

# 2012 Diocesan Youth Convention Group Leader's Checklist

## PRIOR TO THE CONVENTION

*Helpful hint: Make sure to get the teens in your parish involved. It's a great way for them to build community and develop leadership skills, and they will enjoy the Convention weekend even more if they've helped make it happen!*

## ESSENTIAL TASKS FOR YOUR PARISH'S PARTICIPATION

- Review all publicity and registration materials**, noting deadlines and important policies (refunds, substitutions, changes, etc.)
- Select your Parish Group Leader.** This person must be an adult (age 22 or older) who will coordinate all arrangements for your group.
- Set registration deadlines for your parish** that allow the Parish Group Leader to submit registration materials in time to meet diocesan deadlines.
- Tell ALL the young people in your parish about the Convention.**
- Communicate with parents of teenagers.** Provide information about the schedule, guidelines for behavior, and arrangements for adult supervision. Explain the benefits of attending the Convention.
- Identify additional adult chaperones for the Convention** (see web site for Chaperone Information).
- Ensure that **all adult and junior advisor chaperones** are in **full compliance with Diocesan Safe Environment Policies.** Sign and submit **Safe Environment Compliance Letter** with registration materials.
- Contact other Group Leaders if you need any roommates** to fill your group's hotel rooms (see Registration section of web site for details).
- Submit all registration forms, permission forms, and registration fees (one check per parish, please) by Thursday, January 19, 2012.**
- Ensure that ALL adult and junior advisor participants attend one of the Mandatory Adult Meetings** (dates, times and locations are on Chaperone Information page of web site).
- Communicate parish and diocesan expectations to all participants**, including guidelines for behavior and appropriate dress (see Behavior & Dress Code page of web site).
- Make a plan for your parish dinner on Saturday night** (see Group Leaders section of web site for details).
- Pack comfortable (warm!) clothes and good reading material for your hall duty shift!** (BONUS: As Group Leader, you only need to serve ONE shift of hall duty!)
- Determine the pledge from the youth of your parish for the **Catholic Charities Appeal** (see Group Leaders section of web site for details).

## STRONGLY RECOMMENDED TASKS (not essential)

- Raise funds** to provide financial support to Convention participants from the parish.
- Invite** parents to attend the **Parent Track** on Sunday, February 19.
- Submit any **scholarship requests** by **January 13, 2012.**

- Discern nominees for the **Manus Christi Awards** (see Manus Christi Award Nomination section of web site).
- Complete all **Manus Christi award nomination forms**, including necessary signatures.
- Create a **parish banner** that reflects the theme, **“Turn the Page . . . Live His Story.”** Drop off your banner by **Tuesday, February 14** (see Group Leaders section of web site for details).
- Collect **photos** of your group to submit for presentations throughout the weekend (see Group Leaders section of web site for details).
- Create an **advertisement** for the Convention program from your parish.
- Submit all award nominations, program advertisements, and group photos for the PowerPoint presentations by **Thursday, January 19, 2012.**
- Submit information about any upcoming programs your parish would like to publicize in the Adult Packets distributed at the Convention. Due to the Department of Youth & Young Adult Ministry by **Monday, February 6, 2012.**
- Ask your Pastor to bless participants** at a Parish Mass (usually the weekend prior to the Convention).
- Order parish **t-shirts** (optional).
- Help your group plan and make their **“parish traders”** (optional - see Group Leaders section of web site for details).

### **DURING THE CONVENTION**

- Coordinate transportation arrangements** to and from the Hotel.
- Help all group members **register and check-in** at the Convention.
- Remind participants to dress and behave appropriately throughout the event.**
- Handle any medical or behavior-related situations that arise with members of your group.** (*Don't worry – diocesan staff will help and support!*)
- Praise God for the free coffee** that helps you stay awake during hall duty!
- Assist group members** in locating sessions and check in with them periodically.
- Meet your parish group for **dinner** on Saturday night (see Group Leaders section of web site for details).
- Smile a lot – remember the good work that God is doing in the lives of young people right now!**
- Check hotel rooms for damage** at check-in and before check-out.
- Coordinate your group's check out of the hotel** and ensure that all additional expenses are paid.

### **AFTER THE CONVENTION**

- Discuss the experience with the group.** Give them a chance to share their experiences and discuss what it means for their faith and their parish involvement.
- Share the Good News with your parish community!** Consider having youth speak at Masses, write articles for bulletin or newsletter, create a bulletin board, add to the parish web site, host a donut social where they share the experience, write thank you notes to those who supported them financially and prayerfully, have dinner with the pastor to share their stories...
- Plan follow up activities.** What did your youth see or hear during the weekend, and what action are they now inspired to take?