

# **REACH GONZAGA**

## **REGISTRATION CHECK LIST**

All Forms Can be downloaded from our website [www.reachym.org](http://www.reachym.org). For more information please check out the "Let's Get Started" page.

Please send forms and payment to:

Reach Gonzaga  
Reach Youth Ministry  
PO Box 130  
Cowiche, WA 98923

Or Fax to: 1-888-457-9498

If there are any questions, please feel free to call us 509-678-8754 or email us at [mail@reachym.com](mailto:mail@reachym.com)

### **Participants/Chaperones Need to...**

- Have participants complete the medical release form with parents signature.
- Have participants and chaperones submit payment.
- Make sure chaperones have had background checks and whatever other requirements diocesan are necessary.
- Have Chaperones complete the application
  - o Have chaperones and group leaders sign it

### **Reach Needs Copies of...**

- Group Registration Form
  - o Must be submitted by May 1, 2009 if you want to guarantee getting the t-shirt sizes you want
- List of names, age, gender and chaperone of each participant
- Completed Chaperone Form for each chaperone
- Completed Medical/Liability Release Form or each participant under 18

### **Group Leaders Need to have copies of...**

- Completed Medical/Liability Release Form for each participant in your group
- Chaperone and group leader policy
- Expectation of Youth participants (signed by each youth)

**REACH GONZAGA**  
**LET'S GET STARTED**  
**MAY 15-17, 2009**

**How do I register?**

Our goal is to have all groups pre-registered by Monday, May 11, 2009. We encourage you to register as soon as possible as space is limited! All registration forms are available online at [www.reachym.com](http://www.reachym.com).

**REGISTRATIONS CAN BE TAKEN BY MAIL AND FAX**

Mailing address: Reach Gonzaga  
Reach Youth Ministry  
P.O. Box 130  
Cowiche, WA 98923

Fax Number: 1-888-457-9498

Registrations will be accepted on a first-come, first-serve basis.

**What is the cost of the Reach Gonzaga Conference?**

The total cost of the conference is:

- \$100 per youth (includes t-shirt)
- \$ 85 per youth (no t-shirt)
- \$ 25 per chaperone (rooming fee)

**Is there a registration deadline?**

**May 1, 2009** is the deadline to guarantee getting correct sizes of t-shirts. Please have group registration form submitted to the Reach Office along with a list of the participants coming.

**May 11, 2009** is the deadline to have your registration materials and payment in by fax or mail or email to the Reach Office. If this will not be possible please contact Laura in the Reach office to make other arrangements.

**The following completed and signed forms are due:**

Medical/Liability Release Form, Chaperone Application, Group Registration Form and a list of participants and chaperones.

**Whom do we pay?**

It is easiest if the Group Leader makes the payment with either one check or one money order for the entire group. Checks should be payable to **Reach Youth Ministry**. Please state clearly the on the check the Group leaders name or include who the check is covering. Once again, the Group Leader is responsible for all correspondence with the Reach Youth Ministry office. **Contact Laura at 509-678-8754.**

### **When do we arrive?**

**Check-in will begin at 4:00 pm on Friday, May 15, 2009 and continue until 7:00 pm.** This will provide adequate time for check-in, getting to dorm rooms to drop off bags and returning from dinner for the opening session.

### **What is the check in process?**

*Each group will check in with the Reach Youth Ministry Staff as well as the Gonzaga Dorm Staff.* The Group Leader and one chaperone of the opposite sex will be asked to check in their group. We ask that the rest of the group remain with the vehicles. The Group Leader will be given one wristband per participant (youth and adults) to be worn during the conference. Once you have received the dorm keys from the Gonzaga staff your group will then be directed to check into the dorms.

### **How about food?**

Food is not provided on this weekend. Participants need to bring money for meals. Meal breaks will be given in the schedule that will give groups time to eat out or eat food they bring with them.

### **Where will we be sleeping?**

Housing will be in dorms on the Gonzaga University campus. Each room may accommodate two people. A same-sex adult chaperone/group leader will be assigned a room on the same dorm floor as his/her youth.

There will also be separate, gender specific bathrooms/showers for the adults on each floor according to the policy of the Spokane Diocese.

**Lights out** will be at midnight. At this time, all Group Leaders, adult chaperones, and youth are expected to be quietly settling down to sleep. Group Leaders and chaperones are expected to supervise their groups throughout the night.

### **What should we pack?**

Casual clothes are all that's necessary for the weekend. Please bring sleeping bag, pillow, towels and toiletries. Please discourage the youth from bringing ipods, laptops, hand held video games and anything else that could be distracting on the weekend.

### **What if one of my teens has a disability or special need?**

Please inform us as soon as possible of any special needs an individual in your group may have. We need to know this in advance so that we can attempt to accommodate your specific teen's need. The Gonzaga University campus is wheelchair accessible. However, please let us know if this particular need applies to anyone in your group so we are better prepared. Youth Ministers/Group Leaders will receive more information after your group registers.

# GROUP REGISTRATION FORM

**REACH GONZAGA** MAY 15-17, 2009

## 1. GROUP LEADER'S INFORMATION

Group Leader's Name: \_\_\_\_\_

Parish Name: \_\_\_\_\_ Parish Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have read, understand, and agree to all general policies in the registration packet.

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date

## 2. PARTICIPANT INFORMATION

a) Each group attending must have ONE ADULT FOR EVERY SEVEN YOUTH.  
Youth must in the 7<sup>th</sup> grade or older.

b) Please indicate the numbers for whom you are registering:

Male Adults (chaperones) \_\_\_\_\_

Female Adults (chaperones) \_\_\_\_\_

Male Youth \_\_\_\_\_

Female Youth \_\_\_\_\_

**Group Total** \_\_\_\_\_

c) Please attach a list of each group member's name, age, sex and chaperone's name.

d) Conference Fees

Number of Registrations (with shirt) \_\_\_\_\_ X \$100 = \$ \_\_\_\_\_

Number of Registrations (without shirt) \_\_\_\_\_ X \$85 = \$ \_\_\_\_\_

Number of Adult Chaperones \_\_\_\_\_ X \$25 = \$ \_\_\_\_\_

Shirt only (for chaperones) \_\_\_\_\_ X \$15 = \$ \_\_\_\_\_

**TOTAL AMOUNT: \$** \_\_\_\_\_

### How shirts of each size for your group:

S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_

*We can only guarantee receiving a t-shirt in the right size if you pre-register by May 1, 2008. Otherwise it is first come, first serve.*

*Please make check payable to Reach Youth Ministry  
and be sure to include the Group Leader's name on all payments.*

**Send a copy of this form along with each of your payments to:**

Reach Gonzaga Conference  
Reach Youth Ministry, PO Box 130, Cowiche, WA 98923

# **REACH GONZAGA**

## **EXPECTATIONS OF YOUTH FORM**

THIS FORM TO BE SIGNED BY EACH YOUTH PARTICIPANT AND KEPT BY GROUP LEADER

### **Honor God**

1. Pray daily for self and others
2. Receive the sacraments
3. Participate in the activities
4. Be open, flexible, and have a servant's attitude
5. Represent God in your words and actions

### **Respect yourself**

1. This is a "no smoking" weekend. All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol and drugs is not permitted at any time during the conference.
2. Drink plenty of water, obey sleeping times, and eat at all meal breaks. This will allow you to fully participate and not be tired.
3. If you must leave an activity, your adult chaperone should accompany you.
4. Dress modestly -- Clothing must cover all undergarments and midriffs. Bikini tops, low-cut tops, mini-skirts, short shorts, and shirts with vulgar language are not allowed.

### **Respect others**

1. Be safe. No horseplay or other potentially harmful actions. Leave pocket knives, lighters, or other hazardous materials at home. No skateboards, ipods, laptops or rollerblades.
2. All words and actions you use should show respect to everyone who hears them.
3. The facility must remain clean and undamaged. Food is not allowed in the housing areas.
4. No outside visitors at the conference please
5. Make sure that your actions during the activities do not distract others from hearing, seeing or praying.
6. Allow others to sleep. "Lights Out" means that it is time to go to sleep. Do not be in the showers or halls after this time.

### **Consequence Policy**

All youth are expected to follow the above outlined expectations and direction of security and conference staff. Any instances of transgression of these policies, lack of cooperation or insubordination will be addressed right away. Failure to comply may result in immediate dismissal of the participant, at the expense of the individual or his/her parents.

\*\*\*\*\*

**I have read, understand, and agree to follow the above expectations while participating at the REACH GONZAGA Conference May 15<sup>th</sup>-17<sup>th</sup>, 2009.**

---

**Signature of Participate**

**Date**

# REACH GONZAGA

## LIABILITY/MEDICAL RELEASE FORM

THIS FORM MUST BE COMPLETED FOR EACH YOUTH ATTENDING. A COPY OF THIS INFORMATION IS TO BE KEPT WITH GROUP LEADER DURING THE EVENT. PLEASE ALSO SUBMIT A COPY TO REACH WHEN YOU REGISTER.

Group Leader: \_\_\_\_\_

Group Name: \_\_\_\_\_

Youth Participant's Name: \_\_\_\_\_ M/F:

\_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Parent/Guardian Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

### LIABILITY RELEASE

- \* As parent/guardian, I remain fully responsible and liable for any claims brought against Reach Youth Ministry which may result from any action taken by my child.
- \* My teen and I have read and understood the Expectations of Participants for this event and will cooperate with these rules. I understand that failure to comply may result in immediate dismissal of my child, with transportation home at my expense.
- \* Should photos or video be taken, I give my permission for the use of my child's image and/or likeness in any promotional or other marketing activities relating to the Reach Gonzaga Conference.
- \* I give permission for my above named child to attend this youth conference.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

### MEDICAL HISTORY

Allergies: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Activities prohibited for to medical reasons: \_\_\_\_\_

Special needs or medical concerns: \_\_\_\_\_

### EMERGENCY MEDICAL TREATMENT

#### **PLEASE HAVE YOUR INSURANCE CARD WITH YOU AT ALL TIMES!!**

- \* In the event of an emergency, I hereby give permission to Reach Youth ministry, its officers, directors, agents, volunteers, and representatives associated with this event to transport my child to a hospital to receive emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor.
- \* I give permission for my child to be evaluated, diagnosed, treated, and/or given medication in accordance with standard medical practice by appropriate health care personnel.
- \* I relieve Reach Youth Ministry of all responsibility and consequences that may arise as a result of this treatment.
- \* I will not hold Reach Youth Ministry liable in the event of an injury.
- \* Further, I agree to accept any and all financial responsibility as a result of the medical treatment.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

In the event of an emergency please contact (someone other than those listed above)

Please Print Name: \_\_\_\_\_

Relationship to attendee \_\_\_\_\_ Phone: \_\_\_\_\_

# **REACH GONZAGA**

## **GROUP LEADER AND CHAPERONE POLICY**

EACH GROUP LEADER AND CHAPERONE MUST READ AND UNDERSTAND THIS SHEET BEFORE SIGNING THE CHAPERONE APPLICATION. PLEASE BE SURE THAT YOUR ENTIRE GROUP UNDERSTANDS AND ABIDES BY THESE POLICIES.

### **Basic Role of Chaperones**

1. The Reach Youth Ministry staff and teams depend on the chaperones to help facilitate order and serve as supports for the youth. It is important that the chaperones, together with the staff and volunteers, be examples of obedience and cooperation on site.
2. Because of the physical demands of the youth conference weekend, it is necessary that chaperones be in good health. It is not recommended that people with health problems participate as chaperones.
3. Chaperones should be constantly assessing the youth in their group to be aware of any special needs. They need to be comfortable talking, sharing, and praying with their youth. Adult chaperones are responsible for their youth at all times.

### **A chaperone's responsibilities include, but are not limited to, the following:**

1. **Alcohol and Drugs**
  - a. All state laws concerning alcohol and drugs (including tobacco) will be strictly enforced.
  - b. Possession and/or consumption of alcohol or drugs are not permitted on site during the conference.
  - c. All conference site buildings are smoke-free facilities.
2. **Participation**
  - a. It is expected that ALL conference participants be present at scheduled sessions during the conference and in appropriate places following the evening sessions.
  - b. At NO time is a youth participant allowed to leave the conference site without a chaperone.
3. **Housing**
  - a. Chaperones are responsible for making sure that youth are in the proper place at curfew time. We are guests on the Gonzaga campus and ask that it be left in better condition than it was found.
  - b. Absolutely NO food or drink, except water, is allowed in the housing facilities.
  - c. There will be separate, gender specific bathrooms for those 18 and older in accordance with the policies of the Spokane Diocese
4. **Appropriate Dress – Group Leaders/Chaperones are expected to enforce this dress code.**
  - a. All participants are expected to dress in a fashion that represents modesty and good taste which respects the God-given dignity of the wearer, and other participants.
  - b. Clothing must cover all undergarments and midriffs. Bikini tops, low cut tops, mini skirts, short shorts or other inappropriate attire is not to be worn at any time at the conference. Males must wear shirts at all times. Clothing should not be worn that displays words, pictures, symbols or images that are considered vulgar, obscene or otherwise improper for a Catholic conference.
5. **Insubordination**
  - a. It is expected that adults will collaborate with and follow the direction of all conference staff, security and volunteers.
  - b. Any lack of cooperation or inappropriate behavior will not be tolerated.
6. **Lights Out**
  - a. ALL youth must be in the sleeping areas by 11:30pm. Lights out at midnight!
  - b. An atmosphere of quiet and respect is expected after lights out.
  - c. Chaperones must complete room checks to account for youth in their group. Room checks are to be done by two adults to avoid any one adult being alone with a youth.
7. **Appropriate language**
  - a. Participants are expected to use positive and up-building speech during the conference.
  - b. Foul and abusive language will not be permitted.
8. **Health Issues**
  - a. Any special needs should be reported to the conference staff prior to registration.

**REACH GONZAGA**  
**CHAPERONE APPLICATION FORM**

THIS FORM MUST BE COMPLETED BY EACH ADULT PARTICIPANT

**Reach Gonzaga**, in conjunction with Reach Youth Ministry, is committed to using due diligence in providing a safe environment for all participants attending Reach Gonzaga. This application helps assure that all adults present are suitable to engage in ministry to minors. Each adult participant must present this application prior to arrival at the conference. Thank you for your cooperation in this matter.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Diocese: \_\_\_\_\_ Parish/Group: \_\_\_\_\_

Name of Group Leader: \_\_\_\_\_ City/Parish \_\_\_\_\_

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or teens? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*I affirm that the information given in this application is true, complete, and correct. I affirm that I have been trained and approved to work with children and/or teens in accordance with the policies and procedures outlined by my home diocese. I have read and agree to abide by all policies and procedures that Reach Youth Ministry has outlined in the Group Leader and Chaperone Policy and will contribute toward providing a safe and healthy environment for young people at Reach Gonzaga.*

\_\_\_\_\_  
**Signature of Adult Chaperone**

\_\_\_\_\_  
**Date**

*I have verified and attest to the fact that the above applicant has been trained and approved to work with children and/or teens in accordance with the policies and procedures of their home diocese.*

\_\_\_\_\_  
**Signature of Group Leader**

\_\_\_\_\_  
**Date**