registration and not necessarily the Group Leader at BYCC]

Address _____ City/State/Zip _____

Phone Number: Daytime _____ Work _____

Fax _____ E-Mail _____

Total Number Registered: _____ Youth _____ Adults _____

Group Leader Attending BYCC: _____ Male/ Female

Phone # _____ Email: _____

Cell # where texts can be sent during BYCC: _____

- **List all members of your group including the adult group leader on the rooming sheet.**
- **Indicate room preferences remembering that youth are four persons per room and adults are two persons per room. We will make every attempt to honor these room preferences.**
- **The only way to ensure young people will be housed together is if they are designated as a complete room of four (4 females/4 males) from the same parish/school and it is clearly marked on the attached rooming form.**
- **The BYCC Committee will assign roommates where needed.**
- **Adults may not room with youth.**
- **Please be sure to indicate any special needs: dietary, accessibility, etc. on the permission form.**

Registration is open immediately.
Completed registration (with checks) are accepted on a
first-come / first served basis until October 3rd or until the conference is sold out.

Make Checks payable to DYYAM
 320 Cathedral Street
 Baltimore, Maryland 21201

ROOMMATE REQUEST FORM

Teens rooms are four people to a room; DYYAM will fill any unused spots as needed.
Only filled blocks of four will be guaranteed to be together.
Adults may not room with youth; males and females cannot room together.
Adult rooms are two people to a room.

NAME _____ Please circle all that apply	male female youth adult
NAME _____ Please circle all that apply	male female youth adult
NAME _____ Please circle all that apply	male female youth adult
NAME _____ Please circle all that apply	male female youth adult

NAME _____ Please circle all that apply	male female youth adult
NAME _____ Please circle all that apply	male female youth adult
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NAME _____ Please circle all that apply	male female youth adult
NAME _____ Please circle all that apply	male female youth adult

ARCHDIOCESE OF BALTIMORE
PERMISSION FORM AND RELEASE

Name of Participating Child (Print) _____ Birth Date _____

Address _____

Work Phone: _____

Mobile Phone: _____

Home Phone: _____

Email address: _____

Youth's Facebook Name: _____

Male

Female

Emergency Contact (name and telephone number): _____

As parent or guardian of my son/daughter, I do hereby agree to allow my son/daughter to participate in the following event:

Baltimore Youth Catholic Conference, Clarion Resorts Fontainebleau Hotel, Ocean City, MD, Nov. 18-20, 2016

I acknowledge receipt of the attached information sheet describing the planned activity.

In consideration of the opportunity for my son/daughter to participate in the activity, the receipt and sufficiency of which are acknowledged, I knowingly and voluntarily on behalf of myself and my minor child do hereby agree to forever RELEASE, HOLD HARMLESS AND INDEMNIFY [name of parish or school], the Division of Youth & Young Adult Ministry, the Roman Catholic Archbishop of Baltimore and his successors, a Corporation Sole, and all their affiliate organizations, and respective agents, employees, officers, directors, volunteers, and any officials, referees, and other participants (the Released Parties) from any liability, claims, demands and causes of action arising out of or relating to any loss, damage or injury (including death) sustained in connection with or arising out of my son/daughter's participation in the activity. By my signature below, I acknowledge that my child's participation in the activity involves inherent risk of minor or serious injury, including permanent disability, death, and/or economic losses which might result from my child's actions or inactions, the negligence of others, the inherent risks of the activity, the rules of play, the condition of the premises, or of any equipment used. I have voluntarily elected to allow my child to participate, and I fully understand, appreciate, and hereby assume all such dangers and risks.

I understand that my child's participation in said activities may require a minimum level of fitness for safe participation, and that the Released Parties do not screen, medically or otherwise, individuals that participate in the activity. I acknowledge that it is my sole responsibility to make certain that my child is physically fit and healthy enough to participate in the activity.

I understand that the Released Parties do not provide medical treatment or medical, health or other insurance coverage for my child, however, I hereby grant permission for any staff member of the activity to obtain medical care from a licensed physician, hospital, or medical clinic for my son/daughter in the event that I cannot be reached.

(Check one of the following:)

I am covered by hospitalization and medical insurance under: policy# _____

issued by _____

I do not have medical coverage and assume responsibility for the cost of hospitalization and medical care for my son/daughter.

I hereby grant permission to any staff member to provide the following over-the-counter drugs (or their generic equivalent) to my son/daughter if requested by my son/daughter (Check all that apply:)

- | | | |
|--|--|--|
| <input type="checkbox"/> Tylenol/Acetaminophen | <input type="checkbox"/> Benadryl/Diphenhydramine | <input type="checkbox"/> Advil/Ibuprofen |
| <input type="checkbox"/> Imodium/Antidiarrheal | <input type="checkbox"/> Neosporin/Antibody Ointment | <input type="checkbox"/> Pepto Bismol |

Doses of such drugs will be provided in accordance with the instructions contained on the drugs' packaging.

ADD any other medical information concerning medication, allergies, illness, etc.:

ADD any dietary restrictions:

Parents/guardians of participants are advised that photographs or digital recordings of participants may be used in publications, websites or other materials produced from time to time by the parish/school, Division of Youth and Young Adult Ministry or the Archdiocese of Baltimore. (Participants will not be identified, however, without specific written consent.). Parents/guardians who do not wish their child(ren) to be photographed or digitally recorded should so notify an activity staff member. Please note that the Released Parties have no control over the use of photographs or digital recording taken by media that may be covering the event in which your child(ren) participate(s).

I HAVE READ THE ABOVE RELEASE AGREEMENT, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT VOLUNTARILY.

Signature of Parent/Guardian _____ Date _____

Name of Parent/Guardian _____

Signature of Parent/Guardian _____ Date _____

Name of Parent/Guardian _____

BALTIMORE YOUTH CATHOLIC CONFERENCE CONFERENCE CODE OF BEHAVIOR

We are looking forward to having you and your group attend this Baltimore Youth Catholic Conference. The following guidelines will ensure a safe and mannerly experience for everyone during the Conference.

1. The parish or school group leader is responsible for the overall actions of their participants. Each parish/school will take responsibility for any damage caused by the participants during our stay and handle it in an appropriate manner.
2. Nametags must be visibly worn at all times during the conference. These are your tickets for all conference events.
3. You are expected to attend all conference events on time and participate fully. This includes the Saturday afternoon social events. Conference participants are expected to follow the conference rules for behavior even while on free time.
4. In addition to our Conference, there are other guests in the hotel. We must respect their right to privacy and quiet. You are required to be in your room by curfew each evening. Please keep noise in your room at a level that will not disturb your neighbors.
5. Mixed company (male/female) in any room for any reason is not allowed.
6. The possession of alcohol, illegal drugs and /or weapons are clearly prohibited and are cause for dismissal from the Conference.
7. There should be no reason to change your hotel room. Any room or hotel concerns should be brought to the group leaders attention who will then address them with the BYCC staff.
8. Participants are responsible for all charges made to their room. This includes outside phone calls and any movies charged to the room inadvertently or otherwise.
9. The Division of Youth and Young Adult Ministry Smoking policy states that no one under 18 can smoke at this activity. Adults who must smoke are asked to do so in discreet, designated smoking areas away from young people.
10. Cell Phones, Ipods and tablets are not to be used during scheduled sessions of the conference.

As a member of the Archdiocese of Baltimore, I understand and agree to the Conference Code of Behavior. I also understand and agree that I will notify my parents or legal guardian at the time of any infractions requiring my dismissal from the conference and that I will be sent home at my own and/or parent's/guardian's expense.

Youth Signature

Date

Parent/Guardian Signature

Date