

2010

***St. Isaac Jogues Youth Conference Registration
Information & Welcome Packet***

Awaken

Important Dates

Registration Begins	January 7, 2010
Final Payment Due	ASAP
Group Breakout Forms Due	ASAP
On-site Check-in Begins	July 9, 2010 4:00 PM
Conference Begins	July 9, 2010 7:00 PM
Conference Ends	July 11, 2010 1:00 PM

Registration is now open and will continue until the date of the conference. To ensure accommodations at preferred hotel please reserve as early as possible, space is limited.

Welcome!

We are so excited that you are planning on taking a journey with us at the third annual St. Isaac Jogues Youth Conference! The conference staff has been counting down the days and praying for all of you. It is such a joy to be able to share Jesus with your group in a new and powerful way.

In this registration packet you will find our Policies and Procedures as well as some helpful conference information. All group leaders and adult chaperones ARE RESPONSIBLE for these guidelines. Group leaders should meet with all of their chaperones and youth to review what is expected of them prior to the conference. It is very important for the safety and welfare of our young people that we are all on the same page with these things same page with these things.

We look forward to serving your youth group and Celebrating

Awaken

Romans 13:11

It is the hour now for us to awake from sleep.
For our salvation is nearer now than when we first believed

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**St. Isaac Jogues Youth Conferences
Our Lady of Martyrs Shrine
C/O St. Ambrose Church
347 Old Loudon Road
Latham NY 12110**

Phone: 518 785-1351 ex 309
Conference Coordinator: Mark Trudeau
Registrar: Erin Muir
Email: joguesyc@gmail.com

Introduction

The St. Isaac Jogues Youth Conference (hereafter JYC) exists in order to share the Gospel of Christ with the youth of today. For the safety and security of all attendees the following policies and procedures set forth by JYC must be observed.

1. GROUP REGISTRATION AND COST

1.1 REGISTRATION

Registration may be done by groups only. Please contact the registrar, Erin Muir either by email or phone to register your group.

1.2 COST, DEPOSITS AND FINAL PAYMENT:

A. Group registration begins on January 7, 2010.

B. The registration fee/attendee is \$116, **excluding** lodging.

There is no charge for Clergy and Religious. If you will be accompanied by a seminarian, Deacon, Priest, Brother or Sister please let the registrar know and special accommodation will be made for them.

There is also a small scholarship fund available for qualifying teens.

Please contact the conference coordinator for more information.

C. Groups may opt to stay in local hotels or commute to conference sessions from home. If you chose to stay at a local hotel, the preferred locations are the America's Best Value Inn & Super 8 Motel in Amsterdam, New York

D. There are no advance deposits required.

E. Reservations are requested as soon as possible to ensure preferred hotel accommodations. JYC staff will arrange hotel accommodations at the preferred hotels. Do NOT contact the preferred hotels directly. A **single check for each group** is required. **Make checks payable to:** St. Isaac Jogues Youth Conference.

1.3 DEFINITIONS

A. A **group** is one adult leader with one or more youth attendees.

B. A **group leader** is the adult responsible for organizing the trip and serving as a contact person. The group leader ordinarily attends the conference personally. If the group leader does not attend the conference, we will need to know the name of the adult who will be in charge of the whole group while on the weekend itself.

C. A **chaperone** must be an adult, age 21 or older, attending the conference to chaperone the youth.

D. A **youth** is an attendee in the conference who is entering 9th, 10th, 11th, or 12th grade in the fall of the conference year, or is a high school graduate of that conference year.

E. An attendee is a chaperone, youth or a group leader present for the conference.

F. Retreat Core Team – The administrative team responsible for the state, structure, mission and construction of the conference. All final decisions are made with unanimous approval only. The team consists of: Fr. Peter Murray, Director of the Shrine, Tom Ralph, Asst. Director of the Shrine, Craig Muir, Conference Administrator, Mark Trudeau, Youth Minister of St. Ambrose Church, and retreat coordinators.

G. Registrar – The administrative staff responsible for receiving registration information, coordinating housing and implementing procedures determined by the Core Team. The contact person is registrar, Erin Muir at 518-785-1351 in Latham, NY.

H. Intervention Team - The group of adults assigned to resolve any conflicts within the conference to assure continual and even flow of the conference mission.

I. Logistical Support Team – The group of volunteers responsible for facility orchestration and functionality of the conference flow.

J. Emotional Support Team – The group of Professional counselors, Religious and Clergy assigned to assist anyone needing their guidance and judgment.

1.4 ALL ATTENDEES BY REGISTERING with their group agree to observe JYC Policies and Procedures and cooperate with volunteers and staff of JYC and the Our Lady of Martyrs Shrine (hereafter OLMS) in any reasonable requests and directions. Group leaders are responsible to ensure that attendees registered with their groups are informed about all relevant policies and procedures. Violation of JYC Policies and Procedures may result in dismissal of an attendee from the conference. In this case, no refund will be offered.

1.5 REFUND POLICY: Full refunds **may** be available if cancellation requests are made by 6/20 **and** slots can be refilled from the waiting list.

1.6 “SELLING SPACES”: Because of the volume of groups registering and the constant fluctuation of numbers, selling spaces to other groups is not allowed. **All reassignment of slots will be done by JYC registration staff only.**

1.7 GROUP MAKE-UP: Groups are requested to submit a breakdown of the number of adult and youth, male and female attendees by conventional mail, phone, or email by June 15. The chaperone-youth ratio must be at least 1 to 5 (for every five male youth attending, at least one male adult chaperone must attend; for every five female youth attendees attending, at least one female adult chaperone must attend). The ratio of adults to youth must not exceed 3 to 10 men-to-boys, nor 3 to 10 women-to-girls. This is meant to ensure that the majority of each group’s spaces are occupied by youth.

1.8 GROUP LEADERS who plan to attend the youth ministers’ ministry time on Saturday afternoon must ensure that there is an overall ratio of 1 adult per 5 attendees.

1.9 CHAPERONES

A. Role: The primary role of the chaperones and group leaders is to provide a safe and healthy environment for the youth attendees. Adult chaperones and group leaders are the primary disciplinarians and are responsible for their youth at all times. It is the responsibility of each group leader to communicate all relevant Policies and Procedures to their chaperones and youth attendees. Full awareness and enforcement of the Policies and Procedures governing attendee behavior, as set forth by JYC and OLMS, is mandatory. To assist them a Support Team is available. This team aids attendees and advises the Intervention Team regarding attendees and the operations of the weekend. Cooperation with these teams by all attendees is required.

B. Compliance with Diocesan Child Protection Policies: All adult chaperones **must** comply with their home Diocesan Child Protection Policies (ex., The Diocese of Albany requires Virtus Training and an FBI background check) It is the responsibility of the Group Leader to ensure all chaperones are in compliance. A completed “Adult Chaperone Application” must be filled out for each chaperone and be presented during the group’s registration process on the first day of the conference weekend.

C. The Health of Chaperones: The conference weekend is very demanding physically. The conference has an intense schedule with long days and short nights, dispersed meeting locations, loud music and large crowds. Chaperones should consider these factors before committing to participation.

D. The Spirituality of Chaperones: Because of the deep spiritual experience of the weekend and because chaperones serve as the primary facilitators of this experience, they need to be spiritually mature. The words and actions of the adult chaperones should reflect the values of the Catholic Church at all times.

F. Chaperones need to be present with their youth during all scheduled sessions. The only exception is during the special sessions for youth ministers and chaperones. Chaperones need to be aware of the physical, emotional and spiritual state of their youth during the conference. Being present and engaged with the youth during free time and small group time will greatly aid in this. By experiencing the conference together, chaperones and youth will be able to talk about the topics and issues as well as pray with them. Chaperones need to communicate any serious problems or issues to the conference core team.

1.10 DISMISSAL OF ATTENDEES: JYC reserves the right to dismiss attendees from the conference for lack of cooperation with our Policies and Procedures. In the event that a youth attendee is dismissed from the weekend, his or her well-being is the primary responsibility of the group leader until he or she is returned to his or her parent’s or guardian’s care. Adult attendees are responsible for their own welfare if dismissed from the conference.

1.11 If a priest is accompanying the group, it would be appreciated if he would make himself available for the Sacrament of Reconciliation during the scheduled times at the conference, the Procession and Adoration of the Blessed Sacrament and the concelebrating of the masses on Saturday and Sunday of the conference. At the time of registration, the priest should confirm his availability for these sacramental responsibilities. *(Please note - priest should provide his own vestments for both sacraments.)*

2. HOUSING AND AMENITIES

2.1 HOUSING

All conference sessions take place on the grounds of the Our Lady of Martyrs Shrine in tents or in existing Shrine facilities. **Conference attendees may stay at local hotels within easy driving distance from the Shrine or may opt to commute from home to attend the conference sessions.** It should be noted, however, that the conference is set up in a retreat format and being in residence at the conference location and away from your normal routine will enhance the conference experience. If you choose to use local lodging accommodations, the following options are available:

1. Preferred hotel accommodations have been reserved by JYC staff at the **America's Best Value Inn** and **Super 8 Motel** both just off Exit 27 of the NYS Thruway, in Amsterdam, New York.

Preferred accommodations include:

- a. A discounted rate was been obtained, in order to share in this discounted price you must get your registration packets into us as soon as possible. See Group registration packet for rate.
 - b. Indicate on your registration form how you would like to room your attendees. Max room capacity is 4. No adults can room with youth. Total cost per person of the conference varies based on what type of accommodations you desire. See the registration forms for the cost breakdown.
 - c. Overnight hall monitoring is provided by conference staff
 - d. Shuttle bus transportation to and from the Auriesville Shrine is provided for all conference attendees
 - e. If you chose to stay at the Preferred accommodations, complete the Hotel Reservation Request Form provided in the registration packet. **Do NOT contact these preferred hotels directly to reserve rooms.**
2. Other hotels available within easy driving distance of the Auriesville Shrine. JYC has NO agreements with the other hotels/motels. **These hotels will NOT have overnight security, nor shuttle service available.** **Conference attendees must contact these hotels directly to reserve their rooms.** Additional hotels include:

Econo Lodge 123
Riverside Dr.
Fultonville, NY
518-853-4511

Rodeway Inn
93 E. Grand St.
Palatine Bridge, NY
518-673-3233

Holiday Inn
308 N.Comrie Ave
Johnstown, NY
518-762-4686

Super 8 Motel
301 N. Comrie Ave
Johnstown. NY 518-
736-1800

Poplars Inn
123 Riverside Dr
Fultonville. NY
518-853-3374

HOTEL ACCOMMODATION

A. Room Assignment: Attendees staying at the America's Best Value Inn & Super 8 Motel in Amsterdam NY are asked to register at hotel on the day of the conference. Room assignments will be arranged by conference staff based on the Hotel Registration Request information submitted with the registration packet.

B. Valuables: Because there is no way to secure anything of value in the rooms and at the shrine, we ask all adults and attendees NOT to bring valuables. JYC is not responsible for lost or stolen items.

C. Daytime Hotel Room Restrictions: During conference sessions, attendees and chaperones may not return to the hotel rooms except in the case of a medical situation.

D. Medical Exceptions: If an attendee needs to spend time in the hotel room because of illness they **must** first report to the medical tent and follow the instructions of the medical team. If the recommendations are for the person to spend some time resting in the hotel room, support team will accompany the person to the hotel and inform the hotel monitor. If the situation involves a youth attendee, a chaperone should be contacted and informed of what is happening and a chaperone, of the same sex, must stay with this youth attendee.

E. Non-Medical Exceptions: Should there be a need to enter the hotel room other than at night the attendee must be accompanied by a chaperone and accompanied by conference support team. Attendees entering the hotel during off-hours should identify themselves to the hotel monitor.

F. Bedtimes and Lights Out: Chaperones must ensure that all attendees are in their proper rooms by 12:00 Midnight. Room lighting, TV and/or other electronic devices are to be turned off at 12:30 AM. At this time all attendees must observe silence. Group leaders and chaperones are responsible for enforcing this policy.

G. Chaperone Stay Awake Policy: (Preferred hotel accommodations residents only) Group leaders and chaperones may not go to bed until all of the people for whom they are responsible are lying down and asleep or quiet. Hotel monitors will intervene with the assistance of chaperones when necessary. Hotel monitor will awaken chaperones of attendees not observing the lights out times.

H. Emergencies (Preferred hotel accommodations residents only) Disciplinary problems, illnesses, missing persons etc. should be reported to the hotel monitor in consultation with the group leader. The hotel monitor will then contact the appropriate person or team – Medical, Emotional Support, or Security Team.

I. Rough housing in the hotel or on the AS grounds is not permitted. NO objects are to be thrown inside the hotel at any time.

- J.** Any additional hotel charges resulting from damage, undue disruption or additional cleaning required to hotel property will be assessed to the group assigned to the hotel room(s) involved. **GROUP LEADERS AND CHAPERONES ARE RESPONSIBLE TO ENSURE THAT ALL ROOMS AND COMMON AREAS OF THE HOTEL ARE LEFT IN THE SAME CONDITION THAT EXISTED PRIOR TO THE ARRIVAL OF THEIR GROUP.** For the America's Best Value Inn & Super 8 Motel residents, Hotel Monitors will inspect rooms before groups check out.

2.3 ONLY REGISTERED ATTENDEES may stay in the hotel facilities. Other housing arrangements must be made for bus drivers etc. not registered as attendees. These arrangements are not the responsibility of JYC or OLMS.

3. GENERAL GUIDELINES FOR ADULTS, YOUTH AND GROUP

3.1 ON-SITE CHECK-IN AT THE CONFERENCE WEEKEND: On-site check-in

takes place from 4 PM – 6:00PM on Friday July 9, 2010 at **Our Lady of Martyr's Shrine.**

A. Arrival: Groups should arrive at **their hotels prior to 4:00 PM** and arrive at OLMS no earlier than 4:00 PM and no later than 6:00 P.M. on the opening day of the conference unless arrangements have been made with the registrar.

B. Upon arrival each group will be given orientation instructions by JYC Greeters. All group leaders and chaperones must be present for this orientation. The group will not be allowed to proceed to on-site check-in until after the orientation.

C. Forms: To complete on-site check-in the Group Leader and a chaperone of the opposite sex must have the following completed paperwork:

- TWO COPIES Signed and completed liability release form for each participating member
- "Adult Leader Application" for each of the adults attending with their groups.
- A copy of the group breakdown form

D. All youth must remain in their vehicles or other area designated by JYC greeters until their group leader returns with their conference credentials, unless otherwise directed by JYC staff.

3.3 APPROPRIATE DRESS:

A. Conference Credentials (wristband) **MUST** be worn at all times and kept on the WRIST. Wristbands are provided for security reasons to ensure that only attendees are in the designated conference and hotel areas. Wristbands are also for meals, attendees must show wristbands to receive meals.

B. Attendees must wear modest attire. All undergarments must be covered at all times. Women and girls: no short shorts, halter-tops and bikini tops and mini skirts as well as micro skirts. Men and boys: no "muscle" shirts. Clothing with obscene or offensive language or pictures is not allowed. This list is not exhaustive. Please remind attendees that while attending the conference, they are on holy ground. Proper discretion should be used. JYC staff or volunteers may ask attendees or chaperones to change their attire because of immodesty or inappropriateness.

C. Shoes or flip-flops are not suggested for medical and safety reasons. It is **strongly advised** that attendees not wear platform or high heeled shoes to prevent injury of ankles and knees on the hilly, uneven terrain.

D. The group leader and chaperones **must communicate** these expectations to youth attendees **prior to the conference** and enforce the dress code at the conference.

3.4 SAFETY AND CONDUCT IN MAIN EVENT, RECONCILIATION AND DINING AREAS:

A. For the sake of supervision and orderliness all attendees are expected to be present and on time for all conference sessions.

B. For the safety of all attendees, and the protection of sound and lighting equipment, only beach balls are permitted in the main tent during certain parts of the conference. Any other articles such as footballs, Frisbees or any other object and the like are not permitted in the Main Event Tent. These articles may not be thrown in any of the tents at any time.

C. For the sake of safety, attendees must refrain from “crowd surfing,” standing on chairs, standing or sitting on the shoulders of other attendees, or endangering their own safety or that of others.

3.5 TOBACCO, ALCOHOL AND DRUGS Adults may smoke tobacco on cement or asphalt areas only and as noted by Shrine Policies and notices! Smoking is NOT permitted in any buildings or areas not so designated in the hotel. While discouraged, smoking by youth attendees may be approved by Group Leaders. JYC and OLMS are not responsible if youth are allowed to smoke by their Youth Leaders. The use of alcohol or illegal drugs is strictly prohibited. Violators will be dismissed from the weekend immediately and without review or appeal.

3.6 SAFETY ISSUES: Any behavior that places oneself or others at risk of harm is prohibited. Harassment or threats to others are also prohibited.

A. Weapons of any kind (e.g. firearms, knives, etc.) are strictly prohibited. Possession of such may be grounds for immediate dismissal. Weapons will be confiscated in any case.

B. Explosives of any kind are prohibited; this includes fireworks, fire-crackers, sparklers, cherry bombs and the like. Most of these items are illegal in the State of New York.

C. Climbing on trees, roofs of buildings, or other structures is not allowed for any reason.

D. Attendees are not allowed off-site at any time, unless there is an emergency and accompanied by conference support team.

3.7. CELL PHONES, PAGERS AND OTHER ELECTRONIC DEVICES,

which may cause disruption of the event, must be turned off during sessions.

Conference Core Team suggests group leaders and chaperones to instruct attendees not to bring electronic devices to the conference. Encourage the attendees to un-plug the world and plug into Jesus.

4. SPECIAL ASSISTANCE

4.1 FIRST AID staff is available to all attendees during the conference.

4.2. Medication requiring refrigeration should be checked in with the First Aid Staff in the Medical Tent upon arrival.

4.3 Dietary restrictions must be discussed with the registrar **PRIOR** to the Conference. JYC provides a vegetarian alternative only; this may not be appropriate for certain dietary restrictions. Attendees who bring their own food in order to provide for their own dietary needs should store the food with the JYC cafeteria upon their arrival. These arrangements must be made with the registrar **PRIOR** to the Conference. We will **NOT** be able to respond to dietary restrictions that are not brought to our attention by June 27.

4.4 Support Team Assistance: Our ushers, medical team and emotional support team are available to all attendees. These personnel will first ask permission of the group leader or chaperone before intervening with a youth attendee, unless circumstances dictate otherwise.

4.5 At-risk individuals (see definition below):

A. Chaperones must lead at-risk individuals outside and away from the Main Event Tent.

B. The chaperone must remain with the individual until the Medical or Emotional Support Team member dismisses the chaperone.

C. It is the responsibility of the chaperone to maintain contact with the support team member until the intervention is complete.

D. Chaperones must cooperate with the Support Team when an individual is or may be at-risk.

E. When an adult leader or chaperone identifies an individual as potentially at risk, the Medical Team will evaluate the individual. They may involve the Emotional Support Team to evaluate the individual's emotional state and recommend a course of intervention, if needed.

F. Individuals needing serious intervention (medical, emotional or disciplinary) will be documented. Appropriate reporting laws will be followed in cases of abuse and neglect.

G. The Intervention Review Team will review and make decisions regarding further interventions especially in those cases when an individual may need to be dismissed from the Conference. The decision of the Intervention Review Team is final.

H. All attendees are expected to follow the direction of conference staff. Any instance of lack of cooperation will be subject to appropriate discipline and/or expulsion from the event.

I. Reporting Incidents: If you witness any youth or chaperone violating any policy in regard to Child Protection or JYC Policies and Procedures, you are required to report it immediately to a member of the Support Team, the CoreTeam Leaders.

J. All attendees are expected to follow the direction of conference staff. Any instance of lack of cooperation will be subject to appropriate discipline and/or expulsion from the event.

K. Reporting Incidents: If you witness any youth or chaperone violating any policy in regard to Child Protection or JYC Policies and Procedures, you are required to report it immediately to a member of the Support Team, the Core Team Leaders.

Further Definitions:

At-Risk Individual — any youth or adult who may be harmful to self or others. One who may be suffering from an acute medical condition. A person who is determined by the Intervention Review Team, or its designee(s), to cause a serious disruption to those in attendance; this includes those who are unable or unwilling to comply with the rules and regulations for the weekend or to accept directives or decisions.

Intervention — acting to evaluate, stabilize, treat or refer to needed resources any individual who is possibly at risk.

Intervention Review Team— The St. Isaac Jogues Youth Conference Core Team, Shrine staff and Emotional Support Team will review all critical situations and act on behalf of JYC.

Serious Disruption - Any behavior that causes or may cause physical or emotional harm to others or which is disruptive to the Conference.

4.6 EMERGENCIES CONTACT DURING THE CONFERENCE WEEKENDS

In the event of an emergency if a parent or guardian needs to reach an attendee during the conference the following phone numbers may be used:

8 AM – 12 AM (Conference Coordinator and Assistant Coordinator Numbers)

12 AM – 8 AM call desk at America's Best Value Inn at 518-843-5760 and ask to be connected to St Isaac Jogues Youth Conference Coordinator

5. QUESTIONS

If you have any other questions, please call the registrar at 518-785-1351 ex 309. Office hours are 9:30-4:30 Monday through Friday. Erin Muir or Mark Trudeau will return all messages.

6. ITEMS TO BRING

- A flashlight
- Insect repellent and sunscreen
- A change of clothes (or two) – see modesty guidelines above
- Toiletries (shampoo, soap, toothpaste & toothbrush)
- An umbrella and/or rain poncho
- A water bottle for the hot weather
- A Bible
- A notebook or paper and a pen
- Spending money (There will be concession stand and items for sale on the Shrine grounds.)
- **A completely filled out (and signed) Liability Release Form** for each attendee. This is the one not to forget!!! Please do not omit any part of this form as it is for our records.
- **DO NOT** pack Valuables to prevent theft and loss.
- **DO NOT** bring radios/CD players/iPods or electronic games with you.
- If you book hotel accommodations of 3-4 per room, you may want to bring sleeping bags and extra pillows. The rooms only have two double beds or one King sized bed. Individual cots will not be available.

Thank you!

We can't wait to share this adventure with you!