

# NCYC 2019 Registration Timeline and Information.

## Due June 1, 2019:

By this date, turn in Parish Contract with preliminary group size and \$100.00/space deposit; non-refundable.

## Due Sept 10, 2019:

1st Payment of \$250 due with both NCYC local *and* national forms. For those who will be 21 years of age or older during the time of the trip essential three forms are also due. \*This is the last day to drop reserved spaces, your parish will be held responsible for payment of the total cost of spaces not filled after this date.

## Due October 18, 2019:

Final Payment of \$250 due.

## October TBA, 2019:

Meeting at TBA Parish in TBA for *all* participants.

Medical form should be filled out online by this date, or brought to this meeting.

Total Cost of trip is \$600.00

Participant Substitution fee \$20

Late registration fee \$40

Late payment fee \$40

No cash payments accepted, youth should make payments to the parish and parish should send in payments at deadlines by check to St Rita's to the attention of NCYC.

\*All late fees are the responsibility of the participant or their parish.



# NCYC PARISH CONTRACT

**NCYC TRIP DETAILS FOR:**

St. Rita's Catholic Church  
 Attn: Amy Schroeder  
 8694 80TH ST S  
 COTTAGE GROVE, MN 55016

**Trip Leader Contact Information**  
 Amy Schroeder  
 651-459-4596 ext 121  
 email aschroeder@saintritas.org

**REGISTRATION INFORMATION:**

Number of Registered Spaces: \_\_\_\_\_  
 Price Per Participant: \$600  
 Adult to Student Ratio: 1 to 8 (must have at least 2 adults per parish)  
 Registration, transportation, lodging, team materials and five meals are included in cost of trip.

## NCYC 2019 payment information

Registration	Date	Amount Due	Other Info
		<i>*late fees are \$40</i>	
Parish Deposit	June 1, 2019	\$100/participant	Parish Contract Signed
Participant Registration	Sept 10, 2019	\$250/participant	All participant forms and essential 3 info due
Final Payment	Oct 18, 2019	\$250/participant	
Group Meeting	October TBA, 2019	*all late fees collected	Medical form due
Optional Lunch Option	For Fri/Sat lunches	\$10/person	Two lunches included

*Please see parish contract for additional information. Contract must be reviewed and signed by Group Leader, Pastor and business administrator. \*Dates on youth form are set earlier so you have time to collect funds.*

Payments should be made to St Rita's Church  
 Attn: NCYC  
 8694 80<sup>th</sup> Street S  
 Cottage Grove, MN 55016

\$40/participant late fees will be applied if not postmarked by due dates above.  
*\*All payments made towards NCYC are non-refundable. Please see the Cancellation Policy for more detail.*

We have reviewed and agree to the terms and conditions of this contract:

**Pastor**

**Business Administrator**

\_\_\_\_\_

\_\_\_\_\_

*Print Name*

*Print Name*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Signature*

*Date*

*Signature*

*Date*

**Parish Group Leader**

\_\_\_\_\_

Group Leader Email \_\_\_\_\_

*Print Name*

\_\_\_\_\_

\_\_\_\_\_

Group Leader Cell Phone \_\_\_\_\_

*Signature*

*Date*

# NCYC 2019 Parish Contract: Terms and Conditions

Parishes will provide an estimate group size by June 1, 2019 along with a non-refundable \$100/participant deposit. Names and a final number will be due September 10, 2019, \*This is the last day to drop reserved spaces, your parish will be held responsible for payment of spaces not filled after this date.

It is recommended that each participating parish host an informational meeting during the summer to provide students and parents with pertinent information about NCYC. The group leads will provide power-point and video information along with official registration forms for you to use at this information meeting.

Please read the terms and conditions below and sign:

1. We agree to the total trip cost and all details listed in the Parish Contract. The participant fee includes 5 meals, lodging, transportation and NCYC registration.

2. We understand that all payments made are nonrefundable. We understand that any deposit paid is nonrefundable and we agree to pay the full balance for the number of spaces we have registered. September 10, 2019 is the last day to drop unused reserved spaces, your parish will be held responsible for payment of spaces not filled after this date. We understand that deadlines are extremely important. NCYM has very strict registration and payment deadlines, we agree to follow the deadlines on the contract to avoid late fees. If late fees are accrued, they will be the responsibility of the participant or their parish. The late fee for both forms and payments are \$40/participant. If there is a substitution, the fee is \$20.

3.. We agree to provide, by September 10, 2019, a signed Local Participant Release form and the National Registration form for each participant attending NCYC.

4. We agree to the adult leader standards below.

There are three types of participants; youth (under 18), young adult (18-20) and adult (21+). Each parish must have a designated group leader who qualifies as an adult participant and is an employee of the parish. The parish contract must be signed by the group leader, Pastor and parish business administrator.

Adult Leaders are incredibly important to the NCYC experience. Look for leaders to join your team who are safety-minded and also ready to be relational, youth-focused, flexible and great examples for the students they will lead. All adult and young adult participants must meet the *Essential Three* standards (1. *VIRTUS Training* 2. *Clear Background Check* 3. *Signed Volunteer Code of Conduct in parish files*) set forth by the Archdiocese of St Paul/Minneapolis and a record of completion of those standards must be provided along with registration by September 10, 2019. \*Cost for adult participants is the same as youth participants.

Each parish must have: at least 2 chaperones: If you have a small group, we can partner you with another group to meet this requirement. There needs to be 1 adult for every 8 youth. If you bring both male and female youth, please bring both male and female chaperones appropriate to your numbers.