

Diocese of Springfield in Illinois

Catholic Pastoral Center • 1615 West Washington Street • P.O. Box 3187 • Springfield, Illinois 62708-3187
www.dio.org 217-698-8500 FAX 217-698-8620

Office for Catechesis – Ministry to Youth and Young Adults

March 2, 2011

Dear Youth Ministers,

I would like to take a moment to invite you and the young people with whom you minister to join me at the 2011 National Catholic Youth Conference later this year. NCYC is a biennial event and is in Indianapolis on November 17 – 19, 2011. Enclosed with this mailing is registration information for NCYC. Please share this information with your pastor and the youth of your parish.

If you are not familiar with NCYC, go to <http://ncyc.nfcym.org/> for all the details. NCYC is a three-day experience of prayer, community, and empowerment for Catholic teenagers and their adult chaperones. The schedule includes keynote addresses, concurrent and workshop sessions addressing a wide variety of topics. There are also opportunities for liturgy, reconciliation, prayer and worship, recreation and special activities such as concerts, exhibits, and an interactive thematic park.

The enclosed information includes registration forms, scholarship applications, and information on how young people can be directly involved with animating this event. If you have questions about the information in this mailing, or would like me to come to your parish to talk with parents and youth, I am more than happy to do so. I look forward to gathering as many teens from the diocese for this event as possible!

In Christ Jesus,

Kyle Holtgrave
Associate Director for Youth & Young Adult Ministry

Enclosures



An Affiliated Diocese of the National Federation for Catholic Youth Ministry



National Catholic Youth Conference

Indianapolis, Indiana ~ November 17-19, 2011

The National Catholic Youth Conference (NCYC) is an exciting and interactive experience of prayer, community, and empowerment for the young Church today. Over 20,000 high school teenagers and their adult chaperones are expected to participate.

NCYC began in 1983 following in the footsteps of its predecessor conference, the CYO biennial national convention. In its early days, NCYC was held regionally, one session for each coast. Combined attendance at the regional conferences was a few thousand. In 1991, the two conferences merged into one national event. In the mid 1990s, interest in NCYC began to increase. Today, NCYC draws 20,000+ youth and adults for three days of catechesis, prayer, service, and recreation.

Who Can Attend:

NCYC is for high school students and their adult chaperones. Please consider inviting all the youth in your parish to participate. For supervision, two adult chaperones are needed for up to 10 youth and add one more adult for each additional one to six youth (i.e. 2 adult for 10 youth, 3 adults for 16, 4 adults for 23 youth, etc.) Any number of youth and adults can participate.

Cost:

The cost is **\$335.00 PER PERSON** and includes registration and fees, hotel lodging, and a diocesan shirt commemorating this event. This price is based on 4 participants sharing a hotel room. Additional fees may apply for private/semi-private lodging, or for late registration, cancellations and/or substitutions. More details on these fees are below.

Hotel:

Our group is staying at the Wingate by Wyndham Airport hotel. The cost above is based on quad occupancy. Private lodging requests can be made for an additional fee and will be assigned if space is available. Call for price information.

Meals:

No meals are included in the registration fee above. However, the hotel has complimentary hot continental breakfast. Information on meal vendors at NCYC will be provided in future correspondence.

Transportation:

Transportation will not be provided for the 2011 trip since the event is so close.

Scholarships:

The Catholic Youth Foundation, USA provides a limited number of scholarships for NCYC. Please use the enclosed **NCYC SCHOLARSHIP APPLICATION (2011) FORM 15**. Instructions are included. This form is due in the Office for Catechesis by Monday, May 2, 2011.

Another scholarship opportunity is the **LISA-MARIE CALDERONE-STEWART SCHOLARSHIP** offered by the Region VII Youth Ministry Coalition. Details are on the enclosed application and cover letter from the Region VII Youth Ministry Coalition. The deadline to submit the application for this scholarship is May 15.

Registration Forms & Fees:

The enclosed **GROUP REGISTRATION FORM** is due in the Office for Catechesis on June 15, 2011. A \$135.00 non-refundable deposit for each person must accompany this form. Please note that deposit money is transferable through September 30, 2011. In addition to the Group Registration Form, each participant must complete the **PERSONAL INFORMATION FORM** as well as the appropriate **LIABILITY WAIVER AND PERMISSION FORM**.

Protecting God's Children

All adults are required to be in compliance with diocesan child protection policies. If you are unsure about your status with these policies, please contact Pat Kornfeld at (217) 698-8500 for details.

Youth Animator Applications

High school teens are invited to be on stage during NCYC as a Youth Animator. Details are included on the **2011 NCYC YOUTH ANIMATOR APPLICATION FORM** in this packet. Please note the time commitment and schedule, as this group has rehearsals and other activities beyond the schedule listed in this packet. If a young person is accepted, please contact me immediately so that additional hotel space can be reserved.

Sponsor:

The National Federation for Catholic Youth Ministry is the organization that sponsors NCYC. The Diocese of Springfield in Illinois is an affiliated diocese of this federation. Go to www.nfcym.org to learn more about the Federation.

Promotional Video

There is a short video clip online at <http://ncyc.nfcym.org/>. I also have a small supply of the promotional DVD available. I will be happy to mail on to you upon request.

Fund-Raising Tips

A list of fund-raising ideas is posted on the NCYC page of the diocesan website. The address is <http://www.dio.org/youthministry/national-catholic-youth-conference.html>.

NCYC Schedule

Thursday, November 17, 2011

12:00 PM – 6:00 PM Thematic Park Open
4:00 PM – 6:00 PM Liturgy (in region groups)
6:30 PM – 8:00 PM Gathering and
Entertainment
8:00 PM – 10:00 PM Opening Session

Friday, November 18, 2011

7:30 AM – 9:00 AM Gathering & Entertainment
9:00 AM – 10:30 AM Prayer and General Session
11:00 AM – 6:00 PM Chapel Open
11:30 AM – 12:45 PM Workshop Round A
11:30 AM – 7:00 PM Thematic Park Open
Noon – 6:00 PM Reconciliation Available
1:30 PM – 2:45 PM Workshops Round B
3:45 PM – 5:00 PM Workshops Round C
5:30 PM – 6:15 PM Daily Liturgy
5:00 PM – 7:00 PM Dinner Break (on own)
6:30 PM – 8:00 PM Gathering & Entertainment
8:00 PM – 10:00 PM Prayer and General Session

Saturday, November 19, 2011

7:30 AM – 9:00 AM Gathering & Entertainment
9:00 AM – 10:30 AM Prayer & General Session
11:30 AM – 12:45 PM Workshops Round D
11:00 AM – 6:00 PM Chapel Open
11:00 AM – 6:00 PM Reconciliation Available
1:30 PM – 3:00 PM Discernment Sessions
3:30 PM – 5:00 PM Comedy Club – or –
Concert – or – Dance
6:30 PM – 8:00 PM Gathering & Entertainment
8:00 PM – 10:00 PM Closing Liturgy

Important Deadlines:

April 15, 2011 Youth Animator Application (*send to email address on form*)
May 2, 2011 Form 16 – Scholarship Application
Youth Animator Application
May 15 Lisa-Marie Calderone-Stewart Scholarship application due
June 15, 2011 Group Registration Form and Initial Deposit
September 15, 2011 Personal Information Form
Hotel Room Assignment Form
Form 13 Youth Participant Liability Waiver & Permission
Form 14 Adult Participant Liability Waiver & Permission
Balance of Conference Fee
September 30, 2011 Late Registration (\$40 late fee)
Substitutions (\$20 fee)*
Cancellations (\$40 cancellation fee)**

* Substitutions can be handled upon arrival at the conference after this date

** No refunds can be given for cancellations after September 30

Diocesan Coordinator for NCYC:

Mr. Kyle Holtgrave
Associate Director for Youth and Young Adult Ministry
P.O. Box 3187
Springfield, IL 62708-3187
(217) 698-8500 ext. 154
kholtgrave@dio.org

RECOMMENDED STEPS FOR ORGANIZING AN NCYC GROUP:

This resource was developed by the delegation from the Diocese of Rochester. Please feel free to adapt this information to suite local needs.

STEP 1 - Advertise and Promote:

Create an interest flyer/bulletin announcement highlighting some of the info youth and parents would like to know such as dates, cost, fund-raising plans, event highlights, Bishop's presence, etc. Spread the word through your youth ministry gatherings and be sure to include current 8th graders who will be eligible to attend this event next fall. Show the NCYC promo video available online at www.nfcym.org.

STEP 2 – Register Your Parish:

Complete Registration Form in this packet and send it in with a \$115 deposit per person by the deadline indicated. The name appearing on this form will be the official Parish Group Leader for this event and will be the one responsible for disseminating all information and communication that is sent from the diocesan office.

STEP 3 – Create Your Leadership Team

There are many leadership responsibilities for getting a parish group organized for NCYC. Two of the most critical are the Group Leader and the Fund-Raising Coordinator.

1. Group Leader– the designated Group Leader whose job is to make sure this event is first and foremost a pilgrimage of faith and is the primary liaison with the Diocesan Office for Youth and Young Adult Ministry.
2. Fund-Raising Coordinator - This person works with the parents in Step 4 below to create a workable fundraising goal and subsequent plan to achieve that goal over the next six months.

STEP 4 - Create Your Fund-Raising Plan:

Use the enclosed list of fund-raisers and the process outlined to get all of the parents, young adults and youth involved in raising funds. It is important to create this plan NOW so those who might not be able to afford to go will have an opportunity to raise money to attend.

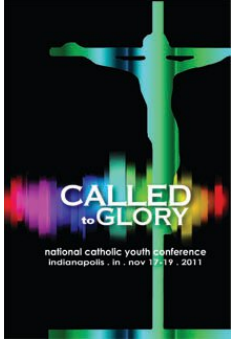
STEP 5 - Collect All Forms and Complete Group Forms:

The Group Leader is responsible for collecting and compiling all of the forms and money that is sent to the Diocese. Therefore, schedule your PARISH deadline 2 weeks before the DIOCESAN deadlines in order to do the necessary paperwork. Most forms are included in this packet and are available online at the Diocesan website.

STEP 6 - Meet with the Group Monthly:

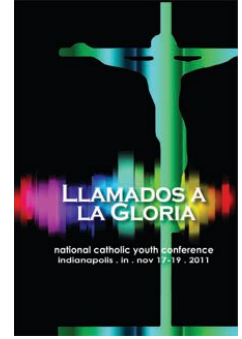
Begin forming your small group into a community. Meet monthly to pray and share hopes, goals, questions and concerns about this trip. Some helpful ideas and tasks to assist with your gatherings include:

- Trading items with others at the conference is a big deal (and a great way to meet people from all over the country!). Make, create or purchase and personalize items to trade with other teens such as buttons, pins, bookmarks, bead necklaces, pencils, message cards, clothespins. Include a place for name/address/e-mail label.
- Develop a communication system (e-mail updates, postcards, NCYC bulletin board) to update everyone on the progress and to answer questions or help make plans associated with the trip. Contact the Office for Youth and Young Adult Ministry to schedule a Question and Answer session in the parish.
- Commission your NCYC pilgrims on World Youth Sunday.
- Discuss what the group will do AFTER they return to share what they have experienced and learned with the rest of their parish community. This event can be a nice way to say "thank you," too.



NCYC 2011 Group Registration Form

Diocese of Springfield in Illinois



Return by ~~June 15, 2011~~ **ASAP!!!** with a \$135.00 non-refundable deposit per person to:

NCYC ♦ Office for Catechesis
P.O. Box 3187 ♦ Springfield ♦ IL ♦ 62708-3187
Phone (217) 698-8500 ext. 154 ♦ FAX (217) 698-8620

This is the official group registration form for all youth and adults attending the National Catholic Youth Conference in Indianapolis, Indiana on November 17 – 19, 2011. Groups can be based on parish, parish cluster, school, or organization affiliation. Each individual must also complete a **Personal Information Form** as well as submit the appropriate version of the **NFCYM/NCYC Liability Waiver and Permission Form** (#13 for youth, #14 for adults). These latter two forms are due September 15 along with the balance of the fee for the conference. Everyone from the diocese who plans to attend NCYC 2011 must register through the diocesan office.

Parish/Group & City: _____

Name of primary contact for Parish/Group: _____

Address: _____ Is "Primary Contact" attending NCYC? Y N

City, State & Zip: _____

Day Phone: _____ Evening Phone: _____

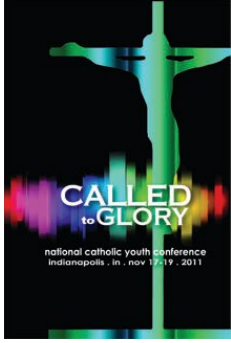
Cell Phone: _____ Email: _____

Group Attendance Matrix

| | |
|--|--|
| _____ # of Female Youth | _____ # of Male Youth <i>(in high school Fall of 2011)</i> |
| _____ # of Female Adults | _____ # of Male Adults <i>(age 21 and older)</i> |
| _____ # of Female Young Adults | _____ # of Male Young Adults |
| <i>(ages 18-20 and out of high school in Fall of 2011)</i> | |
| _____ TOTAL PILGRIMS | |

Fees: Total cost per person, based on 4 in a hotel room, is **\$335.00**. The registration deposit is due with this form and is non-refundable but it is transferable through September 30, 2011.

Chaperone Ratio: Two adult chaperones are needed for up to 10 youth and add one more adult for each additional one to six youth (i.e. 2 adult for 10 youth, 3 adults for 16, 4 adults for 23 youth, etc.) Any number of youth and adults can participate. Young adults, those ages 18-20 and out of high school, are welcome to participate but are not eligible to serve as chaperones.

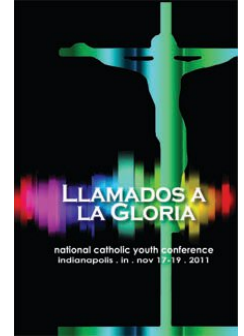


NCYC 2011 Personal Information Form

Diocese of Springfield in Illinois

Return by September 15, 2011 with Balance of Registration Fee

NCYC ♦ Office for Catechesis
P.O. Box 3187 ♦ Springfield ♦ IL ♦ 62708-3187
Phone (217) 698-8500 ext. 154 ♦ FAX (217) 698-8620



Individual Registration Information

Name: _____
First, Middle Initial, and Last

Address _____ Shirt Size S M L XL 2XL 3XL

City _____ State _____ ZIP _____ Date of Birth _____

Home Phone _____ Cell Phone _____

Mother/Guardian _____ Home Phone _____
If Youth Participant First and Last Name – List only parent/guardian with whom youth participant resides

Father/Guardian _____ Home Phone _____
If Youth Participant First and Last Name – List only parent/guardian with whom youth participant resides

Emergency Contact Person: _____ Home Phone _____

Age Youth ___ Adult ___ Special Roles at NCYC Delegate ___ Animator ___ Gender Male ___ Female ___

Special Needs Wheel Chair Accessibility ___ Hearing Impaired ___ Visually Impaired ___ Mobility Impaired ___

Individual Registration Information

Name: _____
First, Middle Initial, and Last

Address _____ Shirt Size S M L XL 2XL 3XL

City _____ State _____ ZIP _____ Date of Birth _____

Home Phone _____ Cell Phone _____

Mother/Guardian _____ Home Phone _____
If Youth Participant First and Last Name – List only parent/guardian with whom youth participant resides

Father/Guardian _____ Home Phone _____
If Youth Participant First and Last Name – List only parent/guardian with whom youth participant resides

Emergency Contact Person: _____ Home Phone _____

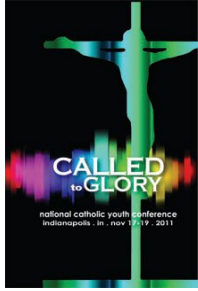
Age Youth ___ Adult ___ Special Roles at NCYC Delegate ___ Animator ___ Gender Male ___ Female ___

Special Needs Wheel Chair Accessibility ___ Hearing Impaired ___ Visually Impaired ___ Mobility Impaired ___

Parish/Group: _____

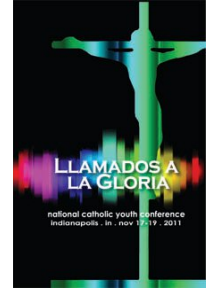
Copy this form as necessary!

Page ___ of ___



NCYC 2011 Hotel Room Assignment Form

Diocese of Springfield in Illinois



Return by September 15, 2011 with Balance of Registration Fee

NCYC ♦ Office for Catechesis
 P.O. Box 3187 ♦ Springfield ♦ IL ♦ 62708-3187
 Phone (217) 698-8500 ext. 154 ♦ FAX (217) 698-8620

- Use this form to list the participants from your group you want rooming together
- Anyone 18 or older and out of high school at the time of the conference must be housed as an adult and comply with diocesan safe environment policies
- Please list 4 people per room unless special arrangements have been made with the diocese
- If you want pilgrims from another parish to room with your group, please write that parish name in the vacant areas for each room you wish filled by them. Make sure the other parish does the same on their forms.

Diocese of Springfield in Illinois Overnight Rooming Policy

- ▶ Male and female adult participants require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
- ▶ Male and female youth participants will not share the same sleeping facility.
- ▶ No youth will stay in the same sleeping facility as an adult other than his/her parent or guardian.
- ▶ Youth is defined as 18 year old high school students and younger.

| | |
|--|--|
| YOUTH ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ | YOUTH ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ |
| YOUTH ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ | YOUTH ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ |
| ADULT ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ | ADULT ROOM: <input type="checkbox"/> Female <input type="checkbox"/> Male 1. _____ 2. _____ 3. _____ 4. _____ |