We are Blessed that you are joining us on this pilgrimage!

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Cost:

Cost is $535 per person. The fee is based on lodging with quad occupancy and in limited cases, triple occupancy. Double and single occupancy rooms for adults may be available for an additional charge. The additional cost will be $143 per person for a double and $450 per person for a single.

Included in the fee:

- Transportation, motor coach bus - to/from Indianapolis and to/from hotel/convention center
- Lodging, 3 nights at Indianapolis Marriott East and Delta Hotels by Marriott Indianapolis East
- Conference registration fee
- Breakfast each morning at the hotel
- Diocesan t-shirt
- General programming costs (supplies, Diocesan staff assistance etc.)

Costs not covered by the registration fee:

- Other meals - plan for about $100
- Trade items, Souvenirs, parish t-shirt
- Tips - $1 per person per day for housekeeping is recommended
- Saturday’s Mass collection - $5-10 per person
Links to all forms are located on the diocesan NCYC webpage. [www.davenportdiocese.org/ncyc](http://www.davenportdiocese.org/ncyc)

**Deadlines – includes payment schedule and form/paperwork due dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Oct, 2018</td>
<td>Group <em>Estimate Form</em> due</td>
</tr>
<tr>
<td>10-Dec</td>
<td><em>Diocesan Scholarship Application</em> due</td>
</tr>
<tr>
<td>21-Jan, 2019</td>
<td><strong>$75 Non-refundable Deposit</strong> per person</td>
</tr>
<tr>
<td></td>
<td><em>Group Size Deposit Form</em> due</td>
</tr>
<tr>
<td>20-May</td>
<td><strong>$150 Non-refundable Payment</strong> per person</td>
</tr>
<tr>
<td></td>
<td>Early-bird registration deadline ($20 discount per person)</td>
</tr>
<tr>
<td></td>
<td>To qualify for the Early-bird discount, turn in:</td>
</tr>
<tr>
<td></td>
<td>• <em>Group Registration Spreadsheet</em></td>
</tr>
<tr>
<td></td>
<td>• <em>Diocesan Participant Forms, Youth &amp; Adult</em></td>
</tr>
<tr>
<td>21-May thru 15-Nov</td>
<td>Substitutions and Late Additions may be an option. Contact the Office of Faith Formation. (Fees may apply)</td>
</tr>
<tr>
<td>22-Jul</td>
<td><strong>$150 Non-refundable Payment</strong> per person</td>
</tr>
<tr>
<td>mid-Aug</td>
<td><em>NFCYM Liability Forms</em> will be posted</td>
</tr>
<tr>
<td>1-Sep</td>
<td>Adults must be Safe Environment compliant</td>
</tr>
<tr>
<td></td>
<td>Last day to submit:</td>
</tr>
<tr>
<td></td>
<td>• <em>Group Registration Spreadsheet</em></td>
</tr>
<tr>
<td></td>
<td>• <em>Diocesan Participant Forms, Youth &amp; Adult</em></td>
</tr>
<tr>
<td>18-Sep</td>
<td>Rooming List Form due</td>
</tr>
<tr>
<td>23-Sep</td>
<td><strong>$160 Payment</strong> per person</td>
</tr>
<tr>
<td></td>
<td>(This payment may be refundable if cancelation is received by 10-15-19)</td>
</tr>
<tr>
<td>1-Oct</td>
<td><em>NFCYM Liability Forms</em> due</td>
</tr>
<tr>
<td>15-Oct</td>
<td>Last day to request a cancelation - partial refund will be processed in January 2020.</td>
</tr>
<tr>
<td>After 31-Oct</td>
<td>A <em>final invoice</em> will be provided for incidental charges</td>
</tr>
<tr>
<td></td>
<td>(e.g., substitutions, room upgrades, etc.) Due date for payments will vary.</td>
</tr>
<tr>
<td>15-Nov</td>
<td>Deadline - Substitutions and Late Additions may be an option. Contact the Office of Faith Formation. (Fees apply)</td>
</tr>
</tbody>
</table>
Payments/Invoicing:
With the exception of the January Deposit, invoicing will be emailed to the group leader for all payments approximately 30 days prior to each due date. This allows sufficient time for the invoice to be submitted to parish accounting for processing. The amount due will be based on the parish’s current group size at the time of invoicing. Payment is expected in house by the date due. Contact the Office of Faith Formation if there is an additional email address/contact person that should be included for these emailed invoices. The payment schedule can be found on the Deadlines table located on page 2.

Effective immediately following the receipt of the Group size Deposit form and payment, parish groups will be financially responsible for the registration numbers that have been submitted. See page 6 for the Group size Deposit Form information/instructions.

Early-bird discount:
The National Federation for Catholic Youth Ministry (NFCYM), NCYC’s organizer, is offering an Early-bird discount. This is a $20 per person discount off the conference fee. In order to qualify for this discount, the Diocesan Participant Form Youth/Adult and the Group Registration Spreadsheet will be due in the Office of Faith Formation by May 20, 2019. In addition, the parish account balance must be up to date.

Financial Assistance:
Diocesan Assistance - Diocese of Davenport NCYC Scholarships are need-based for youth requiring financial assistance due to low income or a hardship. Those individuals that qualify will receive either a full ($225) or partial ($115) award/credit. Group leaders will be notified of any awarded scholarships by December 21st. Credit will be applied to the parish account once all the appropriate registration forms for the scholarship recipients have been received and verified. Awards are not transferrable, and recipients must attend the conference; otherwise, the award will be removed from the parish account. Applications are filled out by the youth and then given to their group leader for recommendation. Leaders are to send in completed applications to the Office of Faith Formation by December 10, 2018. Email butterworthb@davenportdiocese.org Fax 563-324-5811 Mail NCYC, Office of Faith Formation 780 W Central Park Avenue Davenport IA 52804

The Diocesan Scholarship Application can be found in the Forms & Documents section on the diocesan NCYC webpage https://www.davenportdiocese.org/ncyc.

National Assistance (NFCYM) - Scholarships will be available through the National Federation for Catholic Youth Ministry. Scholarship information should be available January 2019. Check their website at www.nfcym.org.

Regional Assistance - Scholarships may be offered sometime in the spring of 2019. The Office of Faith Formation will make it known if this becomes available.
Changes in group size:

**Increases** in group size are possible but are not guaranteed. See “Additions” on page 4 for additional information.

**Cancelations/Decrease in group size** - All cancelations received are subject to a penalty and a refund may not be possible. This is due to lodging, transportation and registration commitments and contracts. A partial credit may be available dependent upon timeframe and circumstances. Contact the Office of Faith Formation as soon as you determine that a decrease in group size is necessary.

Substitutions:

- **Before September 1, 2019**, substitutions can be arranged.
- Contact the Office of Faith Formation for instructions. Requirements may vary due to the timeframe involved.

- **September 1 - November 15, 2019**, substitutions *may* be possible. Busing, Lodging, Gender and Age group are factors in determining whether a substitution is possible.
- Contact the O.F.F. to request a substitution. Instructions will be provided if the substitution is granted.

Please note that, depending upon the timeframe:

- All forms, NFCYM Liability, Diocesan Participant, Sub/Add Registration Collection, may need to be received at the O.F.F. before a substitution can be finalized.
- A $20 fee may apply for each substitution.
- T-shirt availability may be limited. Substitution participants may not receive the exact size T-shirt they request.

Additions:

- Additions *may* be an option. Busing, Lodging, Gender and Age group are factors in determining whether an addition is possible.
- Contact the Office of Faith Formation to request an addition. Instructions will be provided if the addition is granted.
- If an increase is not immediately possible, your request will be placed on a waiting list and you will be contacted if/when the addition can be accommodated.
- All forms, NFCYM Liability, Diocesan Participant, Sub/Add Registration Collection, may need to be received at the O.F.F. before an addition can be finalized.
- Upon confirmation of the addition, the parish group will be invoiced for the amount necessary to bring the account up to date.
- If the addition is after September 1, 2019, a late fee of $20-40 will be assessed in addition to the $535 diocesan fee.
- Cancelation penalties are immediately in affect once an addition has been confirmed.
- T-shirt size/availability may be limited. Late addition participants may or may not receive one.
Chaperones:
- Need to be at least 21 years old and each group must have at least one chaperone that is 25 years old or older.
- Must adhere to the NCYC Adult Code of Conduct and meet all diocesan adult safe environment requirements.

Youth to Chaperone Ratio
- Each group must have at least two adults for the first 10 youth and one adult for each additional 6.
- There must be at least one equivalent gender adult for each youth. (If you have male and female youth, there must be at least one male and one female chaperone.)

Non-chaperone Parents:
Parents who want to attend but not as chaperones.
- It is okay - having parents and teens experiencing NCYC at the same time could really promote great faith conversations back at home.
- The Office of Faith Formation will fully support the inclusion of parents but the final decision is up to the group leader.
- The preference is that parents travel with us on our bus and stay at our hotel.
- If they want to drive on their own and/or stay in a different hotel, that too is okay.
- They will not be able to take their child away from the group during NCYC.
- They must adhere to the adult code of conduct.
- They must meet all diocesan adult safe environment requirements.
- Contact the O.F.F. for pricing - cost may vary depending upon each situation.

College age/Young Adults:
College age (one to two years removed from high school) Young Adults are welcome to join us on this pilgrimage.
Keep in mind that these young adults:
- Are not able to share lodging with high school youth
- Must be diocesan safe environment compliant (VIRTUS trained, background checks etc.)
- Are registered as adults, but cannot be considered chaperones
- Must abide by all youth and adult codes of conduct
Safe Environment compliance:
All adults over the age of 18 and out of high school are required to be in compliance with the Diocese of Davenport’s Safe Environment Policy. The safe environment requirements include:

- Registered with VIRTUS
- Complete Protecting God’s Children program training online and annual recertification
- Background check online and every 5 years
- Acknowledge Diocesan Polices online and every 5 years – please note that there was an update to the policy on July 17, 2018. Anyone that acknowledged the policies prior to that date will need to log on to their VIRTUS account and acknowledge the new policy.

Consult with your local parish/school safe environment designee for assistance on compliance.

Compliance Deadline - Any adult found to be not compliant by September 1, 2019 may not be able to attend. Please note that their fee is not refundable.

Conference Registration:
There are multiple forms, documents and steps used to register your participants for the conference. All forms/documents are posted on the diocesan NCYC webpage. Due dates can be found on the Deadlines table located on page 2.

Group Estimates form - This online form is used to provide estimated participant numbers and to register your group.

Group Size Deposit form - This online form is used to provide participant numbers and housing preferences for adults.

Group Size Deposit Form Instructions - In order to be prepared, review these instructions prior to filling out the online Group Size Deposit Form.

Registration Information Collection Form - This form is used to collect important information from your youth and adult participants. You will need this information in order to complete all the required fields on your Group Registration spreadsheet. This form is not turned in to the diocese. Keep these for your records.

Diocesan Participant Form, Youth/Adult - (note, copies of the insurance card are no longer required) This is the Medical, Permission, Liability Waiver, Photo Release form for the Diocese of Davenport. All participants are required to complete this form. Refer to Form Submission on page 7 for additional instructions and information.

NFCYM Liability Form, Youth/Adult - (note, notarizing may not be required) This form is required by the NCYC organizer from everyone who attends the conference. Make sure that all sections requiring initials or signatures are completed before turning them into the diocese. Incomplete forms will be returned. Refer to Form Submission on page 7 for additional instructions and information.
Conference Registration continued.

**NFCYM/NCYC Code of Conduct, Youth/Adult** - This document is provided to each participant but is not a form to be turned in. Agreement to adhere to the NFCYM/NCYC Code of Conduct will be acknowledged on the **NFCYM Liability Form**.

**Group Registration Spreadsheet** - This spreadsheet is used to register your individual participants for the conference. Attach and email the completed spreadsheet to butterworthb@davenportdiocese.org.

**Group Registration Spreadsheet Instructions** - Review these instructions prior to completing the Group Registration Spreadsheet.

**Rooming List Form** - This spreadsheet is used to provide your preferred rooming arrangements. Every effort will be made to accommodate your request.

**Rooming List Form Instructions** – Review these instructions prior to completing the *Rooming List Form*.

**Form Submission to the Office of Faith Formation:**

Review the Deadlines table located on page 2, for the due dates of these forms.

**Diocesan Participant Form, Youth /Adult** - One needed - the original. Please alphabetize.

**NFCYM Liability Form, Youth/Adult** - Two needed - The original and one copy. Alphabetize each pile. Two-sided is preferred otherwise, this form can be stapled.

Mail forms to  
**NCYC, Office of Faith Formation**
780 W Central Park Avenue  
Davenport IA  52804

Make sure you keep copies of both forms!  
Additional copies for your use are needed:  
- One set remains at the parish office for your files  
- Group leader copy  
- Participant copy - to be folded/placed in their ID tag after arrival at the conference  
- Chaperones with small groups will need copies of their assigned youth.

**Please contact the Office of Faith Formation if you have any questions.**