



Dear Youth Ministers:

We are preparing for the 71st Annual Catholic Youth Convention. The convention will be held - at Robinson Center and the DoubleTree Hotel in Little Rock. Our theme is "AWAKEN." Our keynote speakers for this year are Katie Prejean and Rich Curran. We know you will agree that it will be an awesome time!

Registration will be held in the Lobby area of the DoubleTree Hotel at Markham and Broadway Streets; here you will pick up your name badges and t-shirts for your group. You will pick up your youth group's room keys at the front desk of the Doubletree Hotel.

A few reminders:

- Don't forget your generous and much needed donation for the Terry Skelton Fund at the Mass offertory.

 Donations to the Terry Skelton Fund are our resource for funding scholarships to those in need, so please be generous.
- The Terry Skelton Fund is available to those youth who cannot afford to attend. Ensure that the scholarship request comes with a completed Scholarship Application. Use this link to download the application from our website: https://www.dolr.org/sites/default/files/documents/diocesanscholarshipapplication.pdf
- All chaperones must be at least 22 years of age and have been certified through the CMG Connect program.
 Attach a Testimonial of Suitability signed by your pastor that includes the names of all adult chaperones. You must have male and female chaperones if you have male and female youth attending the convention.
- Chaperones of each parish are responsible for their youth for the entire weekend, as well as, watching out for all youth present.
- Have youth bring: Baby diapers sizes 3, 4 or 5; baby wipes, men's shampoo, body soap, body lotion, deodorant, toilet paper, paper towels, these items will be donated to Sr. Iliana Aponte's clothing and charity closet. These items should be turned in at the registration desk.
- 8x10 photos of your parish group can be purchased from our photographers. Please be prepared to pay for these photos at the time you place the order.
- The theme for the dance is NEON. Get your glow sticks out and bright neon colors!
- Please note that parking at the DoubleTree will be billed to the driver's room and costs \$6.00/night.

Please feel free to contact the Office of Catholic Youth Ministry with any questions you may have.

Pax,

Liz Tingquist
Trish Gentry
Catholic Youth Office

2023 Registration Fees

Convention Fee per Person: \$ 140.00 Hotel Room: \$ 280.00

To determine each registrant's hotel fee, divide the total room cost by the number of people assigned to the room (NOT TO EXCEED 4/ROOM), i.e., 4/rm = \$70.00 each, 3/rm = \$93 each, 2/rm = \$140/each, 1/rm = \$280/each. Then, add the convention fee to that amount to determine that person's total cost. We will not automatically combine rooms unless you request that we do. Please understand that not all adults wish to share rooms and therefore, we cannot guarantee a roommate for you.

REGISTRATION DEADLINE: MARCH 2, 2023

CONVENTION INFORMATION

It is the policy of the Diocesan Youth Office that those students in the 9th - 12th grades during the 2022 - 2023 school year will be permitted to attend convention. Anyone not pre-registered will not be permitted to attend convention.

- ▶ All hotel reservations will be made through the diocesan office. Hotel room cost for the weekend is \$280.00 per room. [Your cost breakdownexample: 1 occupant = \$280.00, 2 occupants \$140.00 each, 3 occupants \$93.00 each, 4 occupants \$70.00 each] (2 nights, maximum of 4 people per room). Your parish is responsible for the full cost of a room even if you don't have 4 to a room unless you have contacted another parish to share the room and split the cost of filling/sharing sleeping rooms. Additionally, there will be a \$6.00/night fee for hotel parking. The adult in charge of the parish delegation will be responsible for turning in room keys and paying for any charges incurred at the time of check-out (telephone, damages, etc.) You may be asked to leave a credit card at check-in if you want to charge anything to your rooms.
- ▶ **Registration fees** include: Saturday lunch and dinner, convention t-shirt and entry into all convention activities. The registration fee is \$140/per person. It is best to eat supper Friday night **before** convention officially opens.
- ▶ Medical Consent/Liability Waiver and Code of Behavior Formsr (enclosed): At the convention, the adult in charge must have in his/her possession the Medical Consent/Liability Waiverand Code of Conduct forms for each participant, including adult chaperones. These will be inspected when you register on site to ensure that all youth/adults have these forms. Please keep these forms on you at all times during the event. Remember that all chaperones must meet the diocesan CMG safe environment standards and a Testimonial of Suitability Letter must be sent to our office PRIOR to convention with your Parish Master Registration form.
- ► TERRY SKELTON FUND: This fund provides scholarship money for youth within our Diocese who would be unalbe to attend Diocesan events unless aided financially. Your generous contribution provides these youth the awesome experience of gathering with our larger church community. Please ask your parish to consider a donation to this vital fund. Additionally, we would suggest that you make an appeal to parents whose children benefit from your parish's youth activities. PLEASE BE GENEROUS. This donation is collected during the mass on Saturday evening. We recommend at least a \$5.00 donation per youth attending.
- ► Terry Skelton Fund Financial Scholarship: Help with partial funding for a few registrants in financial need through the Terry Skelton Fund is available. Please have any teens needing scholarships fill out the Scholarship Request form and submit this with your Master Form indicating the amount requested for financial assistance. Fees will be adjusted as funds are rewarded.
- Youth and Adult Advisory Council Applications: The Diocesan Youth Office must receive applications and referenceforms for membership on the Youth and Adult Advisory Councils by FEB. 22, 2023. Applicants will be required to come to the Diocese on March 12th for a personal interview for the Youth Advisory Council. Additionally, applicants need to be available for our YAC retreat scheduled for July 15-16, 2023, at St. John's Catholic Center in Little Rock. It is preferred that those selected for YAC for the 2023/2024 school year attend the State Convention.
- ▶ Items to Bring to Convention 1) donation for the Terry Skelton Fund, 2) code of conduct/medical and transportation forms, 3) Chaperone Forms, and 4) items for donation.

<u>Emergency Calls</u>: For emergency calls, please inform your participants that the hotel phone number is (501) 372-4371. It would be best if the call is made directly to you, the youth minister, and then forwarded to the appropriate room.

Additional Emergency Phone Numbers During Convention: For emergency calls, diocesan staff phone numbers are as follows: Liz Tingquist's cell is (501) 258-0682 and Trish Gentry's cell is (501) 352-1682. Messages may also be left at the DoubleTree Hotel at (501) 372-4371.

MASTER FORM 2023 State Convention

REGISTRATION DEADLINE IS: MARCH 2, 2023
Please TYPE or PRINT all necessary information

PARISH	CITY		_	
NAME & PHONE # OF Adul	t Advisor in Charge (AAIC)			
ADDRESS, CITY & ZIP OF AA	AIC			
Email Address:	CELL PHONE NUMBER	()		
List ADULTS Attending Con	vention FIRST: (minimum: one per	10 youth). <u>Type or</u>	print all the necessary information	tion.
T-SHIRTS: S M L and XL (no	o extra cost), XXL or larger (\$6.00 e	extra).		
Chaperones must be 22 year	ars old.			
NAME	A/Y	M/F	T-shirt Size	
1				
2				
3				
4				
5				
6				
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35		
*************		******
Total number of PARTICIPANTS: X \$ 140 .00 = Total number of HOTEL ROOMS: X \$ 280.00 = Total number of XXL T-shirts: X \$ 6.00 = Extra	al cost of hotel roon	
Late Fee (if registering after MARCH 2, 2023 x \$20.00 add		
Grand 1	Total Fee Paid:	

LIST below ANY SPECIAL NEEDS (physical &/or food) - along with person's name.

(If further space is needed, copy these pages.)

<u>DoubleTree Hotel Rooming List Form</u> <u>424 West Markham Street, Little Rock</u>

		ro	age 01		
Group:	Diocese of Little Rock - Catholic Youth Convention				
Person in Charge: _	Cell Phone #: ()				
Email Address:					
Parish:	City:				
NSTRUCTIONS:	1.	PLEASE PRINT or TYPE names in numbered blocks			
	2.	Indicate Male/Female rooms & Adult / Youth rooms			

Rm. #	Arv 3/31	Dep 4/2	First & Second Person	A/Y	M/F	Third & Fourth Person	A/Y	M/F
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								

Rm. #	Arv 3/31	Dep 4/2	First & Second Person	A/Y	M/F	Third & Fourth Person	A/Y	M/F
(8)								
(9)								
(10)								
(11)								
(12)								
(13)								
(14)								
(15)								
(4.6)								
(16)								
(17)								
(17)								

Catholic Youth Convention - Chaperone Guidelines

Welcome! As a chaperone, you play an important part in ensuring the positive experience of this event. We offer the following list of guidelines to help you fulfill your role as a chaperone.

We require that:

- **all** chaperones enforce the code of behavior and set an example for youth.
- **all** chaperones are responsible for each youth assigned to you to attend all scheduled functions of this event. (Youth may not leave a session or return to their hotel room without an adult).
- **while** at general sessions, seating is by parish. Chaperones must spread out among their teens to be present and available to your group. It is expected that chaperones will not leave the conference area and we expect other adults to be responsible for youth in your charge
- **chaperones** do not go anywhere during this event where teens are not allowed (i.e., bars, lounges, etc.) nor, should chaperones consume any alcoholic beverages or illegal drugs during the weekend.
- **chaperones** check youth rooms at curfew to make sure all youth are accounted for. Chaperones are expected to take their turn monitoring the halls and other areas as requested by the chaperone in charge of the floor. Food orders, after curfew, must be picked up in the lobby by an adult chaperone.
- *strictly enforce curfew and the dress code.
- **Tany** alcohol, drugs, or firearms found with/on a person or in a hotel room will be considered the possession of those in that room and will result in immediate dismissal by the diocesan director of youth ministries. All adults are expected to inform the diocesan director if any of these items are found.

<u>REMEMBER:</u> While at the convention, 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.

<u>All</u> chaperones are expected to follow these rules. In the interest of safety and security, do not leave your group without a chaperone. Should an emergency arise, check in with the diocesan youth director, head chaperone, or an Adult Advisory Council member. 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 chapero	ne guidelines.	
(Chaperone's Signature)	(Parish/City)	

(Form to be sent into diocesan office with registration materials.)

Catholic Youth Convention 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 are at least 22 years of age. This adult should be known by the youth.
- Each group has at least one chaperone for every **ten** teens.
- If you have both male and female participants, have both male and female adult chaperones.
- 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 youth minister in charge of the parish group. A copy of all medical forms will be checked at check-in. You
 MUST keep a copy of your group's medical forms with you during this event.
- All adults are to sign a Chaperone Guideline Form. These are to be sent into the diocesan office with registration materials.
- Any alcohol, drugs, firearms, or explosives found with/on a person or in a hotel room will be considered the possession of those in
 that room and will result in immediate dismissal by the diocesan director of youth ministries. All adults are expected to inform the
 diocesan director if any of these items are found.

SOME HELPFUL HINTS:

- 1) Meet with chaperones, and then with chaperones and youth to go over diocesan and parish expectations. 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. Chaperones and youth should know each other.
- 3) If you have both male and female participants, have both male and female adult chaperones.
- 4) Bring snacks with you. Remember that breakfast is on your own each morning. Consider bringing continental breakfast items with you for your youth.
- 5) Review the diocesan rules and your own expectations as you travel to this event.

ADULT MEDICAL RELEASE FORM

Date: Parish:		
Print Name:		
Address:	-	
City:	State: Zip Code:	
Home Phone Number: ()	Cell Phone Number: ()	
Physician's Name:	Phone # ()	
Date of Birth:	Date of last tetanus shot:	
	llergies/special health information:	
Please list any medications (presc	iptions 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 Nu	mber:	
If the participant does not have insuranc	e, payment in full for medical care becomes the responsibility of the patient.	
volunteers from any and all liability, clair such claims against such organization or to any action or omission to act of any su	nereby release, hold harmless and discharge the Diocese of Little Rock, its staff and place in loss, damage, cost or expense arising from my participation in this event. I wait any such person, arising directly or indirectly from or attributable in any legal was chorganization or person in connection with execution of this event. I authorized or licensed medical team in case of any accident or illness that may so arise, or	ve y,
Signatura:		

2023 INDIVIDUAL REGISTRATION FORM State Catholic Youth Convention March 31 - April 2, 2023

Each participant attending the convention MUST complete this form. Please complete the form carefully, supplying ALL the requested information **USING INK, PRINTING LEGIBLY, OR TYPING.**

CHECK ONE: Youth	Chaperone	
		Male Female
AST NAME	FIRST (for name tag)	
ADDRESS	CITY & ZIP	PHONE NUMBER
TTENDEE'S CELL PHONE N	IUMBER: ()	
CHOOL	GRADE AGE	EMERGENCY NUMBER
landicaps/Allergies /Speci	al (i.e., food) needs that we should be aware c	of:
•	one): Small Medium Large X-Large	_
nclose an additional \$6.00) if ordering an XX Large or XXX Large; other si	zes are included in your registration fees.
OTAL REGISTRATION AND	O HOTEL FEES PAID	
(This forn	n is here for your use in collecting informa It does not have to be submitted to	
		<u>.</u>
	DEADLINE TO RETURN FEES AN	ID FORM IS:

Expectations & Code of Behavior - Convention

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.

Expectations . . .

- Participants are expected to attend all sessions and wear their name badges for all activities.
- All participants must be in their own room from evening curfew to 7:00 AM. Guys and girls are not to be in the same sleeping room at any time. Only registered convention participants are allowed in sleeping rooms.
 Dress code: Always no halter-tops, no short shorts, no plunging neckline tops, no NIKE shorts, no midriff tops, and no spaghetti strap tops, no tight exercise/yoga pants, no sagging jeans, no inappropriate language on t-shirts. If dressed inappropriately, the individual will be asked to change. REMEMBER, MODEST IS HOTEST!!
 Dress appropriately for Mass.
- Ordering of food is not permitted after curfew.
- Smoking, vaping and the illegal use of drugs and/or alcohol will not be permitted at any time.

CODE OF BEHAVIOR...

- 1. 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.
- 2. Participants should not leave the activity site unless accompanied by an adult from their parish.
- 3. The possession and/or use of vape pens, alcohol, drugs, firearms, or explosives is prohibited. Any of these items found hotel room are considered belonging to those assigned to the room.
- 4. Christ-like behavior is promoted and always expected. Therefore, inappropriate contact, touch, gesture, language, or activity of a sexual nature is unacceptable.

Infractions of the Code of Behavior or any other inappropriate activity 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 will result in dismissal from convention. One's parent/guardian is responsible for removing the 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 p	articipation in this event.
Parent/Guardian's Signature)	(Date)
()	()
(Phone Number - Day)	(Phone Number - Night)
<u>(</u>)	
Cell Phone Number	

Diocese of Little Rock / Office of Catholic Youth Ministries

YOUTH PARENTAL/GUARDIAN MEDICAL CONSENT AND LIABILITY WAIVER

Participant's Name:		Date of Birth:	
Home Address:			
City:	State:	Zip Code:	
Participant's Email:	F	Participant's cell:	
Parent/Guardian's Name:		Home Phone (_)
Alternate Phone Number: ()		☐ Cell Phone ☐ Pag	ger □Work
Parish:	Gra	de Age	Sex: M/F
Shirt Size: SmallMediu	mLarge	X-Large	XX-Large
CONSENT	& LIABIL	ITY WAIVER	
Important! To be filled out by the Parent/Guage or older, consent must be signed by the	•	under 18 years of age. I	f participant is 18 years of
I (name of parent/guardian)		, grant permis	sion for my child,
(participant's name)	, to p	articipate in the Cath	nolic Youth
Convention, to be held March 31 - April	2, 2023, at Robi	nson Center and Dou	bleTree Hotel.
I agree on behalf of myself, my child's other child named herein, or our heirs, successors, Rock, the sponsoring parish (its pastor, youth with the scheduled activity unless the parties use of any photographs of my child taken at signature gives permission for my child to be well as e-mail.	and assigns, to ho n minister, other a s involved were ca this event to be us contacted throug	old harmless and defend gents, etc.) or any repro- reless or negligent. My sed for promotional pur h social media, such as	d the Diocese of Little esentatives associated signature also allows the rooses. Additionally, my
Signature (Parent/Guardian)		Date	
Signature (Participant 18 years of age or older must sign ow	vn consent)	Date	

MEDICAL CONSENT

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 with 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 wis	sh to be
advised prior to any further treatment by the hospital or doctor. In the event of any emergen	ncy and you are unable to reach me, contact:	
Name & RelationshipPhone ()	
Family Doctor:Phone ())	
Medications		
My child will bring all such medications, well labeled, that are necessary. Names of medicat	tions and concise directions for seeing that the chi	ild takes
such medications, including dosage and frequency are as follows:		
My child is taking the following medication at the present time:		
Medication(s):DosageMedicationDosage		
Administer: I hereby <u>DO NOT GRANT PERMISSION</u> for medication of any type, whether prescript		
	ition or nonprescription may be administered by r	ny child
unless the situation is life threatening and emergency treatment is required. (Please initial)		
I hereby <u>GRANT PERMISSION</u> 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 infor		
My son/daughter has:		
Has had an episode of the following or has been diagnosed SeizuresAsthma		
Allergic reactions to the following (foods, dyes, latex, etc.)		
Has had medical surgery within the last six months? YesNo Still under Doctor		
Has a medically prescribed diet?		
The following physical limitations?		
Immunizations current and up to date:YesNo Date of last tetanus/diphtheria		
You should be aware of these special medical conditions of my child:		
<u>INSURANCE INFORMATION</u>		
(Please attach a copy of the Insurance Card, front and back,	, with this form)	
Insurance Carrier:		
Name of Insured:		
	:	
Father's Name: Birth Date:		
Place of Employment:		
Mother's Name: Birth Date:		
Place of Employment:		
No, I do not carry medical insurance currently.		
In the event it comes to the attention of the chaperones associated with the activity that my child become	mes ill with repeated symptoms such as headache, vomit	ting, sore
throat, fever, diarrhea, I want to be called immediately.		
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	

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2023 Catholic Youth Convention "AWAKEN"

(Tentative Schedule)

DoubleTree Hotel, Little Rock

Friday, March 31	
5:00p - 8:00p	Registration – DoubleTree Hotel Lobby
7:45p – 8:15p	Youth Director/Chaperone Meeting, (Room to be announced)
8:00p – 8:45p	Icebreakers followed by Praise and Worship – Robinson Center Ballroom
8:45p - 11:00p	Opening /Prayer/Keynote Katie Prejean MCGrady and Rich Curran
11:00p – 11:15p	Evening Prayer Service
11:30p	Curfew/Everyone in their hotel rooms
Saturday, April 1	
7:45a – 8:30a	Breakfast on your own
9:00a	Opening Prayer and Skit – Robinson Center Ballroom
9:10a	Keynote Presentation, KATIE PREJEAN MCGRADY
10:15a	XLT Session, led by TJ and YAC (Reconciliation to be offered)
12:15p	Lunch, DoubleTree Hotel outside plaza (Reconciliation available throughout lunch)
1:00p	Breakout Sessions
3:00p	Parish Breakouts
3:45p	Keynote Presentation, RICH CURRAN
4:15p	Free Time before Mass
4:45p	Mass Servers, Readers, New and Old YAC Practice
5:30p	Mass at Robinson Center Grand Ballroom with Installation of 2023/2024 Youth
	Advisory Council
7:00p	Dinner
8:30p	NEON Dance , Robinson Center Ballroom OR Other activities to be determined
10:45p	Night Prayer Service
11:30p	Curfew, everyone in hotel rooms
Sunday, April 2	
7:00a – 7:45a	Breakfast on your own
8:00a – 8:30a	Praise and Worship/Energizers, Robinson Center Ballroom

Closing Prayer Service/Convention PowerPoint/Senior Farewell

8:30a – 9:30a

Testimonial to the Diocese of Little Rock Suitability for Adult Lay Persons serving as Chaperones for the 2023 STATE CONVENTION

Safe Environment Letter

Youth Ministry Office Diocese of Little Rock 2500 N. Tyler Street, P. O. Box 7565 Little Rock, Arkansas 72217

Little	Rock, Arkansas 72217		
Attac	ched are approved chaperones forwho will be serving a	Parish in as chaperones for the STATE CONVENTION	
APRI	g organized by the Youth Ministry office of the Dic L 2, 2023, at Doubletree Hotel/Robinson Center in the chaperones listed from	ocese of Little Rock to be held on March 31 - n Little Rock. I am able to make each of the	
	Is a Catholic in good standing in our parish.		
	Is in compliance with the diocesan safe environment requirements.		
	Is a person of good moral character and reputation.		
	I know of nothing which would in any way limit or disqualify any of the people on the attached list from this ministry.		
□ with	I am unaware of anything in their backgrounds minor children.	which would render them unsuitable to work	
	d on my inquiries and on my personal knowledge, ified to serve as a chaperone for the parish in an e		
Signature of Parish Safe Environment Coordinator		Signature of Parish Priest	
Print Name		Print Name	
 Date		 Date	

PLEASE SUBMIT THIS FORM BY TO THE DIOCESE OF LITTLE ROCK - YOUTH OFFICE WITH YOUR REGISTRATION. LIST OF APPROVED CHAPERONES: (List your parish chaperones below)



Diocese of Little Rock—Youth Office Scholarship Application

Name:			
Mailing Address: Street Address			
5 47		Zip Code	
Email: Parish:			
Parish:			
Youth Leader:			
Diocesan Event For Which Scholarship Money Will Be Used			
*Amount Requested:			
* Scholarship requests should be MADE Of contributed toward the overall event fee. requests made for a larger scholarship am	In special cases, consideration ma		
Please provide an explanation as t event and what you hope to gain b	• •		
	·		
			
			
Applicant Signature	Date		
Parent Signature			
Youth Leader Signature			