

PARISH COORDINATOR INFORMATION

Registration Instructions

Step One:

Parish Coordinator emails Beth Carlson, bccarlson@archomaha.org, the following information:

- Youth Serve weekend
 - Names and gender of youth attending
 - Chaperones names
- Who is responsible for payment – must pick an option for all participants
EITHER:
 - Participants pay via credit card at the time of online registration (recommended)
 - Please contact Beth with questions or special requests
 - Parish will gather money and send a check to the Archdioceses

Step Two:

Beth will email the parish coordinator the online registration instructions and their parish code.

- Online registration requires a parish code and will be limited to the number of spots reserved via email.
- Maximum number of participants per parish is 10 youth and 2 adults.
 - If extra spaces are available, we will accept additional participants from your parish after June 1st.

Step Three:

Parish Coordinator distributes online registration instructions to legal guardians of youth participants and chaperones.

Online registration includes:

- Medical Information
- Liability Waivers
- Code of Conduct
- Payment – if applicable

A link to the registration report will be provided to each coordinator which provides up-to-date access to who has completed the online registration.

Cost for youth and adults: \$140

Final registration deadline is Friday, June 2nd.

Registration Information (Paperwork)

A link to the registration report will be provided to each coordinator which provides up-to-date access to who has completed the online registration.

A report of all registration information will be emailed to parish coordinators and weekend leaders two weeks prior to the Youth Serve weekend.

- **Parish coordinator must print paperwork for chaperones to keep with them during the program.**

Additional Information

Refunds

No refunds will be made after June 16, 2017.

Ratio Requirements & Safe Environment

One (1) adult per five (5) youth. Chaperones must be 21 or older and Safe Environment Certified. If the majority of youth in your group are boys we ask that you send a male chaperone.

Transportation during program

All chaperones must complete the online Safe Driving Course. The 20 minute video and short test can be completed on the Archdiocesan Safe Environment website (CMG Connect).

It is also required that vehicles used for transporting youth to and from the service sites have one seat with a seatbelt per person. Please be sure your vehicle is either large enough to transport your entire group or you have more than one vehicle and chaperone to transport your group.

Chaperone Information

****All chaperones must attend a group meeting at 11:00 am on the first day of Youth Serve.**

Please distribute the Small Group Facilitator Responsibilities sheet to each of your chaperones and communicate to them that their responsibilities include but are not limited to:

1. Serve as a group facilitator for the small group activities and discussions.
2. Serve as driver/chaperone/leader at the work sites for your parish/school group.
3. Serve as chaperone in the dorms during the overnight hours.
4. Primary caretaker of youth from your parish/school.

Please provide the following for your group

- List of phone numbers for chaperones and youth for each person attending Youth Serve
- First Aid kit that will be taken back and forth to each work site
- Cooler (with ice packs) that can hold the lunches for each work site team
- Water cooler for each work site team. Each young person will be asked to bring a reusable water bottle.
- It would be helpful for each group leader to have a digital camera and all necessary cables to transfer pictures to a computer. A slide show including pictures of the teens at their service sites is presented at the parent session.

Small Group Facilitator Responsibilities

These are guidelines that may be helpful in choosing adult chaperones.

Getting to know the teens in your small group will help you facilitate discussion and make them more receptive to what you say. Asking about their interests, families, and life experiences helps them know they are valuable, and ultimately, loved by God.

1. Participate in all games, prayers, and discussions with the young people.
2. Lead, encourage, affirm, and support the participants.
 - a. Help the participants feel welcome and comfortable.
 - b. Help each person in the group to get to know one another.
 - c. Be aware of teens who may be shy or reserved they may need more encouragement. Likewise, teens who are more rambunctious may need to be encouraged to focus and participate in the activities.
 - d. Make sure everyone is included, that everyone participates and has a chance to voice their opinion. Stress that each person's contribution is valuable.
 - e. Thank each person for their participation.
3. Help the participants keep to a given topic and guide the discussion.
 - a. Your main role as a group facilitator is to listen and help them make connections between their experiences and Catholic teachings.
 - b. Contribute to, but do not dominate, the discussion. Do not feel as though you have to fill in any quiet gaps.
 - c. Never tell the participants what they have learned. Instead, draw the answers from their sharing.
 - d. If you have trouble getting a discussion started, pick different people to begin the conversation. For example, start with the person who has the next birthday, has the longest name, has the highest house number in his or her street address, and so on.
4. Ask open-ended questions:
 - a. How do you feel?
 - b. What is your reaction?
 - c. Tell me about
 - d. What do you think? What would you do in this situation?
 - e. How does that relate to...(your personal relationship with God, Catholic teaching, Jesus' words to us in the Gospels, etc.)
5. Allow young people to take the lead in activities such as presentations and problem solving activities.
6. Share your own encounters with God with them.
7. Remember to pray and have fun!