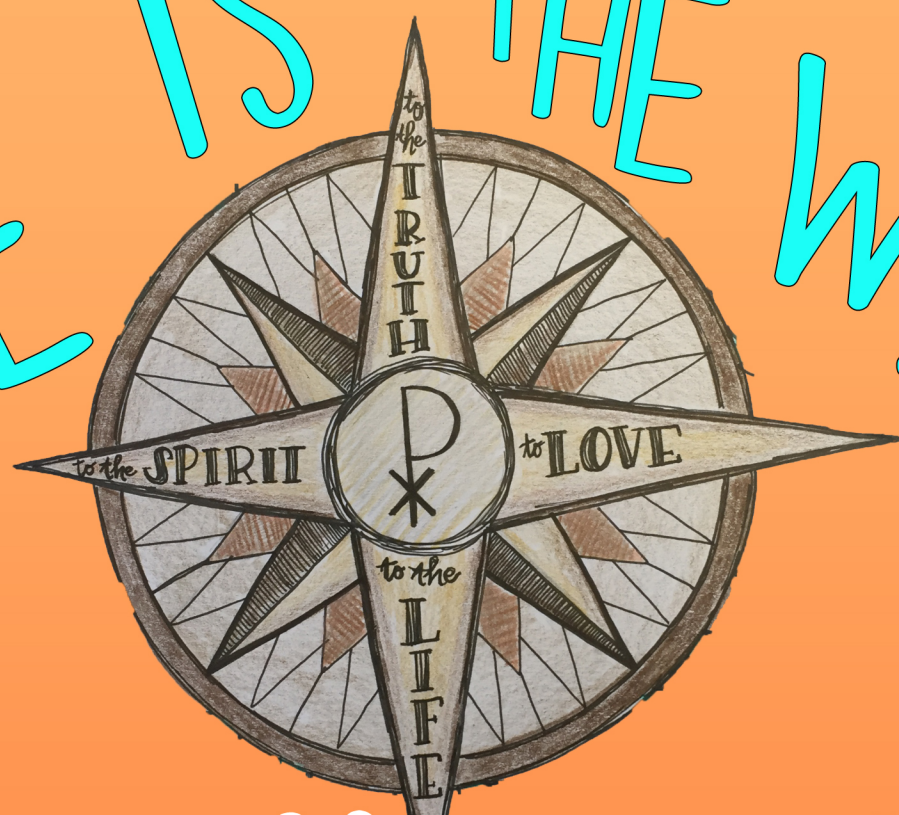


HE IS THE WAY



TO THE SPIRIT

Diocesan Confirmation Retreat

St. John's Center

Little Rock, AR

2.5.2017

\$15

Diocesan-Wide Confirmation Retreat
REGISTRATION PROCEDURE

PRIOR TO EVENT

1. **The DRE/CL in charge of the parish delegation is responsible for the registration of participants and should read all enclosed materials.**
2. **Forms to distribute to attendees:**
 - a) Code of Behavior
 - b) Medical/Transportation
 - c) Chaperone guidelines
3. **Forms to collect from attendees:**
 - a) Medical/Transportation
 - b) Code of Behavior
 - c) Chaperone forms
4. **Forms to complete and submit to Diocesan Office of Faith Formation by the DRE/CL:**
 - a) Master Form
 - b) Parish check for payment
 - c) Signed Chaperone Guideline form for each chaperone
5. **Submit Master Form, Chaperone Forms and one check for registration fees** (\$15.00 for each youth & adult) to the Diocesan Office of Faith Formation **postmarked no later than Monday, January 23, 2017.** Please understand this event takes a lot of preparation from the information submitted by each Parish; therefore sticking to the deadline is really important.
6. A confirmation letter of forms received by the office will be sent to you via email, fax or snail mail.
7. Registrations postmarked after January 23, 2017, will have a \$5.00 late fee/person added to the registration total.

Confirmation Retreat General Information

It is a Diocesan policy that youth attend a retreat for Confirmation. In an effort to accommodate parishes that are do not have the resources and for those youth that are unable to attend their parish retreat we are providing this opportunity.

Registration fee includes: Lunch and all materials. We will conclude with the Celebration of the Eucharist.

Medical/Transportation and **Code of Behavior** Forms are enclosed. The Code of Behavior and Medical /Transportation forms will be turned in to diocesan staff **at event check-in**. (Please have your medical and code of behavior forms filed in **alphabetical** order.) **Make sure you pick up your forms at the end of the retreat for the ride home.**

Chaperones – We require that your chaperones be at least 25 years of age and VIRTUS trained.

Registration begins at 10:00 a.m.

MASTER FORM

Diocesan-Wide Confirmation Retreat

February 5, 2017 – St. John’s Catholic Center – Morris Hall Chapel, Little Rock, AR

Please TYPE or PRINT all necessary information

PARISH _____ CITY _____

NAME & PHONE # OF Adult Advisor in Charge (AAIC) _____ (____) _____
Area Code Number

ADDRESS, CITY & ZIP OF AAIC _____

EMAIL ADDRESS: _____ CELL Phone Number (____) _____

Please follow ratio of: 1 adult (minimum) for every 10 youth.

NAME	A/Y	M/F
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____
16. _____	_____	_____
17. _____	_____	_____
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____
21. _____	_____	_____

- 22. _____
- 23. _____
- 24. _____
- 25. _____

Total number of youth participants: _____ **X \$15.00 = Total youth registration fee:** _____
Total number of adult participants: _____ **X \$15.00 = Total adult registration fee:** _____

List below ANY SPECIAL NEEDS (physical and/or food) along with the person’s name:

PLEASE SEND FORMS AND CHECKS TO:

DIOCESE OF LITTLE ROCK
OFFICE OF YOUTH MINISTRY
2500 N. TYLER STREET
LITTLE ROCK, AR 72207-3743

POSTMARKED BY: **MONDAY, JANUARY 23, 2017**

Diocesan-Wide Confirmation Retreat
Guidelines for the Adult in Charge of Parish Group

The following will help you in planning for a successful experience.

We require that:

- All adult advisors/chaperones must be at least **25 years of age, unless approved by the Diocese.** This adult should be known by the youth and **VIRTUS** trained.
- Each group has at least one chaperone designated and responsible for ten youth (see master pre-registration form). If this is not possible, please contact the Office of Youth Ministry.
- You enforce the Code of Behavior and set an example for youth. Code of Behavior and Medical/Transportation Forms **MUST** be in the possession of the DRE/CL/Youth Minister in charge of the parish group. These forms must be turned in to the Diocesan office staff at the time of registration.
- All adults are to sign a Chaperone Guideline Form. These are to be sent in to the diocesan office with registration materials.

SOME HELPFUL HINTS:

- 1) Meet with chaperones, and then with chaperones and youth, to go over diocesan and parish expectations. **Chaperones and youth should know each other.** Explain the purpose of this event. Establish contingency plans for accidents, sickness or misconduct.
- 2) Choose chaperones that have a good rapport with youth, yet can control the group on outings and at general sessions. Choose chaperones that have been active with your youth group.
- 3) If you have both male and female participants, have both male and female adult chaperones.
- 4) Bring snacks with you for the ride to and from the retreat.
- 5) Review the diocesan rules and your own expectations as you travel to this event.

Diocesan-Wide Confirmation Retreat - Chaperone Guidelines

As a chaperone, you play an important part in ensuring the positive experience of this event. The following guidelines will help you fulfill your role as a chaperone.

We ask that chaperones:

- **Be VIRTUS TRAINED**
- Be responsible for the youth in your care
- Enforce the code of behavior and set an example for youth.
- Make sure that youth are where they are supposed to be.
- Do not leave the retreat area until the event has concluded.
- Do not go anywhere during this event where youth are not allowed
- Be mindful of trash and spills and help us to leave the facilities clean

A few notes on chaperoning at the Diocesan-Wide Confirmation Retreat:

- 1) All events will take place in the Morris Hall Chapel at St. John's Catholic Center.
- 2) Once you arrive at the retreat, ***one adult should go to the registration table for check-in.*** At this time please turn in the Code of Behavior and Medical Transportation forms and receive your registration packet with name tags for each participant.
- 3) During the retreat and breaks, lend your chaperoning skills to the entire group. If a person is causing a distraction, kindly ask them to be quiet.
- 5) At the end of the day, each parish group will **need to pick up your parish's Code of Behavior and Medical Forms for the trip home.**

REMEMBER: While at the Diocesan-Wide Confirmation Retreat, you are TOTALLY responsible for both the behavior and the needs of the youth entrusted to your care. Please pay close attention to both. Wherever we are, we represent the youth of the Catholic Church of Arkansas.

All chaperones are expected to follow these rules. Should an emergency arise, check in with an adult in charge of your parish group, the diocesan staff or your parish's head chaperone. With these things in mind, we believe all, adults and youth alike, will indeed have a joyful celebration of youth.

I understand and accept these chaperone guidelines.

(Chaperone's Signature)

(Parish/City)

ADULT MEDICAL RELEASE FORM

Revised 8 – 2016

Print Name: _____

Parish: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone Number: (____) _____ Work Phone Number: (____) _____

Physician's Name: _____ Phone # (____) _____

Date of Birth: _____ Date of last tetanus shot: _____

Please list **all** medical conditions/allergies/special health information: _____

Please list **any** medications (prescriptions or non-prescription) that you would like us to be aware of: _____

Medical Insurance Company: _____ Policy Number: _____

Policy in the name of: _____ Relationship: _____

Emergency Contact Name and Number: _____

In the event that the participant does not have insurance, payment in full for medical care becomes the responsibility of the patient.

I, _____, do hereby release, hold harmless and discharge the Diocese of Little Rock, its staff and volunteers from any and all liability, claim, loss, damage, cost or expense arising from my participation in any and all events that are produced, conducted or executed by the Diocese of Little Rock's Youth Ministry Office from July 1, 2016 to June 30, 2017 ("Youth Ministry Office events"), including but not limited to the following: Senior High Youth Rally, Junior High Spectacular, Weekend Extravaganza, Confirmation Retreat, State Convention and Catholic Charities Summer Institute. I waive such claims against such organization or any such person, arising directly or indirectly from or attributable in any legal way, to any action or omission to act of any such organization or person in connection with execution of the Youth Ministry Office events. I authorize treatment by a licensed medical physician or licensed medical team in case of any accident or illness that may so arise, or any hospitalization necessary.

Signature: _____ Date: _____

Diocese of Little Rock / Office of Catholic Youth Ministries

REVISED 8-2016

PARENTAL/GUARDIAN CONSENT, LIABILITY WAIVER AND MEDICAL CONSENT

Participant's Name: _____ Date of Birth: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian's Name: _____ Home Phone(____) _____

Alternate Phone Number: (____) _____ Cell Phone Pager Work

Parish: _____ Grade _____ Age _____ Sex: M/F

CONSENT & LIABILITY WAIVER

**Important! To be filled out by the Parent/Guardian for youth under 18 years of age.
If participant is 18 years of age or older, consent must be signed by the individual.**

I (name of parent/guardian) _____, grant permission for my child, (participant's name) _____, to participate in **any and all events that are produced, conducted or executed by the Diocese of Little Rock's Youth Ministry Office from July 1, 2016 to June 30, 2017 ("Youth Ministry Office events"), including but not limited to the following: Junior High Spectacular, Senior High Youth Rally, Weekend Extravaganza, Confirmation Retreat, State Convention and Catholic Charities Summer Institute.**

I agree on behalf of myself, my child's other parent if known, or living (name of parent) _____, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend the Diocese of Little Rock, the sponsoring parish (its pastor, youth minister, other agents, etc.) or any representatives associated with the scheduled activity unless the parties involved were careless or negligent. I also give my permission for the Diocese to use any photographic images of my child for Diocesan use and allow the Diocese to communicate with my child through the use of social media.

Signature (Parent/Guardian)

Date

Signature

(Participant 18 years of age or older must sign own consent)

Date

MEDICAL CONSENT

(EFFECTIVE FROM JULY 1, 2016 TO JUNE 30, 2017)

Medical Matters

I hereby warrant to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. Of the following statements pertaining to medical matters, sign only those in accordance to your wishes:

Emergency Medical Treatment

In the event of any emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of any emergency and you are unable to reach me, contact:

Name & Relationship _____ Phone (____) _____

Family Doctor: _____ Phone (____) _____

Medications

My child will bring all such medications, well labeled, that are necessary. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency are as follows:

My child is taking the following medication at the present time:

Medication(s): _____ Dosage: _____

Administer: _____

_____ I hereby **DO NOT GRANT PERMISSION** for medication of any type, whether prescription or nonprescription may be administered by my child unless the situation is life threatening and emergency treatment is required. (Please initial)

_____ I hereby **GRANT PERMISSION** for nonprescription medication (such as Tylenol, throat lozenges, cough syrup) to be given to my child, if deemed advisable. (Please initial)

MEDICAL CONDITIONS INFORMATION

(Diocesan personnel will take reasonable care to see that the following information will be held in confidence)

My son/daughter has: _____

Has had an episode of the following or has been diagnosed Seizures Asthma Diabetic

Allergic reactions to the following (foods, dyes, latex, etc.) _____

Has had medical surgery within the last six months? Yes No Still under Doctor's care? Yes No

Has a medically prescribed diet? _____

The following physical limitations? _____

Immunizations current and up to date: Yes No Date of last tetanus/diphtheria immunization _____

You should be aware of these special medical conditions of my child: _____

INSURANCE INFORMATION

(Please attach a copy of the Insurance Card, front and back, with this form)

Insurance Carrier: _____

Name of Insured: _____

Insurance ID Number: _____ Insurance Policy Number: _____

Father's Name: _____ Birth Date: _____

Place of Employment: _____

Mother's Name: _____ Birth Date: _____

Place of Employment: _____

No, I do not carry medical insurance at this time.

In the event it comes to the attention of the chaperones associated with the activity that my child becomes ill with repeated symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called immediately. If this will be a long distance call, I want to be called collect (with phone charges reversed to myself).

I acknowledge and agree that it is my responsibility to inform the Diocese of Little Rock's Youth Ministry Office if at any time any of the above information needs to be changed, amended, or updated prior to the expiration date of this Medical Consent,

Signature (Parent/Guardian) Parent Guardian must sign for anyone under 18 years of age

Date

Signature (Participant 18 years of age or older must sign own consent)

Date

CATHOLIC YOUTH MINISTRY

Code of Behavior

At all Diocesan sponsored activities, we expect you to represent the Diocese of Little Rock well! We hope that you will display the mature, responsible leadership and character which has for so many years been the trademark of Catholic youth within this diocese. This Code of Behavior shall be in effect for any and all events that are produced, conducted or executed by the Diocese of Little Rock's Youth Ministry Office from July 1, 2016 to June30, 2017 ("Youth Ministry Office events"), including but not limited to the following: Senior High Rally, Junior High Spectacular, Weekend Extravaganza, and State Convention.

CODE OF BEHAVIOR:

1. Participants are expected to attend all sessions of Youth Ministry Office events. Name badges must be worn at all times.
2. **Dress code:** casual - no inappropriate t-shirts, tops/dresses with spaghetti straps, halters, short-shorts, or midriff tops. No Nike athletic/running shorts. No underwear showing from jeans/pants being worn too low. If dressed inappropriately, the individual will be asked to change. No shorts for Mass.
3. Individuals are responsible for their own actions and will be asked to assume the natural consequences for any negative behavior. Each participant will take full responsibility for any damage or theft.
4. Participants may not leave the site of the Youth Ministry Office event unless accompanied by their parent/guardian or an adult from their parish.
5. The possession and/or use of alcohol, tobacco products and illegal drugs are prohibited.
6. Christ-like behavior is promoted and expected at all times. Therefore, inappropriate contact, touch, gesture, language or activity of a sexual nature which would offend any person is unacceptable.

Infractions of these rules will result in the diocesan director discussing the infraction with the participant. In the unlikely event that a behavior problem based on the above requires extreme action, it is likely to result in dismissal from the Youth Ministry Office event. Participant's parent/guardian is responsible for removing participant from the convention site.

I understand and accept this code of behavior.

(Participant's signature)

(Date)

I consent to the conditions stated above on participation in Youth Ministry Office events.

(Parent/Guardian's signature)

(Date)

Phone number (Day) _____ Cell Phone Number: _____

Contact person if parent/guardian are unavailable

(Phone #)