



DIocese OF MARQUETTE

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MEMO

TO: Pastors, Youth Ministers, Faith Formation Coordinators, Middle School/Jr. High Principals
FROM: Greg Gostomski, Office of Youth Ministry
DATE: September 2013
RE: See the See – Jr. High Youth Rally

Enclosed with this mailing are publicity and registration materials for **See the See**, the Diocesan Jr. High Youth Rally on **Saturday, February 8, 2013** at **St. Peter Cathedral, Marquette**. All Catholic youth in the 6th, 7th, and 8th grades are eligible to attend, but they must be registered as part of a parish group.

Please read the enclosed step-by-step instruction sheet very carefully so you can follow the proper procedures in registering and preparing your youth and adult leaders for participation. Please coordinate publicity, registration, and supervision with the other staff members from your parish and/or local Catholic school.

FEES

The registration fee is **\$30.00 per person** and must be submitted with the Group Registration Form (noted below) to the diocese by **December 20, 2013**.

FORMS

Included in this packet are the following forms:

Participant Registration Packet

1. Parent Permission Form
2. Medical Release Form
3. Photo/Recording Release form

Parish Forms

- A. Group Registration Form
- B. Volunteer Driver Information Sheet

Each youth participant will need a permission form signed by their parents, medical release form and a photo/recording release form. These are included in this packet. Please duplicate them according to your needs. You will need to collect these in advance, keep the original to bring with you to the event and keep on file after the event. Each parish will then complete & submit one group registration form.

DO NOT ALTER THE LANGUAGE ON ANY OF THE FORMS WHILE PRINTING!

PLEASE ADVISE THE YOUTH THAT THEY ARE NOT ALLOWED TO USE CELL PHONES, IPODS, OR OTHER ELECTRONIC DEVICES DURING THE EVENT.

Thank you for your support and cooperation. For more information or questions you may call Greg Gostomski at 906.227.9125 800.562.9745 ext. 125 or ggostomski@dioceseofmarquette.org

Steps to Prepare for “See the See”

Jr. High Youth Rally

SEPTEMBER

- Announce the event to your middle school youth. Invite them to participate. Invitations can be made through Religious Education classes, youth meetings, personal phone calls, bulletins, newsletters, etc. You may wish to print enough registration packets to send home to each student. Announcements at Masses will be helpful also. Publicity suggestions are attached.

OCTOBER

- Mail postcard to the homes of your 6-8th graders. Continue to talk about the event with young people as you see them at Mass or in town.
- Distribute youth registration forms/packets (as listed on pg 1). Have them note the t-shirt size on the permission form. Parishes may choose to distribute See the See registration packets at the same time they send registration packets for their middle school Faith Formation classes. You may elect to have registration packets available after Masses as well.

NOVEMBER

- Parishes need to collect the participant registration forms (permission slip, Medical Release & Photo Release) all signed by the parent or guardian. Please coordinate the registrations between the parish, school, religious education, and youth ministry programs. Your due dates should allow follow-up time with families, as well as time to generate *one* check for the diocese.
- Keep the original forms, bring them with you to the event, and keep on file after the event. All adults who are drivers should have copies of the permission slips for those youth riding to and from the rally with them. The diocesan permission form, which can be copied, is included as part of the Participant Registration Packet.
- Recruit chaperones for your group. Chaperones must be adults who are at least 21 years old and of good moral character. You must have a minimum of two chaperones. If your group is larger than 10 youth, than you must have one chaperone for every ten youth. Chaperones should come prepared to be actively involved in all of the activities of the rally with their youth. This is an excellent opportunity for your adult leaders and youth to get to know each other better. All chaperones must comply with diocesan guidelines for Safe Environment, including a Criminal Background check and attending an Awareness session.

Mandatory Registration Deadline of December 20

Enter the required information on the “Group Registration Form” included with this packet. Include your adult chaperones on this form too (they must also be paid for). A **single check** for the total number of registrations (including adults) should be made out to the **Diocese of Marquette**. Send the Group Registration Form along with the check for your total amount to:

See the See Registration
Office of Youth Ministry
1004 Harbor Hills Dr.
Marquette, MI 49855

JANUARY

- Photocopies of the individual Photo/Recording Release form must be submitted to the diocese January 24. Forms for adults are needed as well.
- The Parish Summary Form is found on the See the See registration CD and is to be returned electronically by January 24.
- Recruit drivers who are over 21 years of age, and must fill out a “Driver Information Form” (also included) which you should keep in your records. When able, transportation by bus is recommended.
- Meet with your youth beforehand to go over the code of behavior printed on the “Jr. High Youth Rally expectation” sheet included with this packet. You and your chaperones are responsible for the youth from your parish. Please review the guidelines with those attending.

COSTS

- It is recommended that each parish subsidize a portion or all the cost of the registration fee for their youth and chaperones. You may wish to do special fund raising activities or ask for support from a group such as Knights of Columbus or Council of Catholic Women in your parish. It is also suggested that you increase the cost slightly for youth participants to cover additional costs.

For example:

Charge each youth \$35. Use the extra \$5 per person to cover the registration fees for adult chaperones, bus fees, gas for drivers, etc.



SEE THE SEE

SCHOOL PUBLICITY SUGGESTIONS

TRIFOLD BROCHURE (found on the Office of Youth Ministry website)

- **AUGUST**
 - Distribute to all registered faith formation students with faith formation registration or at Catholic School open houses. Talk about it with your students now!
 - Keep a supply available in the church or school office with other forms & pamphlets parents take home as desired.

POSTERS (found on the Office of Youth Ministry website)

- **SEPTEMBER – OCTOBER**
 - Copy posters (to letter or legal size) and post in parishes & schools for the first couple of weeks of your academic year.
 - Post parish pictures of the 2011 See the See event with or around the 2014 poster.
 - As deadlines approach, add bold overlays highlighting the registration deadlines. (ex: REGISTRATIONS CURRENTLY BEING ACCEPTED; LAST WEEK TO REGISTER; etc.)

BULLETIN ANNOUNCEMENT - sample

- **SEPTEMBER – OCTOBER**

All Catholic 6-8 graders are invited to See the See; a one-day event at St. Peter Cathedral in Marquette. The event will be Saturday February 8, 2014 10 am - 7:30 pm. The day will include keynote talks and great music by Curtis Stephan. There will be Mass, opportunities for prayer, FOOD, and FUN! The registration fee is \$30 per person. Contact your parish youth ministry coordinator for more information.

PULPIT ANNOUNCEMENT – sample

- **SEPTEMBER – OCTOBER**

Saturday February 8, 2013 is See the See. All 6-8 grade Catholic youth are invited to this one day event at St. Peter Cathedral in Marquette. See the bulletin for more information.

CODE OF BEHAVIOR

SEE THE SEE – JR. HIGH YOUTH RALLY

This code of behavior has been developed as a way of helping participants understand what is expected of them during the event, and making the experience a healthy, positive, and worthy one for all involved. Please read through the code carefully, as you will be expected to honor and uphold it throughout your time with us.

- **We expect everyone to be a willing person who will work together for the common good in order to make this event successful.**
- **Treat the facility like your own home. The parish leader of each youth maintains primary responsibility for the actions of his or her youth. The sponsoring parish and the families of participants assume responsibility for any damage done to the facilities.**
- **Name badges must be worn during all program activities.**
- **Dress throughout the conference is casual, however, shirts and shoes must be worn at all sessions and meals and be modest in taste and style.**
- **Socializing should take place only in the designated public areas.**
- **There is no smoking/tobacco use in the building(s). (Smoking/tobacco use is allowed outside and only if you are of legal age.)**
- **The purchase, possession or consumption of alcohol or drugs by participants will result in immediate dismissal from the conference. The possession of drug paraphernalia will also result in immediate dismissal. You will be dismissed and need to be picked up by your parents or legal guardian. If a youth's parents/guardian cannot be contacted or pick the youth up within 3 hours, the youth will be turned over to local police.**
- **No participants will be permitted to leave the rally without the full knowledge and permission of the Diocesan Director of Youth Ministry.**
- **No foul language.**
- **Only the Diocesan Director of Youth Ministry can alter the schedule or activities.**
- **Use of cell phones, i-pods, or other electronic devices is not allowed during the event.**

Field Trips

Parent Permission Form For Field Trip Participation

Dear Parent or Legal Guardian,

Your son/daughter is eligible to participate in a parish-sponsored activity requiring transportation to a location away from the parish grounds. This activity will take place under the guidance and supervision of adult chaperones. A brief description of the activity follows:

Name of Event _____

Destination _____

Designated Supervisor of Activity _____

Date and Time of Departure _____

Date and Anticipated Time of Return _____

Method of Transportation _____

Participant Costs _____

If you would like your son/daughter to participate in this event, please complete, sign and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for the actions and conduct of your child.

I hereby consent to participation by my son/daughter _____ in the event described above. I understand that this event will take place away from the parish grounds and that my son/daughter will be under the supervision of designated parish employees on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of my child being allowed to participate in this field trip, I hereby agree on behalf of myself and my child, to release _____ Parish, the Roman Catholic Diocese of Marquette, and any and all affiliated organizations, their employees, agents and representatives, including volunteer drivers (collectively "Releases") from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releases from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the field trip. This release or indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

(Print Parent's Name)_

(Parent's Signature) (Date)

Please return this entire form by _____ to _____
(Date) (Person)

Please choose a t-shirt size:

T-SHIRT SIZE: YM (8-10) YL (10-12) S M L XL

Field Trips

EMERGENCY MEDICAL TREATMENT RELEASE FORM

(Recommended Form)

To Whom It May Concern:

As a parent/guardian, I do hereby authorize the treatment by a qualified and licensed Medical Doctor in an emergency which, in the opinion of the attending physician, may endanger the life of the student, cause a disfigurement, physical impairment, or undue discomfort if delayed. This authority is granted only after a reasonable effort has been made to reach me.

Name of Minor _____ Relationship to you _____

Reason for which release is intended _____

Address of Minor _____ Phone _____

Emergency Phone _____

Family Physician _____ Phone _____

Address _____ City _____

List allergies, medication, contacts, or other pertinent information:

Health Insurance Data:

Company _____ Policy _____

Group _____ Contract _____

This Release Form is completed and signed of my own free will with the sole purpose of authorizing medical treatment under emergency circumstances in my absence.

Date _____ Signed _____
(Parent or Guardian)



Photo/Recording Release

Adult

I give permission for any photograph, video, audio recording and/or likeness procured of myself to be used by the Diocese of Marquette. These may be used for promotional purposes including: diocesan websites, The U.P. Catholic newspaper, and other materials produced by the diocese. I understand and agree that the use of my photograph, video or audio recording, and/or likeness is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will object to the Diocese of Marquette using this material.

Signature

Date

Parent/Guardian

I give permission for any photograph, video, audio recording and/or likeness procured of my child(ren) _____ to be used by the Diocese of Marquette. These may be used for promotional purposes including: diocesan websites, The U.P. Catholic newspaper, and other materials produced by the diocese. I understand and agree that the use of their photograph, video or audio recording, and/or likeness is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will object to the Diocese of Marquette using this material.

Parent/Guardian signature

Date

Field Trips

RECOMMENDED VOLUNTEER DRIVER INFORMATION SHEET

I. Driver:

Name _____ Date of Birth _____

Address _____ Social Security # _____

_____ Phone _____

Driver's License # _____

II. Vehicle That Will Be Used:

Name of Owner _____ Year and Make _____

Address of Owner _____ Model _____

_____ License Plate _____

Registration Expires _____

*** If more than one vehicle is to be used, required information must be provided for each vehicle.

III. Insurance Information: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance Company _____

Policy Number _____

Expiration Date _ _____

Liability Limits of Policy* _____

*Please note: The minimal acceptable liability limits for privately owned vehicles is \$500,000 CSL(Combined Single Limit).

IV. Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I am 21 years of age or older, hold a valid non-probationary driver's license, have no physical disability that may impair my ability to drive safely, and have required insurance coverage in effect on any vehicle used to transport students.

(Signature)

(Date)

Rule
Adopted: December 1, 1988
Revised: May 10, 2001
Updated: February 2002
Updated: January 2003
Updated: February 2005

DIOCESE OF MARQUETTE
Marquette, Michigan

