Bosco Bash and DCYC Group Leaders’ Registration Process and FAQs

The registration process for the Bosco Bash and the Diocesan Catholic Youth Conference (DCYC) has shifted to include both online and paper registration options, and there is no online payment platform for 2020. Coordinators of Youth Ministry and other parish/school group leaders should read through the following information carefully to become familiar with the registration process before promoting it. If you have any further questions, please contact Sean Robinson at srobinson@columbuscatholic.org.

REGISTRATION PROCESS

These events are intended to support and strengthen parish and school communities. For this reason, as well as to ensure sufficient chaperones, we require youth to register through a parish or school group. Parishes and schools are still responsible for providing sufficient, safe-environment compliant, chaperones for their group and a dedicated group leader to be with the youth at the events. Parishes and schools are also responsible for collecting payments from those participants in their group and submitting a check for the Parish/School balance to the OYYAM.

OPTION 1: Individual Online Registration

When promoting the 2020 Youth Conferences, please direct youth, parents, and adult chaperones to the Diocesan Website (https://columbuscatholic.org/dcyc). From there they will find more information, promotional videos, and the links to the Youth and Adult Registration Forms.

Adult chaperones and parents/guardians of youth participants will complete the appropriate registration form online and then be directed to make their payment to their parish or school group leader.

The online registration must be submitted by Noon, Friday, February 21st to be considered on-time. Youth and adults may register after this date as well but their registration will be considered late and, while the cost remains the same, they will not receive a t-shirt at the event.

Once the registration form is completed, both the parent/adult registering and the group leader will receive a confirmation email of their registration with a PDF attachment of their form responses. Group leaders will also be given access to a Google Sheet list all the registrations from their parish in real time.

OPTION 2: Paper Forms

Upon request only. If you are interested in distributing and collecting paper forms, please contact our office for more information. However, we encourage use of the online registration forms for youth and chaperones.

For any further questions, please email Sean Robinson, srobinson@columbuscatholic.org
ONSITE REGISTRATION AND CHECK IN
Youth and adults can register up through the day of the event. If anyone from your group plans to register or you have any changes to your group’s registration we ask that you arrive as soon as registration opens the day of the event (2:00 PM for Bosco Bash and 10:00 AM for DCYC). This will help to ensure we get everyone through registration in a timely fashion and start the event on time. Other than those registering onsite, we ask that only Group Leaders come to the registration table to check in their group and pick up the lanyards and t-shirts for their group.

FAQs FROM GROUP LEADERS

Can I distribute and/or collect physical (paper) permission forms?
Upon request only. If you are interested in distributing and collecting paper forms, please contact our office for more information. However, we encourage use of the online registration forms for youth and chaperones.

Can I complete this online form for youth in my parish or adult chaperones?
Only if you are distributing and collecting paper forms in place of online registration, then you are expected to complete the online form using the information from the paper form and check the box saying that you are a group leader and will submit a completed and signed paper form for that individual.

What if I am not receiving confirmation emails when people register from my parish?
Contact Sean Robinson at srobinson@columbuscatholic.org

Do I need to collect payment?
Yes, you are required to collect payment. After completing the registration form the confirmation page/email will direct individuals to make their payment to the parish or school. Group leaders will then be responsible for submitting the total parish/school group balance to the OYYAM postmarked by Friday, February 21 to be considered On-Time. Checks should be made out to “Diocese of Columbus” memo Youth Conference, and sent to the Office of Youth and Young Adult Ministry, 197 East Gay St., Columbus, OH 43215.

What is the cost?
Cost is $30 per participant (includes a meal and a t-shirt). Adult chaperones attending both events only pay $40. If you are a group leader of a parish/school that has not attended the conferences in the past 3 years, we are offering a complementary registration for you to come and experience either or both conferences first-hand.

What if the parish/school is subsidizing or fundraising the cost for youth and/or adults?
If the parish/school is subsidizing or fundraising the cost in some way, you can tell the parents/guardians or adult chaperones the cost they will be responsible for when registering. You will collect a lesser amount from parents, then make one payment from the parish/school.

For any further questions, please email Sean Robinson, srobinson@columbuscatholic.org
Do I need to register myself as group leader?
Yes, and you, and any other adults attending either or both events must complete a registration form.

What if our parish/school does not have a group leader or sufficient chaperones?
Contact Sean Robinson, srobinson@columbuscatholic.org, and we will connect you with another group for the duration of the event.

What is this Google Sheet invitation and how does it work?
As a group leader, shortly after people start registering from your parish, you should receive an email with an invitation to a Google Sheet. With this Google Sheet, you will be able to view in real time the registrations from your parish for Bosco Bash or DCYC (there will be a separate sheet for each event). You will need to log into Google with this email address to view this spreadsheet. Please email Sean Robinson, srobinson@columbuscatholic.org, if there is a different email address associated with a Google account which you would like to use to view this spreadsheet.

The registrations will be updated in real time and the payment column will be updated manually within 2 business days. Please note, the Bosco Bash youth, High School DCYC youth, and the adults are each in a separate tab. You can switch between the tabs down at the bottom left of the page. The last tab should indicate your fees, payments received, and remaining balance due.