



IGNITE YOUR TORCH

A CATHOLIC YOUTH CONFERENCE JUNE 27-30, 2013

1-800-764-8444 • www.catholicsunitedforlife.org

Sponsored by Catholics United for Life & St. Martin de Porres Lay Dominican Community of the Archdiocese of Louisville, KY

CHAPERONE REGISTRATION FORM – Page 1 of 4

(Please print legibly!)

Name M F

Address

City

State

Zip Code

Daytime phone (include area code)

Cell phone (include area code)

Evening phone (include area code)

Email address (We will use this to communicate with you regarding the conference, and your email will be added to our email list.)

T-shirt size: (adult sizes S, M, L, XL, 2XL, 3XL) _____

Name of the group you are chaperoning

Group Leader or youth minister

Have you attended Ignite Your Torch before? Yes No

Have you completed your diocese's safe environment or equivalent training requirements? Yes No

If not, do you intend to do so before the conference? Yes No (Requirement – no exceptions.)

PARTICIPANT CODE OF CONDUCT (FOR CHAPERONES TO READ) – Page 2 of 4

Each participant must agree to these rules. Chaperones, please read carefully as you will be asked to enforce these policies.

1. Chaperones

Each youth participant will have a chaperone. Conference organizers and chaperones are responsible for safety and discipline during all conference events. They should be informed of any emergency. Youth participants must follow the instructions of and cooperate with their designated chaperone. Should a participant violate this or other conference regulations, his or her chaperone and/or parents will be contacted immediately and asked to arrange for the youth's transportation home.

2. Participation

Participation in all scheduled conference activities is expected. Participants must stay on-site throughout the entire conference. In case of an emergency, a participant can leave the conference only after being checked out with the conference coordinator in person by a parent, legal guardian or group chaperone.

3. Illegal and inappropriate items

Under no circumstances may alcohol, cigarettes, illegal drugs or weapons be possessed or used by youth participants at the conference.

4. Absolutely no iPods or electronic devices. A participant found with any of these items will be required to turn them in to conference staff until the end of the conference.

5. Absolutely no cell phones for youth participants. In case of emergency, a chaperone's cell phone may be used. A participant found with a cell phone will be required to turn it in to conference staff until the end of the conference.

6. Dress (applies to all, including chaperones)

Modest dress is required. Conference activities vary from prayer and adoration to workshops and recreational activities. Clothing must be appropriate for all activities:

- **No shorts.** Capris, pants or skirts coming at least to the knees
- no low-riding pants
- Participants' own shirts will be worn the first day.
(NOTE: Two conference t-shirts will be provided for the remainder of the conference.) All shirts should have: sleeves and a t-shirt neckline with no midriff showing
- no inappropriate messages or images on clothing
- no transparent or see-through clothing
- no frayed or cut clothing

For Sunday Mass, wear long pants or slacks or skirt.

Only shorts exception:

Shorts may be worn during the *hour* of sports recreation time on Friday *only*. Shorts must come to your knees. Time will be given to change.

7. Sleeping arrangements

Bedroom and bath facilities in the dorms will be separated by gender. Participants may not under any circumstances visit the floors designated for the opposite sex.

I have carefully read the participant code of conduct form above and agree to abide by and enforce all of its policies during the conference.

X

Chaperone Signature

CHAPERONE POLICIES AND CODE OF CONDUCT FORM – Page 3 of 4

This is a summary of conference policies and the code of conduct for ALL adult chaperones at IGNITE YOUR TORCH Catholic Youth Conference. You are making a generous sacrifice by serving and witnessing to youth in this way. Without dedicated Catholics like you, this conference and other youth events would not be possible.

Our policies are intended to protect both youth and the adults who are willing to work with youth for the love of Christ. Policies and rules are intended to bring good order to this event.

Chaperones will also be expected to read a chaperones' manual that sets out guidelines for appropriate conduct and disciplinary action with youth.

Chaperones should be at least 21 years old and must be in compliance with the Child Protection Policies of their home diocese.

Intense activities and the energies of youth this age make the conference a physically demanding experience. It is recommended that adults with serious health problems or other physical limitations not participate as chaperones.

The conference is Catholic, focusing on devotion to the Holy Eucharist, prayer and catechesis. Chaperones are important facilitators of this experience of faith for their group. They need to be spiritually mature adults whose language, conversation and actions reflect the teachings and moral values of the Catholic Church at all times.

Chaperones must know and obey the rules of the conference (see code of conduct for youth participants) and, as primary disciplinarians of the youth in their group, they are responsible for enforcing these rules within their own group.

Chaperones must remain present during all the activities, meals and free times. It is the adult chaperones' responsibility to be available to the youth in their group and to know where their youth are at all times. Chaperones may not leave the dorms after the youth are in bed.

Chaperones should be aware of any significant health issues and pre-existing conditions affecting the members of their group. Any illness or health problems developing during the conference should be reported to the health care staff. This includes headaches, exhaustion and possible dehydration.

Alcohol and drugs are strictly prohibited. Youth using prescription drugs must cooperate with the conference health care staff for their welfare and the safety of other participants. Chaperones must cooperate in assisting the health care staff.

There is a strict no tobacco/no smoking policy on the college campus. We urge groups to send chaperones who either do not smoke or are willing to not smoke during this conference. If, however, some do come who smoke, smoking will be restricted to their vehicles and must be out of sight of the conference areas. Do not leave the youth in your group to smoke.

Adult chaperones should avoid situations of being alone with a youth at any time. Chaperones cannot share a room with any youth participants. To protect both youth and adult chaperones, dorm rooms will not be used during the day except for designated periods. If a real need arises to return to the dorm, one of the conference coordinators should be contacted. They will provide for appropriate security measures.

Please initial here → _____
Chaperone Initials

CHAPERONE POLICIES AND CODE OF CONDUCT FORM – Page 4 of 4

The dress code for IGNITE chaperones is the same as for the participants (p. 2 of these forms). However, chaperones must wear their chaperone shirts **every** day of the conference. Two orange shirts will be provided. Orange chaperone shirts from past years may be worn by chaperones as well. No shorts except during recreation, but they must reach to the knee.

Chaperones should treat all youth with respect and only discipline members of their own group unless it is an emergency situation. Any concerns about the behavior of youth not under your care should be addressed to the conference staff, which includes a spiritual advisor.

Chaperones must communicate any serious problems or issues to the conference staff. If you see any youth or chaperone violating any policy in regard to the safety of the youth, you are required to report it immediately. Things that should be reported **immediately** to conference staff are:

- possession of tobacco, alcohol, drugs, weapons or harmful objects
- inappropriate displays of affection
- youth leaving designated conference areas
- any youth who attempts to harm self or others
- violations of dorm rules
- any serious illness or injury

I have carefully read all of the above policies of the conference.

I agree to follow all the policies and the rules of conduct of the conference, and to follow the instructions of the chaperone coordinators. I understand that failure to do so may result in my being asked to leave the conference.

I understand that I will be expected to remain on-site for the entire time of the conference.

I understand that photographs, video recordings may be taken of myself and my youth and used in print or internet site promotions for Catholics United for Life and Ignite.

Name (please print)

Signature (please sign in ink pen)

Date

NOTE: One chaperone or youth minister from your group must also complete and send in the youth group registration forms.

When your group's forms are completed, your group leader, youth minister or pastor should send them all together with ONE check (no cash) for all youth and chaperones to:

**Registrar • CUL—IGNITE
PO Box 10 • New Hope, KY 40052**