

# Planning Notes for Parishes

- **Invite and Publicize**
  - advertising: bulletin, personal invitation, posters
  - ask your Religious Education/Faith Formation Office if they know of teens who may be interested in participating in Convention
  
- **Family Involvement**
  - family letter – see the sample letter
  - family and youth participant meeting
  - give families the “*Helpful Hints for Families Sheet*”
  
- **Fundraising and Scholarships**
  - plan fundraisers – see the page of ideas
  - meet with your Pastor to see if the parish has funds to help defray the cost
  - Convention Gift Certificates – see the Publicity Samples
  - Scholarships from the Department of Youth & Young Adult Ministry
  - talk to Holy Name, Knights of Columbus, Altar Rosary Society to see if they would sponsor a young person
  
- **Prepare the Group**
  - prayer pilgrimage
  - retreat/reflection
  - make the parish banner
  - review behavior expectations
  
- **Details for Parish Group Leaders**
  - set registration and fee deadline (remember to set this date so that you have time to complete the paperwork and get it to the Department of Youth & Young Adult Ministry by the diocesan deadline).
  - remember to submit your rooming list directly to the hotel
  - remember to keep copy of permission slips
  - remember the diocesan deadlines for scholarships, awards, registration
  - set up parish dinner
  
- **Parish Connection**
  - bulletin announcements before and during
  - Prayer of the Faithful – include a petition for the delegates
  - bless participants at Mass the week before
  - following Convention, have the participants speak at Mass
  - connect with parish ministries
  - display teens’ banner and photos
  - bulletin or parish newsletter – articles written by teens