



Diocese of Joliet

Religious Education Office



CATHEDRAL DAYS

2007

...for fifth graders of the Diocese of Joliet

Thursday, March 15, 2007 (Schools)

Saturday, March 17, 2007 (Religious Education Programs)

10:00 a.m. – 12:45 p.m.

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

- Meet students from throughout the diocese
 - Learn more about our local Church
 - Visit the Cathedral
- Deepen our understanding of the earliest Church of Jesus
 - Pray together—Sing together—Storytelling

your parish information goes here

INFORMATION FOR ADMINISTRATORS

****REGISTER NOW FOR CATHEDRAL DAYS****

Thursday, March 15 and Saturday, March 17, 2007.

The session will run from 10 a.m. -12:45 p.m.

Plan on a day of experiential learning!

IMPORTANT!

- 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 9, 2007.**

Registration will be considered completed and confirmed only after:

- a) the registration form
- b) REO permission form
- c) and payment have been received at the REO.

No phone reservations will 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

10:20 a.m. Session I

11:05 a.m. Session II

11:50 a.m. Session III

12:35 p.m. Closing prayer

12:45 p.m. On the road home

Note: Pizza lunch included!

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 9, 2007.**
3. Please send a COPY of *each* child's REO permission form 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.

CATHEDRAL DAY GROUP REGISTRATION

Please circle one: Thursday OR Saturday

Group Leader 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.

Total = _____

Joliet, IL 60435-6299 Attn: Jennifer



Religious Education Office General Permission

I request that my child, _____, be allowed to participate in Cathedral Days, at St. Raymond Nonnatus, 604 North Raynor Avenue, Joliet, IL

I hereby release and indemnify my parish, _____, its staff, volunteers, and the Diocese of Joliet from any and all liability arising from claims of any kind or nature whatsoever from my child's participation in this event.

Videotaping and Still Photographs

Video and still photographs may be taken during this event. This authorization form constitutes permission for my child's participation in the videotape and/or still photographs, which may be used for future promotional efforts, including the Diocese of Joliet website.

Code of Behavior

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

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 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. Participants will be responsible to local authorities as well.

I understand and agree to this Code of Behavior., 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 parents or guardian will be notified at the time of an infraction requiring my dismissal. My parents or guardian win be responsible for my removal from the premises and any costs involved.

Youth Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Medical Permission

I grant permission for the administration of First Aid to my child, _____, by the people in charge of Cathedral Days 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 the 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 the case of a 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.

Participant's Name: _____ Birth Date _____

Address: _____ City: _____ State: _____ Zip: _____

Allergic to medication/other? NO YES (circle one) Medication(s) presently taking: _____

If yes, please describe: _____

In case of Emergency, contact/relationship _____:

Home Phone: _____ Work _____ Cell _____

Parent/Guardian Signature: _____ Date _____

Insurance Information

Policy in the name of: _____ Policy Number: _____

Insurance Company: _____ Identification/Social Security Number _____

Authorized Physician: _____ Phone #: _____

Parent/Guardian Signature: _____ Date _____

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/guardian 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. 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.

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

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

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).

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

Signature _____

Date _____