

# Thirst

John 4:5-12



Diocese of Helena

## CYC Convention 2017

March 17-19

## CYC Convention Handbook

'17



# Table of Contents

Getting Started.....	3
Outstanding Youth Award.....	4-6
Coffee House.....	7
Tentative Schedule.....	8
Bringing a Group.....	9-17
Participant Guidelines.....	13
Chaperone Guidelines.....	14
Registration.....	15-16
Excused Absence Letter.....	17



## Get Started

The Diocese of Helena Office of Youth and Young Adult Ministry invites you to attend the 40th annual Catholic Youth Coalition Convention! All parish leaders and participants should be made aware of the contents of this handbook. CYC Convention is a three-day, two-night gathering of high school Catholic youth from all over Montana.

When: March 17-19, 2017

(Doors open at 6PM Friday. Departure begins at noon on Sunday.)

Where: Raddison Hotel 2301 Colonial Dr., in Helena, MT

Cost: \$85 per participant (\$100 for late registration after March 10th)

# **Outstanding Youth Award**

On the occasion of the Diocese of Helena Catholic Youth Coalition Convention, the diocesan "Outstanding Youth Award" will be presented to two outstanding youth (**one male and one female**) from throughout the Diocese of Helena. All nominees will be recognized at the CYC Convention

The **requirements** are as follows:

1. The candidate must be a senior in high school.
2. He or she must be from the Diocese of Helena and be in good standing in their parish, community, school, and place of employment.
3. He or she must exemplify the threefold purpose of the award – Christian discipleship, service and leadership - to a degree to be worthy of diocesan recognition.
4. He or she should be regularly present at both liturgy and the parish faith formation programs.

To submit an **application**, a parish, faith community should:

1. Submit the enclosed application form. **ONLY** this form should be used. Each parish, faith community may propose up to **TWO** outstanding youth for this award (only **ONE** youth of each gender).
2. Your nomination must be postmarked by **MARCH 1st, 2017**. Any applications received after that date will not be considered for the award at the Convention.
3. In addition to the application form, the candidate should write a statement about him/herself on a separate sheet of paper.
4. Each nomination must be accompanied by the written endorsement of the nominee's parish, faith community, Director for Youth Ministry or other parish, faith community leader and must be signed with comment by the Parish Priest or Pastoral Administrator.
5. Letters of recommendation from teachers, employers, members of the parish, etc. may also be submitted (please **DO NOT** SUBMIT MORE THAN TWO additional letters of recommendation).

Final decisions will be made by members of the Youth Ministry Advisory Council and the Office of Faith Formation at the chancery for the Diocese of Helena. Nominees may be contacted by phone for further interview.

For questions regarding this process, please call Doug Tooke at 406-461-8983.

PLEASE RETURN APPLICATION FORM, LETTERS BY MARCH 1, 2017:

## **Outstanding Youth Award**

Diocese of Helena  
PO Box 1729  
Helena, MT 59624

# Application Form (use additional sheets if necessary)

## OUTSTANDING YOUTH AWARD 2017

1. Please PRINT or TYPE.
2. Nominations must be submitted on this form by MARCH 1<sup>st</sup>, 2017.
3. Each nomination must include a 1-page statement from the candidate.
4. Each nomination must include a written endorsement from the nominee's parish youth minister and be signed with comment by the parish priest or pastoral administrator.
5. Each nominee must be a senior in high school.
6. A maximum of 2 letters of recommendation may be submitted from teachers, employers, parish members, etc.

NAME

ADDRESS

CITY

STATE

ZIP

PHONE: Home (\_\_\_\_)

Cell (\_\_\_\_)

PARISH

PARISH CITY

BIRTHDATE\_\_\_\_\_

E-MAIL

PERSON MAKING THE RECOMMENDATION

ROLE OR TITLE

Phone (\_\_\_\_)

### ACTIVITIES IN YOUTH PROGRAMS:

*PARISH (youth activities as well as liturgical or social activities)*

*DEANERY and/or DIOCESAN ACTIVITIES*

*SCHOOL ACTIVITIES and/or OFFICES HELD*

*COMMUNITY ACTIVITIES*

### EDUCATION

High school senior      School\_\_\_\_\_      Grad. date\_\_\_\_\_      GPA\_\_\_\_\_.

(Continued on next page)

**Outstanding Youth Award (page 2)**

**PAST AWARDS AND OTHER RECOGNITION**

(List medals, certificates, plaques, scholarships, etc.)

**EMPLOYMENT**

If currently employed, give name of employer, duties, etc.

List former employment, duties and length of service (if applicable)

**ENDORSEMENTS**

Comment by parish youth ministry/convention coordinator:

Signature of parish youth ministry/convention coordinator: \_\_\_\_\_.

Comment by Parish Priest or Pastoral Coordinator:

Signature of Parish Priest or Pastoral Coordinator: \_\_\_\_\_.

Return nomination by MARCH 1<sup>st</sup>, 2017 to:

**Outstanding Youth Award**  
Diocese of Helena  
PO Box 1729  
Helena, MT 59624



## Coffee House

Saturday, March 18

Bring your musical talents to the CYC Convention. All musicians and vocalists are invited to bring their talents to share! In the spirit of celebrating the young Catholic community, we will host our 4th annual Coffee House 9PM -10:15PM on Saturday evening. Sign up to perform at the registration table anytime. Snacks and beverages will be available.

# Tentative Schedule 2017

## **FRIDAY March 13**

- 5:00 pm Registration Opens (Adoration Chapel Opens)
- 6:15 pm Youth Ministers/Chaperone Mtg.
- 7:00 pm General Session #1 & Reconciliation Service
- 9:00 pm Evening Closing Prayer
- 9:30 pm Departure to housing

## **SATURDAY March 14**

- 9:00 am General Session #2:
- 11:00 am Workshop Track A:
- 12:00 pm Lunch (**On your own**)
- 12:45 pm Workshop Track B:
- 1:45 pm Workshop Track C: Gender Sessions
- 2:45 pm Break
- 5:30 pm Banquet (Adoration Chapel Closes)
- 7:30 pm Liturgy
- 8:45 pm Evening Celebration: Dance and Coffee House
- 10:45 pm Closing Night prayer
- 11:15 pm Departure

## **SUNDAY March 15**

- 9:00 am General Session #3:
- 11:30 am Closing Ceremony
- 12:00 pm Departure for home!





The following is  
important information  
about bringing a group!

# Housing

All parishes are responsible for their housing. Groups must have one adult chaperone for every ten youth and proper chaperones for differing genders. See chaperone requirements for details. S. S Cyril and Methodius Parish in East Helena will open its doors once again to host youth groups on a first come first serve basis. Contact Rachael Schwaller for details (406-227-5334).



Best Western/Great Northern	457-5500	
Comfort Inn	443-1000	
Days Inn	442-3280	
Fairfield Inn & Suites	449-9944	
Hampton Inn	443-5800	
Holiday Inn Express	449-4000	
Holiday Inn Park Plaza	443-2200	
Jorgenson's Inn	442-1770	
Motel 6	442-9990	
Quality Inn	442-3064	
Raddison Hotel	443-2100	(Site of Convention)
Shilo Inn & Suites	442-0320	
Super 8	443-2450	
Wingate Inn	449-3000	

These are suggested hotels. Parishes may stay with family members as well if safe environment policies have been acknowledged and the proper adult to youth ratio is in place.



## Chaperones

Must be 21 years of age or older (no exceptions)

**CYC Convention is an event for adults as well as youth. All participants will have a fantastic faith formation experience. Here are some tips for inviting great adults to share in the CYC Convention experience!**

- **Look for dedication.** Chaperones must stay overnight on site with their youth at whatever housing has been arranged.
- **Inform.** An evening with chaperones before CYC Convention is a great way to keep everyone informed about details.
- **Clear vision.** This weekend is about youth. Period. The vision for the event is to serve the young Catholic faithful. Make copies of Chaperone Guidelines and hand them out to all prospective adult leaders.

## **Group Leader Information:**

The Diocese of Helena requires that you bring a specific ratio of safe environment trained adult leaders to youth on this event. Adult chaperones must be 21 years or older.

NO ADULT WILL BE ALLOWED TO CHAPERONE YOUTH IF THEY HAVE NOT COMPLETED THE VIRTUS SAFE ENVIRONMENT TRAINING AND A CRIMINAL/MOTOR VEHICLE BACKGROUND CHECK.

Both male and female adult chaperones are required if both boys and girls are registering, even if your entire group has less than ten youth, or if the number of either boys or girls in your group will be less than ten. For example, if your group totals 3 boys and 13 girls, you would need a total of 3 chaperones: 1 male and 2 female.

In compliance with diocesan policy the Diocese of Helena Office of Youth and Young Adult Ministry will refuse a group's registration if chaperone requirements are not met.

A youth is understood as anyone under the age of 18. High school youth over 18 technically need not be chaperoned, but they must be affiliated and registered with a specific parish or Catholic school youth group, and under the supervision of the group's Youth Minister/parish leader.

### **GROUP LEADER CHECKLIST:**

- Have I discussed the details of CYC Convention with my adult leaders?
- Are all of my adult leaders safe environment trained?
- Are all of my adult leaders up-to-date on their online bulletins for Virtus?
- Have my drivers filled out the appropriate transportation release forms from the parish?
- Do my adult volunteers have contact information for all of the youth they personally are responsible

## **Transportation:**

You must provide transportation for your group throughout the weekend. Schedules are flexible. Drivers of commercial vehicles should be available at all times in case of emergencies. There is ample parking for busses.

## **Banquet:**

The Convention banquet on Saturday evening is a festive occasion. The meal is a sit-down dinner served by the CYC Board. This is a semi-formal dress up affair...so dress up!!! While we want participants to enjoy the banquet festivities, we encourage everyone to be sensitive to the value of food and the plight of many throughout the world who cannot enjoy a similar feast. In short, eat everything on your plate...and dress up nice!

# Participant Guidelines for CYC Convention 2017

Code of conduct: Make copies for all participants

Drug/Tobacco/Alcohol/Weapons/Cell Phone Conduct Policy

As applicable by law, the possession and/or use of any drugs, tobacco, alcohol or weapons will not be tolerated at the CYC Convention, neither will fighting, obscene language or other inappropriate behavior. The inappropriate or distracting use of cell phones and/or camera phones is not permitted, and the CYC Convention staff may confiscate such for the duration of the convention. This applies to all participants (youth and adults). If necessary, persons violating this policy will be dismissed from the convention and sent home at their own expense. Let's help one another by not putting anyone in the position of even suspecting malicious behavior on another's part while at convention. Neither the Diocese of Helena nor Red Lion Colonial Inn assumes any responsibility for any civil violation incurred through the violation of this policy.

Emergency contact information

(OYYAM Coordinator) Doug Tooke's cell phone number is 406-461-8983. The number for the Raddison Hotel is 406-443-2100. You should provide parents with cell phone numbers and the phone number of your housing before you depart.

## Dress code

Youth and adults are urged to dress casually for convention weekend. Keep in mind that winter still prevails in Helena in March. Dress appropriately. We are here to celebrate Christ's presence in the young people of the Catholic Church! You will bend, twist, sit, climb and dance at CYC Convention. Short shorts or skirts will only get shorter with these activities. A good measure is to let your arms fall to your side and if your fingers touch skin, bring a longer skirt or pair of shorts. To enable participation in the icebreakers, women and girls are asked not to wear dresses or skirts for the Friday night session.

ATTENTION ADULTS! Remind your youth to dress up and be stewards of our Saturday evening celebration with your own enthusiasm and creative participation. The Saturday evening banquet, followed by the extraordinary CYC Mass at the Cathedral and the dance, are dress-up affairs. This means semi-formal conservative attire. Modest is hottest! Ladies, pick out your sharpest suit or simple dress. Gentlemen, PLEASE DRESS UP! Do not be afraid of slacks and a tie (not jeans and a T-shirt!!!). Borrow something from your Dad and have fun doing it. Show off the style of the young Catholics in our state!

For Youth By Youth Scholarship Fund Support: put five aside!

The collection at the CYC Convention on Sunday will go directly to support the Diocese of Helena For Youth by Youth Scholarship program. Please remind youth and adults to bring a few extra bucks to be stewards of these amazing opportunities.

# Chaperone Guidelines for CYC Convention 2017

These guidelines should be in the hands of every prospective adult chaperone. The details of this document must be made known to all adult participants. Make copies as needed!

We hope this year's convention will be a positive experience for everyone! These guidelines will help make your own ministry as a chaperone and our entire CYC Convention experience enjoyable and safe for all!

ALL participants are expected to attend ALL Convention activities.

Both male and female adult chaperones are required if both boys and girls are registering, even if your entire group has less than ten youth, or if the number of either boys or girls in your group will be less than ten. For example, if your group totals 3 boys and 13 girls, you would need a total of 3 chaperones: 1 male and 2 female. Gender specific chaperones are required for this event if you have both male and female youth attending.

All chaperones must also have fulfilled the Diocese of Helena Safe Environment training and hold a clean criminal and motor vehicle background check.

BE WITH YOUR GROUP AS MUCH AS POSSIBLE UNLESS YOU ARE ATTENDING YOUR OWN WORKSHOP EXPERIENCE. During general sessions, liturgy and meals, please hold your group accountable. During any free time, you are expected to know the whereabouts of the youth you are chaperoning.

Please pay close attention to the needs and behavior of the youth entrusted to your care. If a situation arises that requires adult supervision of youth you are not otherwise chaperoning, take charge of anything in the area deemed needful. REMEMBER THAT WE ALL REPRESENT THE CHURCH. The diocesan staff will assist in whatever way we can, but the PRIMARY RESPONSIBILITY LIES WITH THE YOUTH AND THEIR YOUTH MINISTERS AND CHAPERONES AT ALL TIMES.

We ask that you yourself not go anywhere that you could not, or would not, take your youth with you. You are a role model for these young people; please PRESENT A POSITIVE IMAGE by your actions as well as your words by actively participating in the event yourself. While serving as a chaperone for the Convention, please refrain from all alcohol, tobacco and/or drug use.

If problems arise that cannot be satisfactorily resolved for the good of all by the persons involved, Catholic Formation Services professional staff reserves the right to send participants home before the close of the Convention. Arrangements and expenses for such actions will be sustained by the individual involved or another responsible party.

For further information or assistance before the CYC Convention, contact your local Youth Minister or Doug Tooke at 406-461-8983 or [dtooke@diocesehelena.org](mailto:dtooke@diocesehelena.org)

# Registration Information

- The Diocese of Helena will use Showmyevent.com online registration service.
- **Please register your adults by March 1st!**
- The Diocese of Helena will notify any parish (by March 10th, 2017) if any chaperones and/or other adult participants are not eligible because they are not listed in the diocesan Safe Environment database as of March 1st, 2017 as having attended the "Protecting God's Children" training.

A best practice is...

- Make copies of the registration form in this packet.
- Distribute copies to all prospective adult and youth participants. Have participants fully fill out the paper registration. Make certain that all sections are filled out. Collect the completed registrations as soon as possible, mindful of the deadline. Parishes are responsible for collecting payments from their participants.
- Go online to [www.dohyouth.org](http://www.dohyouth.org) and click the CYC Convention link.
- As the event approaches, simply contact Doug Tooke at [dtooke@diocesehelena.org](mailto:dtooke@diocesehelena.org) for a master list of all your registered participants.

BRING THE ORIGINAL FILLED OUT PAPER REGISTRATION FROM EACH PARTICIPANT TO CYC CONVENTION IN AN ENVELOPE WHICH YOU WILL KEEP. This is for your personal travel liability.

## PAYMENT INFORMATION

Total cost per participant is \$85. Late registration (after March 10 = \$100). The Annual Catholic Appeal makes this cost possible. Actual expenses regarding CYC Convention exceed the fees that we charge for this event. Thank you for giving to the appeal. The fee is required of everyone's registration including adults and CYC Board members. We encourage the parish or school to consider paying the fee for those serving as chaperones.

Payment will be required at the time of online registration in the form of debit or credit card.



# REGISTRATION

## Diocese of Helena CYC Convention March 17-19

Total cost for this event is \$85 per participant. Registrations received after **March 10** will cost \$100 per participant.

RETURN REGISTRATION FORM  
AND PAYMENT TO PARISH/  
SCHOOL YOUTH LEADER  
BEFORE March 10, 2017.

### ADULT DIOCESAN POLICY STATEMENT (Required of all adult participants)

I hereby attest that I have read or been informed of and agree to comply with the provisions of the Diocese of Helena's Policy Regarding Child Abuse, Sexual Misconduct, and Sexual Harassment, I have fulfilled or will enroll in the diocesan **VIRTUS** Protecting God's Children training prior to the CYC Convention, and have submitted to a background check through my parish or Catholic school.

\_\_\_\_\_  
Adult Participant Signature

<b>PARTICIPANT NAME</b>		
<b>ADDRESS</b>		
<b>CITY/ZIP</b>		
<b>PARTICIPANT EMAIL</b>		
<b>DOB</b> /    /	<b>CELL</b>	<b>HOME</b>
<b>PARISH/SCHOOL</b>		
<b>T-SHIRT SIZE S M L XL XXL</b>		
<b>PARENT/GUARDIAN FULL NAME</b>		
Parent/guardian phone numbers (for emergency only)		
<b>HOME:</b>		<b>CELL:</b>
<b>PARENT/GUARDIAN EMAIL:</b>		
<b>MEDICAL INFORMATION</b>		
Health Conditions/illnesses we should know about? Dietary restrictions or medically prescribed meals?		
Any specific activities limited by a physician? Do you have a peanut allergy? Yes No		

### PARTICIPANT CONDUCT & MEDICAL CONSENT RELEASE STATEMENTS

I, the undersigned hereby grant permission for my son/daughter (circle one) to attend and participate in the 2017 diocesan CYC Convention at Raddison Hotel, March 17-19, 2017. In case of medical emergency, I understand that every effort will be made to contact the parents or guardian of the participant. If necessary, and in the event I cannot be contacted or respond, I hereby grant permission for my self/ son/daughter (circle one) to be evaluated, diagnosed, and/or medicated in accordance with standard medical practice by licensed medical personnel. I relieve my parish/ school and the Roman Catholic Diocese of Helena of all consequences that may arise as a result of treatment. I will hold harmless and indemnify parish/school and the Roman Catholic Bishop of Helena, the Diocese of Helena, chaperones, or representatives associated with the 2017 diocesan CYC Convention from any liability in the event of injury. Furthermore, I agree to accept any and all financial responsibility as a result of scheduling treatment for such injuries. I/my child (circle one) agree/s to abide by all rules and regulations attached to this event. I also understand that if the participant violates any of the rules regarding possession or use of alcohol or other drugs, rules related to activity code of conduct, or rules governing personal and private property, the participant may be required to leave the activity at the participant's own expense, I understand that the Diocese of Helena will not be held liable if I/my child (circle one) fails to cooperate with such regulations.

Participants also understand and agree that fighting, obscene language, and the use and/or possession of tobacco, alcohol, illegal drugs, and weapons of any kind is not acceptable behavior. If participants should be found in such behavior or in possession of and/or using such substances and/or items, participant also understands that parents/guardians may be notified and that participant may be sent home at participant's own expense. Event directors have the authority to prohibit video camera or other forms of image-recording devices, as appropriate to prevent distractions or to protect against violating the privacy of participants. Violation of this policy may result in confiscation of such equipment for the duration of the Convention, and/or dismissal from said event. By signing this form I understand that a picture of myself/ my child and/or work or projects created by myself/my child (e.g. still pictures, motion pictures, audio recording, or video recording, or other reproduction of your/your child's image) may be published by the Catholic Parish, Catholic School, Legendary Lodge, Diocese of Helena, or Foundation for the Diocese of Helena, to advance the mission and purpose of the Catholic Church.

\_\_\_\_\_  
Participant (Youth/Adult ) Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



MEMORANDUM

TO: Superintendents, Principals, Athletic Directors, and Activity Directors

FROM: Doug Tooke, Office of Youth and Young Adult Ministry Coordinator

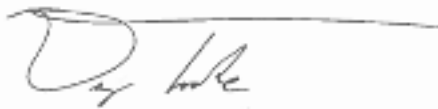
RE: Student Attendance at the Catholic Youth Coalition Convention, March 17-19, 2017

This year's Catholic Youth Coalition Convention, will be held in Helena, MT. We at the Office of Youth and Young Adult Ministry in the Diocese of Helena (OYYAM) realize that attending this event will entail absence from school and extracurricular activities. I am writing to request that students be allowed an excused absence due to the nature of the program. CYC Convention is the premiere regional gathering of Catholic high school age youth in western Montana. It draws in excess of 500 youth and their chaperones from around the Pacific Northwest for three days of prayer, catechesis, and educational workshops. It is a unique opportunity for young people to gather together to strengthen their Catholic identity. They meet other young people striving to live out positive values, learn ways to cope with influences that conflict with what they know to be right, and find that they are strong enough to be countercultural. For many, their participation is not only life-affirming, it is life-changing.

In Helena, young people will hear presentations by leading speakers on a wide array of topics including social justice, prayer, servant leadership and cultural diversity, the sacraments, and transitioning to college. They will have several opportunities to interact with their bishop (George Leo Thomas) and other church leaders as session presenters, through liturgy and the sacrament of reconciliation, and during guided sessions. Young people will also be engaged in a variety of social activities.

For more information about the conference, feel free to visit our website, [www.dohyouth.org](http://www.dohyouth.org). In addition, please feel free to contact your local Catholic youth ministry director or our office in Helena, MT for more details. Your cooperation in enabling your students to attend is greatly appreciated.

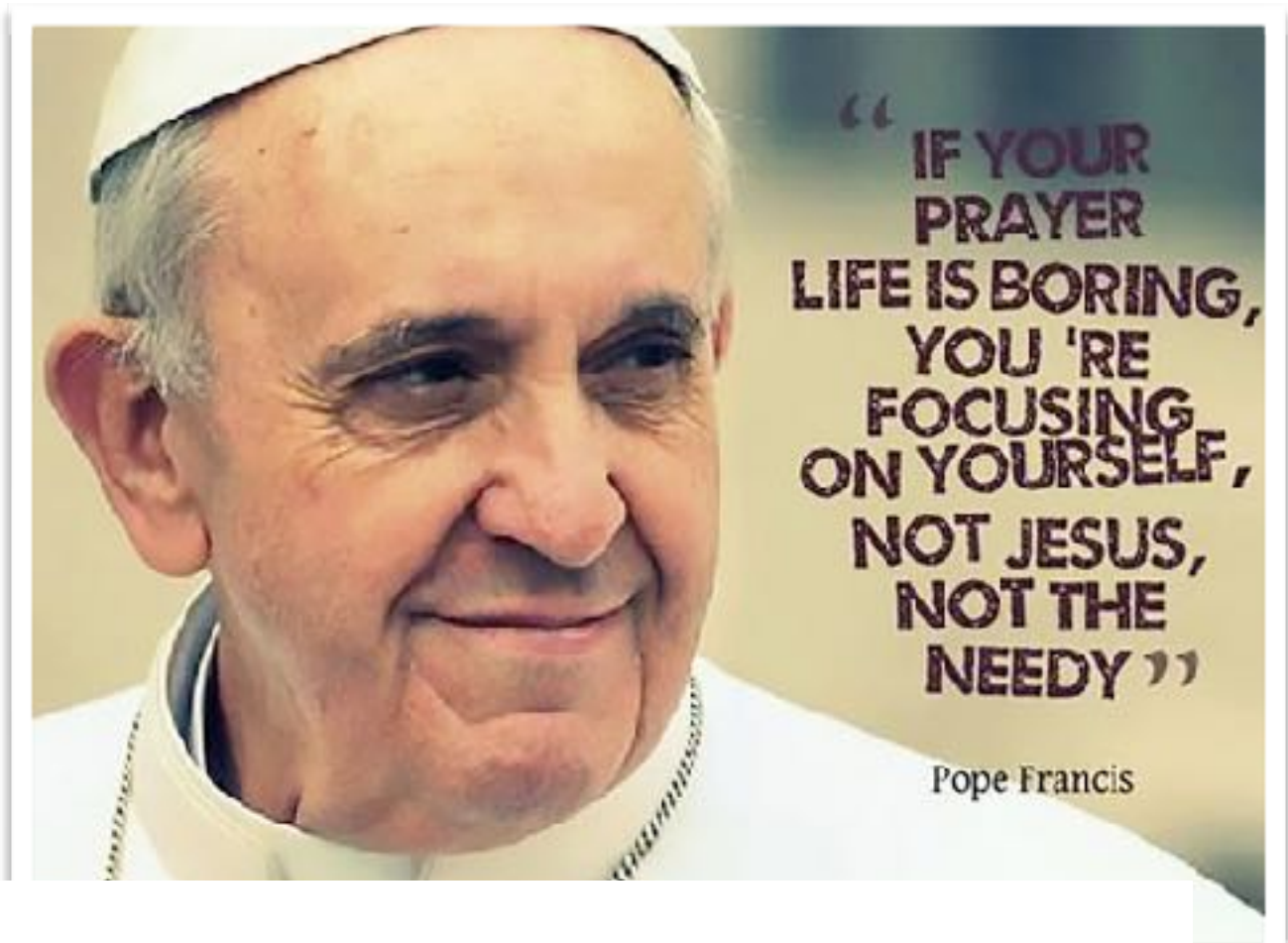
Peace in Christ's Love,  
Doug Tooke



Director of Youth Ministry Events  
Diocese of Helena



Coming soon!!!



## CYC LEADERSHIP CAMP 2017: JULY 16-21

Everything a High School Camp provides...and so much more. Are you ready to take the extra step? A week long leadership development ministry for high school students at Legendary Lodge. A legendary week like no other. Contact your parish for details.

**REGISTRATION BEGINS NOW!**

