



Diocese of Joliet

Religious Education Office



CATHEDRAL DAYS

2006

...for fifth & sixth graders of the Diocese of Joliet

Thursday, March 16, 2006 (Schools)

Saturday, March 18, 2006

10:00 a.m. – 12:45 p.m.

*Cathedral of St. Raymond Nonnatus
604 North Raynor Avenue
Joliet, Illinois*

- To meet young people from throughout the diocese
 - To learn more about our local Church
 - To visit the Cathedral
- To deepen our understanding of the earliest Church of Jesus
 - To pray together
 - To enjoy one another

your parish information goes here

INFORMATION FOR ADMINISTRATORS

CATHEDRAL DAYS of the Diocese of Joliet is returning in a modified form on **Thursday, March 16** and **Saturday, March 18, 2006**. On both days the session will run from 10 a.m. -12:45 p.m. It is a day of experiential learning.

A FEW NOTES

- There is no limit on the number of parish registrations, up to a maximum of total of 600 students in each session. No refunds can be offered, though substitutes are welcome.
- Registration is provided on a first come, first served basis. The event may be closed before the registration deadline of **March 10, 2006**. Registration will be considered confirmed after the registration form and payment have been received at the REO. **NO advance (phone) reservations can be accepted.**
- Thank you for your continued development of ministries for our young people.

OUR SCHEDULE

9:45-10:00 a.m. Arrive
 10:00 a.m. Welcome, Announcements
 10:10 a.m. Session I
 11:05 a.m. Break
 11:20 a.m. Session II
 12:30 p.m. Closing prayer
 12:45 p.m. On the road home

TO REGISTER:

1. Please mark the date on your calendar.
2. Please enclose your check with your ONE registration form for adults and youth participating and return to the REO *before March 10, 2006*.
3. Please send a COPY of each child's authorization form (either the one attached or your school's) with the registration form to the REO.
4. Please note that after your registration is completed, refunds cannot be made but substitutes are welcome.
5. **Check in at the Cathedral is by group leader only** in the Narthex of the Cathedral. All materials will be ready and marked for your parish.

Please remember to bring a copy of your authorization forms with you to the event.

=====

CATHEDRAL DAY

GROUP REGISTRATION

Please indicate day: (circle one) Thursday OR Saturday

Name: _____ Parish/School: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ Email: _____

Youths Attending _____ @ \$8.00 = _____

Make check payable to: Diocese of Joliet

Adults Attending _____ @ \$8.00 = _____

Mail to: REO CATHEDRAL DAY
430 North Center St.
Joliet, IL 60435-6299
Attn.: Jennifer

Total = _____



CATHEDRAL DAY AUTHORIZATION FORM

Diocese of Joliet



General Permission

I request that my child _____ be allowed to participate in Cathedral Day on March 16, _____ March 18 _____ 2006 at St. Raymond Cathedral in Joliet, IL.

(circle one)

I hereby release and indemnify _____ (Fill in your parish, city and state above)

its staff, volunteer and the Joliet Diocese, from any and all liability arising from claims of any kind or nature whatsoever from my child's participation in this event.

Code of Behavior

You are representing the youth of our diocese during this event and we expect you will represent us well. We expect that you will display a mature and responsible behavior, which for many years has been the trademark of Catholic youth and adults of our diocese.

Some Expectations:

1. All participants are expected to arrive on time.
2. All participants are expected to demonstrate common courtesy and respect at all times. Inappropriate language/behavior will not be tolerated.
3. Socializing should always be done in public areas.
4. Dress should reflect the value of modesty. Writing on clothing should reflect Christian values.
5. The possession or consumption of any alcoholic beverage and/or possession/use of any illegal drug by an individual is not permitted.
6. Smoking is not permitted.
7. Weapons and/or drug paraphernalia are not allowed.
8. If under the age of 18, prescription drugs need to be given to an adult from your parish for storage and distribution.
9. Infraction of these rules can mean immediate dismissal with no refund.

I understand and agree to this Behavior code. I also understand and agree that at the time of an infraction requiring my dismissal, I am responsible for my removal from the premises and any costs involved.

If under the age of 18, I also understand and agree that my parent or guardian will be notified at the time of an infraction requiring my dismissal. My parent or guardian will be responsible for my removal from the premises and any costs involved.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



(over)

YOUTH MEDICAL PERMISSION FORM

I grant permission for the administration of First Aid to my child,

_____ ,
by the people in charge of the Cathedral Day trip, and those transporting my child to and from the event as their judgment deems advisable, and to make the necessary referrals to qualified physicians for treatment of illness or accidents of a more serious nature. I understand I will be promptly notified in the event of any serious illness or accident and prior to any major surgery, except when delay in such communication would endanger life. In case of medical emergency, I understand that every effort will be made to contact the parent/guardian of the participant. In the event that I cannot be reached, I hereby give permission to the physicians selected by the adult staff to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery, if deemed necessary for my child.

Print Name: _____ Birth Date: _____
(youth) (youth)
Allergic to medication/other? NO _____ YES _____

If yes, please describe: _____

Medication(s) presently taking: _____

Please list other health problems:

Insurance Information

Policy in the name of: _____

Insurance Company:

Policy Number: _____

Identification Number and/or Social Security Number: _____

Authorized Physician: _____ Phone: () _____

Signature of Parent/Guardian _____		Date: _____	
Signature of Parent/Guardian _____		Date: _____	
Address: _____			
Street	City	State	Zip
Phone #'s: _____			
E-Mail Address(es): _____			
In Case of Emergency, contact: _____			
Phone #'s: _____			

ADULT CHAPERONE GUIDELINES

Thank you for your willingness to further the message of Christ to youth through your participation as an Adult Chaperone. Your presence, encouragement, and empowerment of youth are critical to the success of Youth Ministry at your parish in the diocese. The following Adult Chaperone Guidelines have been developed to help you in your role as Adult Chaperone:

General Chaperone Conduct

Adult chaperones should reflect mature and responsible behavior. As models of appropriate Christian behavior, Chaperones are asked to follow the Code of Behavior as well. In addition to leading youth by modeling a positive attitude and involvement, we ask that all adults refrain from consuming drugs and alcohol and from smoking. It is important for the youth to realize that the chaperones from their parish are there to walk the journey with them.

Supervision of Youth

All adult chaperones are responsible for the supervision of the youth participants from their parish. This extends to all youth at diocesan events when inappropriate behavior is observed. Please be familiar with the Code of Behavior. It is imperative that all adults are willing to confront behavior code violations. Serious behavior code violations are to be brought to the attention of the parish leader. If it is a diocesan sponsored event, parish leaders are expected to disclose inappropriate participant behaviors to the people in charge of the diocesan event.

Visibility Among the Youth

Please be intentionally visible and interactive with the youth participants from your parish. Your presence among the young people is very important. Please be consciously aware of the youth from your parish as well. Make frequent head counts, monitor time away from the group for bathroom breaks and other reasons, and communicate firm check-in times and locations to youth participants. Being attentive to their needs also can help you anticipate situations that might require your attention.

Responding to Accidents

If there is an emergency that requires immediate medical attention, contact emergency services immediately. In the United States, dial 911. Please inform your parish leader (and if at a diocesan event, the diocesan staff person responsible for the event) as soon as possible of any accident. If medical attention is required, but not on an emergency basis, make the participant as comfortable as possible within the boundaries provided by the Youth Medical Permission Form. Then, contact the participant's parents as soon as possible. (This is normally the responsibility of the parish leader or diocesan staff person in charge of the event.) Please be sure to stay in communication with the parish leader and/or the diocesan staff person in charge of the event. It is important to use the Accident/Incident Form for Youth Events to document what happened to cause the accident and the steps taken to provide attention or treatment following the accident. This should be turned in to the parish or diocesan leader.

Providing Guidance and Encouragement to Youth

There may be times when young people have difficulty focusing, following directions, or cooperating for many reasons. Speak to the person privately in a gentle and direct manner. You may have to remove the individual from the group setting (which is highly recommended) in order to have that conversation. (See the guidelines below for Safety of Youth and Adult Participants.) It is important that you not publicly humiliate another person. If needed, please do not hesitate to ask other adult chaperones or your parish leader for help, especially if the cause of these behaviors is beyond your ability to respond.

For the Safety of the Youth Participants and Adult Chaperones

No adult should be alone in an enclosed area with a youth participant. Conversations with youth should take place in a public location. If you are speaking to youth in a room, make sure the door to that room remains open. When responding to situations in opposite-sex housing, make sure another adult is present and announce your presence prior to entering the area. See "Protecting God's Children" below.

Diocese of Joliet Requirements for the Protection of Children and Young People

Adult chaperones are required to have a criminal background check performed and attend Protecting God's Children (VIRTUS) training prior to chaperoning an event with minors. Please see the parish leader in charge of this event for information on how to do this.

(over)

Responsibility to Report

Adult chaperones have the responsibility to report the following information concerning youth:

Type of Information to Report	Timeframe to Report It	Who to Report it To
Serious behavior code violations (at the event)	As soon as possible	Parish leader or diocesan staff person in charge of event
Accident or injury (at the event)	<ul style="list-style-type: none">▪ Immediately if emergency treatment is required▪ As soon as possible if not an emergency situation	<ul style="list-style-type: none">▪ Emergency services first, then parish leader, parents, and diocesan staff in charge of the event▪ Parish leader, diocesan staff in charge of the event, and/or parents
Suicide thoughts or threat If a person is an immediate danger to themselves or others	Immediately	Parish leader, diocesan staff in charge of the event, and/or parents.
Disclosure of physical or sexual abuse	Immediately	Parish leader, diocesan staff in charge of the event, and/or parents. This also needs to be reported to the appropriate authorities (government agency).

Videotaping and Still Photographs

Videotaping and still photographs may occur during this event. These may be used for marketing future events of this nature. Registration for this event constitutes permission for possible participation in videotaping and/or still photographs.

As an adult chaperone for a parish attending this event, I understand my responsibilities and agree to abide by these guidelines.

Date on which I participated in "Protecting God's Children" training _____

My background check information is on file at _____ parish/school

Signature

Date