

National Catholic Youth Conference



NOVEMBER 19 - 23, 2025 – INDIANAPOLIS

Diocese of Springfield-Cape Girardeau Group Information

IMPORTANT DATES AT A GLANCE

DATE	ACTION	
12/16/2024	Registration Opens	
12/20/2024	<p>1) Submit Group Size. We will purchase tickets at the “early bird” discounted rate based on the group size you report. There are NO returns or refunds for purchased tickets and your parish will be responsible for full payment for the tickets you order. However, you may be able to sell your unused tickets to other groups wanting to add participants at a later date. Additional tickets can be purchased after this date, but the ticket price will increase due to the “early bird” discount ending.</p> <p>2) Submit Special Lodging requests. We plan to house two adults per hotel room and four youth per hotel room. Please submit any special room request, i.e. private room, less than four youths per room, less than two adults per room, etc. (Special requests are honored based on availability and additional fees will be charged)</p>	
12/20/2024	<p>\$300 <u>Non-Refundable</u> payment per person due (based on group size reported). ~ Payment must be postmarked by December 20, 2024. Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.</p>	

04/11/2025	<p>\$150 <u>Non-Refundable</u> payment per person due (based on group size reported). ~ Payment must be postmarked by April 11, 2025.</p> <p>Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.</p>	
05/01/2025	<ol style="list-style-type: none"> 1) Deadline to add participants (Please note, tickets purchased after December 20, 2024, will cost more because the “early bird” discount is no longer available.) 2) Deadline to drop participants (Please note, the \$300 payment per person paid on December 20, 2024, and the \$150 payment made in April will not be refunded. However, no additional cost will be accrued for individuals dropped by May 1, 2025). 	
07/28/2025	<p>\$200 <u>Non-Refundable</u> per person payment is due (invoices will be emailed). ~ Payment must be postmarked by July 28, 2025</p> <p>Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.</p>	
09/15/2025	<ol style="list-style-type: none"> 1) Deadline to Register- Individual Online Registration Forms must be completed for all participants by September 15, 2025. 2) Deadline to submit any special room request, i.e. private room, less than four youth per room, less than two adults per room, etc. (additional fees charged & based on availability) 	
09/21/2025	<p>Deadline to submit NCYC Youth Endowment Grant Applications. Please note, the grant is for individuals needing financial assistance due to extenuating circumstances/financial hardships.</p> <p>Note: Approved grants will be applied toward the final balance due for each applicant in September 2025.</p>	
09/29/2025	<ol style="list-style-type: none"> 1) <u>Non-Refundable</u> Remaining Balance due per person (invoices will be emailed) ~ Payment must be postmarked by September 29, 2025. *All credits (such as Youth Endowment Grant, NCYC Group Scholarships, etc.) will be applied to the last invoice to lower your balance due. 2) Deadline for Rooming List (any roommate preferences) 	

	<p>3) Deadline for all adults (18 years and older, not in high school) to complete all Safe Environment items required by the Office of Child and Youth Protection.</p> <p>4) Deadline for all participants to sign the <u>Diocesan</u> Medical/Waiver Forms (forms are emailed as soon as individuals register to review/sign electronically).</p>	
10/20/2025	Deadline for all participants to review/sign <u>NCYC</u> Waiver Forms (Please note, the NCYC Waiver forms are different from the Diocesan forms listed above. These forms will be emailed directly to participants or his/her parent/guardian from NFCYM around October 1, 2025. They will be signed electronically.)	
11/19/2025	Depart right after school for Indianapolis	
11/23/2025	Depart Indianapolis by 9:00 AM to return home	

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NCYC (National Catholic Youth Conference) is a powerfully unique three-day experience of prayer, community, evangelization, catechesis, service, and empowerment for Catholic teenagers (of high school age) and their adult chaperones.

NCYC is the premier Catholic youth event on a national scale that gathers people from all across America for a life-changing encounter with Christ. The National Federation for Catholic Youth Ministry (NFCYM) sponsors NCYC.

In a distinctly Catholic setting, the National Catholic Youth Conference invites participants to:

- **Encounter Christ**
- **Experience a Vibrant Church**
- **Be Empowered for Discipleship**

The 2025 NCYC will be held at Lucas Oil Stadium and the Indianapolis Convention Center in downtown Indianapolis, Indiana on November 19-23, 2025.

NCYC GROUP LEADER CALENDAR AND CHECKLIST

September – October 2024

- Share this information with your pastor, parish leadership, and your key youth ministry leaders. The more the parish knows about NCYC, the more likely they are to support your efforts. This support may be financial, organizational, and/or spiritual.
- Form a parish NCYC Planning Team to help make decisions and share the workload (get at least one other person to help you). Establish a parish timeline that allows you to meet the diocesan timeline.
- Finalize total cost per person adding any additional parish cost to the diocesan cost. (You may want to charge more to cover expenses for chaperones, trading items, T-shirts, etc.)
- Promote NCYC in your parish. Some parishes hold an informational meeting. Some promote it at their youth gatherings and/or send promo flyers to each eligible youth. Remember that your current 8th graders will be eligible for NCYC since they will be freshmen next fall. Be sure to view and share the promotional video available online. Please share your promotional ideas and/or questions on our diocesan youth ministry Facebook page.
- Recruit potential participants.
- Recruit adults (21 years or older) to serve as Chaperones/Faith Mentors for your youth participants. The ratio is 2 adults for the first 10 youth and 1 adult for each additional 6 youth. Parents of attendees are invited to attend (we do not limit adult participants). It is wise, but not required, that you have both male and female chaperones if you have both male and female participants. **Please note, adults not in high school between the ages of 18-20 years old may attend, but they do not count in your adult chaperone numbers to meet the required ratio of adults to youth.**
- Recruit Nighttime Hall Monitors. We need two adults to serve as Nighttime Hall Monitors for our entire Diocesan group. The Hall Monitors will sit in the hallways and periodically walk up and down the hallways of the hotel all through the night. They help remind youth to stay in assigned rooms and to keep noise levels down. They also help anyone who may become ill at night. The hall monitors are not counted as parish chaperones. Their registration fees are waived. Please let the Diocese know if you have any willing volunteers.
- Conduct a Parent/Participant Meeting to pray and discuss financial and deadline information.
- Schedule/Create Fundraising Plans - You might consider holding at least one fundraiser prior to December 20, 2024, when the first deposit is due.

November 2024

- Continue to recruit youth and adult participants.
- You might want to create a parish sign-up or registration process. Some parishes have potential participants register and sign a statement acknowledging financial responsibility for NCYC. A statement might read like this: “Participants are aware that the cost of NCYC is

\$890 per person. We will be doing fundraising activities to help participants pay for part of the cost. Those needing additional financial assistance may apply for a grant from the Diocesan Youth Endowment Fund. If the participant is unable to attend, the participant will be responsible for paying any non-refundable deposits up to the entire \$890 unless a substitute is found to take his/her place.”

- Start getting a head count and be ready to communicate group size to The Catholic Center on or before December 20, 2024.
- Start collecting deposits from participants to be ready for the first deposit due on December 20, 2024.

December 2024

- **December 16, 2024:** Diocesan registration will open for NCYC participants. Registration will remain open until September 15, 2025. This is the registration link to use once it opens: <https://dioscg.formstack.com/forms/ncyc>. The link will also be emailed to you.

Please note the following items concerning registration:

- As soon as a participant registers, the adult participant or the parent/guardian of the youth participant will receive an email from Linda Glendenning with the Diocesan Medical Waiver Form to review and sign electronically. All signed waiver forms will be sent to each group leader no later than September 16, 2025.
- During the registration process, the participant will be asked if he/she would like to apply for financial assistance from the Diocesan Youth Endowment Fund. If they respond “yes,” the grant application form will be automatically emailed to the adult participant or to the parent/guardian of the youth participant, for electronic signatures. Please note, the grant is for individuals needing financial assistance due to extenuating circumstances or financial hardships. Youth Endowment Grants will provide up to \$250 in assistance.
- Group leaders will receive copies of all signed Youth Endowment Grant applications after July 2025, but on or before September 16, 2025. **It is the youth leader’s responsibility to obtain the pastor’s signature on all forms and email them back to The Catholic Center by the deadline, September 21, 2025. Youth Endowment Grant applications will NOT be accepted after the deadline. Approved grants will be applied towards the final balance due for each applicant. Grant funds cannot be used towards the first three installment payments.**
- We recommend group leaders register as soon as registration opens so you are familiar with the registration process and understand the method to sign forms electronically. We also recommend asking participants to register early so waiver/medical forms and, if applicable, grant forms are received in plenty of time to meet future deadlines.

December 20, 2024:

- Deadline to submit group size and any special room request, i.e. private room, less than four youth per room, less than two adults per room, etc. (additional fees charged & based on availability). Please submit to The Catholic Center using this link: <https://forms.gle/2wAyroiyyPy9SF8M7>. The link will also be emailed to you.

- The Catholic Center will purchase tickets at the “early bird” discounted rate based on the group size reported by December 20, 2024. **No refunds on tickets** will be given, but you can try to sell your tickets to other groups. Additional tickets may be purchased after December 20, but the ticket price will increase due to the “early bird” discount ending. We will also use your group size information to reserve hotel rooms.

- \$300 Non-Refundable Payment Due Per Person (based on the group size reported). Payment must be postmarked by **December 20, 2024**. Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.

January – April 2025

- Plan, schedule, and host fundraisers.
- Continue collecting payments from participants.
- Make reservations for restaurants in Indianapolis (reservations are needed well in advance).
- Hold an informational meeting to plan and recruit any new participants before the upcoming deadline on May 1, 2025, to add/drop participants.
- Continue having adult participants or parents/guardians register individuals online through our Diocesan Registration Form. Remind adult registrants or parents/guardians to sign the Diocesan Medical Waiver and, if applicable, the Youth Endowment Grant Application as soon as they receive the email after registration.
- Start working with Shelly Ferry in the Office of Child and Youth Protection to ensure all adults 18 years and older not in high school have completed all required items to follow the Diocesan Safe Environment Policy.
- \$150 Non-Refundable Payment Due Per Person (based on the group size reported). Payment must be postmarked by **April 11, 2024**. Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.

May 2025:

May 1, 2025:

- Deadline to add and/or drop participants. Please note the following:

- If adding a participant, please note tickets purchased after December 20, 2024, will cost more because the “early bird” discount is no longer available.
- If dropping a participant, please note the \$450 non-refundable deposits will **not** be refunded.
- After May 1, 2025, participants may be added or substituted depending on the availability of tickets, hotel rooms and bus seats. Changes will be determined on a case-by-case basis.
- If you need to adjust your group size, please email Linda Glendenning at (lglendenning@dioscg.org).

May 15, 2025:

- Continue having adult participants or parents/guardians register individuals online through our Diocesan Registration Form. Remind adult registrants or parents/guardians to sign the Diocesan Medical Waiver and, if applicable, the Youth Endowment Grant Application as soon as they receive the email after registration.

June – July 2025

- Add spots to the buy/sell list and send updates to the list, as necessary, by emailing Linda Glendenning - lglendenning@dioscg.org.
- Continue having adult participants or parents/guardians register individuals online through our Diocesan Registration Form. Remind adult registrants or parents/guardians to sign the Diocesan Medical Waiver and, if applicable, the Youth Endowment Grant Application as soon as they receive the email after registration.
- Plan, schedule, and host fundraisers as needed.
- Continue collecting payments from participants.
- If not already completed, make reservations for restaurants in Indianapolis.
- Work with Shelly Ferry in the Office of Child and Youth Protection to ensure all adults 18 years and older not in high school have completed all required items to follow the Diocesan Safe Environment Policy.
- \$200 Non-Refundable payment per person due (invoices will be emailed on July 14, 2025). Payment must be postmarked by **July 28, 2025**. Note: Youth Endowment Grants will be available after July 2025. All approved grants funds will be applied to the last payment due. Grant funds cannot be used to pay any of the first three installment payments.

August 2025

- Collect final payments from participants.

- Continue having adult participants or parents/guardians register individuals online through our Diocesan Registration Form. Remind adult registrants or parents/guardians to sign the Diocesan Medical Waiver and, if applicable, the Youth Endowment Grant Application as soon as they receive the email after registration. Registration Deadline is September 15, 2025.
- Continue working with Shelly Ferry in the Office of Child and Youth Protection to ensure all adults 18 years and older, not in high school have completed all required items to follow the Diocesan Safe Environment Policy. Compliance Deadline is September 29, 2025.
- Add spots to the buy/sell list and send updates to the list, as necessary, by emailing Linda Glendenning - lglendenning@dioscg.org.
- Plan, schedule, and host fundraisers as needed (Final payment due next month, September 29, 2025).

September 2025

September 15, 2025:

- Registration Deadline - **all individuals must register for NCYC by September 15, 2025.**
- Deadline to submit any special room request, i.e. private room, less than four youth per room, less than two adults per room, etc. (requests will be honored based on availability and additional fees will be charged).

September 21, 2025:

- Deadline to submit NCYC Youth Endowment Grant Applications.
 - We will email group leaders all electronically-signed **Youth Endowment Grant Applications no later than September 16, 2025. It is the group leader's responsibility to obtain the pastor's signature on all forms and email them back to The Catholic Center by the deadline: September 21, 2025.** No Youth Endowment Grant Applications will be accepted after the deadline. Please note, the grant is provided for individuals needing financial assistance due to extenuating circumstances/financial hardships.

September 29, 2025:

- Non-Refundable remaining balance payment due per person (invoices will be emailed on September 22, 2025). Payment must be postmarked by **September 29, 2025**. All credits (such as Youth Endowment Grant, NCYC Group Scholarships, etc.) will be applied to the last invoice to lower your balance due.
- Deadline to submit a rooming list (any roommate preferences for your group).
- Deadline for all adults (18 years and older and not in high school) to complete all Diocesan Safe Environment Requirements. Please note, any adult not fully in compliance with the Diocesan Safe Environment Policy, as determined by the Office of Child and Youth Protection, will not be able to attend NCYC. **No exceptions.**

- Deadline for all adult participants and participants' parents/guardians to sign the Diocesan Medical/Waiver Form. Group leaders will receive all signed medical waiver forms by September 18, 2025, to determine which participants' forms are missing prior to the deadline.

October 2025

- Recommend sending an email to all participants or parents/guardians letting them know to watch their emails for the NCYC Event Waiver Form. The email will come directly from NFCYM. This waiver needs to be signed electronically by all adult participants or parents/guardians of youth participants no later than October 20, 2025.
- Conduct a chaperone training meeting (The Catholic Center will provide suggestions).
- Verify rooming assignments and bus assignments.
- Conduct an informational meeting for parents & participants.
- Send out school excuse letters for youth missing school (you will be emailed a letter to use).
- If you haven't done so by now, finalize all meal plans for the time you are in Indianapolis.

November 2025

- Print all Diocesan Medical/Waiver Forms for each participant in your group. It is highly recommended that group leaders carry participants' forms with them at all times during NCYC in case of an emergency.
- Remind any volunteers helping with Diocesan Mass to bring their instruments, if necessary.
- Invite parents to join the virtual experience.
- Participate in NCYC!

December 2025

- Conduct a parent & participant meeting to discuss your experiences and how you can implement what you experienced at your parish (Catholic Center will provide suggestions).

BASIC NCYC INFORMATION

What is NCYC?

The National Catholic Youth Conference is the celebration of Catholic youth in the United States. NCYC is organized by the National Federation for Catholic Youth Ministry (NFCYM), which is made of diocesan leaders and collaborating members from across the country. This conference typically draws up to 12,000 young people and adults from all over the country.

NCYC includes a wide variety of opportunities for our young people to experience Jesus and His Church. There are five general sessions, one each morning and one each night to bookend every day at NCYC. These general sessions feature dynamic, nationally-known speakers, live music, and fellowship among the gathered participants. Mass in Lucas Oil Stadium is celebrated on Saturday evening. In between the general sessions are rounds of workshops, an interactive thematic park for hands-on experiences and the opportunity to mingle with Catholic speakers and other vendors. There are concerts, service projects, daily Mass, adoration, confessions, and time to meet teens from all different walks of life.

What is NFCYM?

The National Federation of Catholic Youth Ministry (NFCYM), www.nfcym.org, is a membership organization working on behalf of youth and diocesan youth ministry leadership across the country. Headquartered in Washington, DC, NFCYM's mission is: "serving those who serve the young Catholic church." The Diocese of Springfield-Cape Girardeau is a paying member of NFCYM along with 94% of all U.S. dioceses.

When and where will NCYC be held?

The 2025 NCYC will be held at Lucas Oil Stadium and the Indianapolis Convention Center in downtown Indianapolis, Indiana on November 19-23, 2025. Participants will leave our diocese after school on Wednesday, November 19th and return the evening of Sunday, November 23rd. Students will miss two days of school, discussed below.

What is the theme for NCYC?

The theme for the 2025 NCYC will be released in November 2024. We will share all the details once they are released.

What's the schedule for NCYC?

Optional events will begin as early as noon on Thursday with the official opening session beginning around 7:00 PM. The sessions will run from 9:00 AM to 10:00 PM both Friday and Saturday. For a detailed schedule of NCYC activities, visit <http://www.ncyc.info>.

How big is NCYC?

NCYC is America's largest regular gathering of Catholic teens. For NCYC 2019 (prior to COVID), over 25,000 Catholic youth and chaperones attended. The conference has since been split into two location sites and attendance averages around 12,000 participants. For NCYC 2023, 167 youth and chaperones attended from the Diocese of Springfield-Cape Girardeau.

Is space limited?

Yes. We have a definite number of spots for youth, chaperones, and staff available (limited by availability of hotel rooms and bus seats). If we fill all our slots, we will consider additional participants on a case-by-case basis.

Who can attend?

NCYC requires that youth participants must be in high school at the time of NCYC (November 2025). They are often leaders in their local parishes and/or schools, though many are just beginning to connect with their faith. Don't forget that your 2024-2025 school year 8th graders will be eligible for NCYC since they'll be freshmen during the fall 2025 semester.

Why would our youth want to attend NCYC?

Youth and adult participants (chaperones) attend NCYC because they want to:

- Gather with other Catholic youth on a national level
- Learn more about themselves and their relationship with Jesus Christ and the Catholic Church
- Celebrate their Catholic Christian faith
- Meet thousands of other Catholic youths
- Share beliefs and experiences
- Recognize their role in the larger Catholic Church

Will participants miss any school?

NCYC high school participants will miss two days of school – Thu, Nov. 20 and Fri, Nov. 21. Past experience has clearly demonstrated NCYC is worth these absences. We understand that this is a burden, but we are also convinced that NCYC is a unique opportunity. Some schools may give excused absences. The NFCYM has provided a letter (we will email it out once it is available) that students can bring to school officials in the fall to explain the great value in attending NCYC. Neither the NFCYM nor the diocese has any control over our schools allowing or disallowing excused absences for NCYC.

Guidelines/Definitions of Chaperones, Young Adults Participants and Youth.

- **Definition of an Adult Chaperone:** Adult chaperones need to be at least 21 years old. Each group must have at least one chaperone that is 25 years old or older. Adults who are between the ages of 18 and 20 do not count as chaperones; they are considered young adult participants, not chaperones.
- **Definition of a Young Adult Participant:** 18-20 years old AND **not** attending high school. They may **NOT** be considered chaperones.
- **Definition of a Minor/Youth:** A minor is a person that is 17 years of age or younger OR a person that is 18 years old AND is still in high school.

Can young adults out of high school and not yet 21 years of age attend NCYC?

Young adults out of high school and under the age of 21 may attend NCYC in the role of parish Young Adult Participants (YAP) to assist their parish and the diocese with various leadership responsibilities. This could include prayer, head counts, small group leaders, etc. They will not be considered “youth” participants, nor will they be considered chaperones. Because they cannot be housed with minors, they will be housed with adults in adult sleeping rooms. YAP's will be

charged the same registration fees as other NCYC participants. YAP's cannot supervise youth without adult chaperone supervision, and they cannot be counted toward the parish chaperone ratio requirements. YAP's must be background checked and in compliance with Safe Environment policies in accordance with Diocesan policies. The number of YAP's that a parish brings cannot exceed twice the number of chaperones that that parish brings.

Who is organizing all of this?

A lot of wonderful people on different levels are organizing NCYC. NFCYM is taking on the massive task of organizing the conference for 12,000 participants. The Diocesan Office of Youth Ministry is organizing, promoting, and managing our diocesan package and trip for parishes in our diocese. Adult leaders in parishes will be responsible for organizing, promoting, fund-raising, and managing their own parish group (see Organizing Parish Groups below).

TRANSPORTATION, MEALS, AND LODGING

Where will we meet the buses?

We have made arrangements to have professionally-driven charter buses pick up participants at various locations across the diocese. You will be responsible for getting your parish participants to the designated pick-up point, which will be determined at a later date.

All volunteer drivers that will be transporting youth to the bus pick up locations will need to review and sign the Volunteer Driver Form. (We will email the form to you.) If your group is renting transportation to transport participants to the designed pick-up points, diocesan insurance will not cover any vehicle larger than an 8-passenger vehicle. Any vehicle larger than 8 passengers is not covered under diocesan insurance and therefore may not be used.

Can we drive our own vehicle?

It is our policy that youth participants must travel in chartered buses unless they are in a vehicle with their parent(s). Those traveling in personal vehicles will still pay the full package price. Drivers of personal vehicles will be responsible for all aspects of their vehicle, including (but not limited to) providing adequate insurance, gasoline, tolls, parking, etc.

What meals are included?

We will provide pizza at the hotel on Thursday evening after Mass. Other meals during NCYC are not included in the package price and are the responsibility of each participant. Participants will need to bring some spending money for meals and snacks (estimated additional cost for meals is \$120 per person). Parish groups are encouraged to make advance arrangements for some meals for their participants, such as deli lunches or group dinners. A list of food venues within walking distance of the conference location will be available on the NCYC website (<http://www.ncyc.info>). Keep in mind that you will be competing with 12,000 other participants for meals (wait time at fast food places can be an hour or more!). We highly recommend bringing breakfast items and snacks such as granola bars, nuts, fruit, crackers, cheese, etc. Some parish groups choose to bring coolers of food with breakfast and/or lunch items. Because we are bringing charter buses, there is room for coolers and cases of water in the storage

compartments. **THIS IS THE ONE AREA WHERE LEADERS REMARK THAT THEY WISH THEY WERE BETTER PREPARED. NO CROCK-POTS OR COOKING/KITCHEN APPLIANCES ARE ALLOWED IN THE HOTEL. DO NOT COOK MEALS IN YOUR HOTEL ROOMS.**

Where will we be staying?

The Diocese of Springfield-Cape Girardeau has arranged for rooms within the NFCYM room block. We will be staying in a downtown hotel, within walking distance of the conference center. For organizational, risk management, and insurance reasons, participants and parishes cannot make their own NCYC hotel arrangements.

How many kids or adults are assigned to a hotel room?

We will have four youth or two adults in each hotel room. We will assign two youth to each bed (they will be double, queen-sized, or king-sized beds) and adult chaperones will each have their own bed. If an adult wishes to have their own room, an additional fee will be required, and that request will be granted based on space availability. Please contact the diocesan office for any such requests **before September 15, 2025.**

Please note the following Diocesan Policy Concerning Sleeping Arrangements:

- **Adults with Minors Rule:** No adult is allowed to sleep or be alone in a hotel room/bedroom with a minor(s) at any time. Adults should never enter a minor's hotel room/bedroom without a 2nd adult at least 21 years old or older unless there is a medical emergency.
- **Safe Environment Guidelines for Adults with Minors:** In addition to hotel rooms, an adult is not to be alone with a minor at any point during the conference. The general rule is to always be in groups of three, although it is preferable that two adults are present accompanying any given group of youth participants. Regardless of location or setting (Lucas Oil Stadium, Event Center, hotel, bus, traversing the city by foot, etc.), an adult should never be alone with a minor.
- **Sleeping Arrangements for Minors:** Minors are to be assigned to rooms with minors of the same gender. Two minors can share a bed if the bed is larger than a twin mattress, such as a full-size mattress or bigger.
- **Sleeping Arrangements for Adults:** Adults are to be assigned to rooms with adults of the same gender unless they are husband and wife. For non-married adults, we recommend no more than one adult per bed.

Will we be staying in rooms with people from our own parish?

For the most part, hotel rooms will be assigned by parish to make the job of the adult chaperones as easy as possible. Parish group leaders will be asked to provide rooming lists to the diocesan office. To reduce the overall cost and to utilize our block of rooms effectively, if your parish does not completely fill each room, we may assign youth from different parishes to share. If that is the case, the adult leader of that group would be notified first. Also, we will make every effort to ensure at least two youths from the parish are in the room. Special requests for room sharing between parishes will be considered on a case-by-case basis. Adults and youth may stay in the same hotel room **ONLY IF EVERY PERSON** in that room is part of the same immediate family.

How will we get from our hotel to the conference?

Our hotel is within a short walking distance from the conference facility. It will be the responsibility of the adult leaders to accompany their group from the hotel to the stadium and convention center and back. In the case of bad weather, there are internal walkways between most downtown hotels and the convention center, but not to Lucas Oil Stadium. Please prepare youth to dress appropriately for the weather when walking outside to/from Lucas Oil Stadium. Youth are not permitted in the hotel without an adult chaperone accompanying them.

FINANCIALS

How much will this cost?

The cost for the Diocese of Springfield-Cape Girardeau package for NCYC is estimated to be **\$890 per person** (youth, chaperone, or young adult assistant). This cost is based on four youths per room and two adults per room. Fewer per room will be an additional charge. The final cost will not be known until we have lodging and travel arrangements finalized in September 2025.

What is included in the estimated cost mentioned above?

- Transportation to and from Indianapolis in chartered buses
- NCYC registration and credentials
- Four nights lodging in Indianapolis
- Thursday night pizza dinner after Mass
- Diocesan sweatshirt, drawstring bag, and other goodies

What is NOT included?

Most meals (plan about \$120 extra for meals)

Souvenirs

Trading Items (Diocese will be providing one hat per person)

Recommend \$1 per person per day for housekeeping tip

Recommend \$5-\$10 per person for collection at Saturday Mass

How can we afford to go?

We have set up an “installment” plan so that fees can be paid to the diocese in more manageable installments. All payments are non-refundable, but you can try to buy/sell spots to other parishes. Per person payments: * \$300 due December 20, 2024 / * \$150 due April 11, 2025 / * \$200 due July 28, 2025 / * Remaining Balance due September 29, 2025.

- **Please set your parish deadlines earlier than those above so you can get your payment to The Catholic Center on time.** Note: Youth Endowment Grants will be distributed after July 2025. All approved grants funds will be applied to the final payment due on September 29, 2025. Grant funds may not be used to pay any of the first three installment payments.

We strongly encourage at least \$100 per person to be contributed directly from the youth or his/her family. We’ve heard from several dioceses that encourage youth participants to contribute \$5-\$10 each week (beginning as soon as they think they want to go) toward their

deposit. Small payments are manageable for the youth, and it helps them take ownership of their registration.

Most parishes also organize several fundraisers to offset their participants' costs for NCYC. We strongly encourage parishes to hold fundraisers. Not only do fundraisers reduce the fees, but they also help parish groups to bond together. Fundraisers raise the parish's awareness of your group's efforts to attend NCYC.

Are grants available?

Yes! Youth Endowment Grant applications must be turned into the diocesan Office of Youth Ministry by **September 21, 2025**. No late application will be accepted.

Invoicing process

The Office of Youth Ministry will generate invoices for the number of spots in your group prior to payment being due.

A few things to be conscious of:

Please ensure that your bookkeepers are aware that they will be billed for this program. If your finances are separate from parish/school funds, you will want to change your financial process so that payments from participants can be used to pay the invoices from the diocese. It is expected that all money for NCYC is already funneled through a parish/school bookkeeper.

For parishes that have a shared program (Parish X is bringing teens from Parish X & Y), we request that only one parish be billed for the shared costs. We will bill Parish X for all costs. Parish Y should send their portion of the cost to Parish X. This makes tracking payments much more efficient. Notify our office (via email or phone) of any changes as soon as you know them so that you are billed accurately.

If you are in the process of buying/selling spots with another parish, we will work with you to ensure accuracy in billing (see below for more information).

Changes in Your Group Size

Once the add/drop participant deadline date **May 1, 2025**, has passed, it will no longer be possible to guarantee any additional spots in our Diocesan delegation. However, that does not mean that it is impossible to increase your group size or decrease it. Each change will be determined on a case-by-case basis depending on availability.

Decreasing Your Group Size:

If you paid for more deposits than you need, you are not entitled to a refund and you cannot assign those monies to future payments. However, those deposits may be "sold" to another parish that is hoping to increase their group size. If you would like to "sell" some of your deposits, please contact our office. The Office of Youth Ministry will work to connect you with a "buyer" and help you with the transactions that are required. If we find a "buyer," your group will be credited for any payments you have made on the spots you sold on your next invoice.

Increasing Your Group Size:

If you did not make enough deposits, it is still possible to have a larger group. There are two ways that your group size can grow. First, if you want to increase your group size, let us know. We'll try to match you up with a parish that has spots for sale. Second, if no parish is trying to sell spots, and we have space on one of our buses, you will be put on a waiting list. We will work to increase our hotel block to make room for all the spots on the waiting list. At that point, we will increase your group size and bill you for any missed payments on your additional spots during the next billing cycle. There will be an additional fee for adding spots since we will not have the benefit of our early bird registration discount.

ORGANIZING PARISH GROUPS

Who organizes NCYC at the parish level?

Since participants must register through their parish, each parish must have an adult NCYC Group Leader who will also be the single point of contact between the parish and the diocese. This Group Leader will lead the NCYC organizing effort in their parish. This includes forming an NCYC Planning Team, promoting NCYC, recruiting parish youth, organizing the parish NCYC group, collecting fees and forms to be forwarded to the diocese, confirming online registrations by attendees, and being a vital communication link between their participants and the diocese. The parish Youth Minister is often the Group Leader but he or she can delegate the role. In parishes without a Youth Minister, an adult designated by the pastor can be the Group Leader. Smaller parishes are welcome to join together to form one group. Parents from parishes who do not have a youth group can bring their own high school-aged children.

What if I have late registrants?

Contact the Catholic Center so we can help you “buy” spots from other parishes if possible. (See “Changes to your Group Size” above for details).

What forms will I need? Where can I get them?

Group leaders are asked to report your group size by December 20, 2024, using this google form: <https://forms.gle/2wAyroiyyPy9SF8M7>. The first payment of \$300 per participant will be based on the number of participants reported on this form. Reminder, the last date to drop participants in order to not be charged the full \$890 per participant is May 1, 2025.

Individuals are asked to complete the “NCYC Individual Registration Form” online. Registration will open on December 16, 2024. The last date to register is September 15, 2025. We recommend registering early. Once registration opens, use the below link to register: <https://dioscg.formstack.com/forms/ncyc>

Diocesan Medical Waiver Forms and, if applicable, Youth Endowment Grant Applications will be emailed to each participant after he/she completes registration.

NCYC will email a separate waiver form to each participant in October 2025.

What is the refund policy?

All payments are non-refundable. You are encouraged to sell spots (see “Changes to your Group Size” on a previous page for details).

Is there a charge for substitutions?

Yes, after September 29, 2025, there will be a \$25 per person substitution fee. There is no substitution fee for changes before September 29, 2025, but the ticket price will cost more because the “early bird” discount will have ended and is based on availability.

Chaperones as Faith Mentors

Please be careful in selecting the adults who will assist you for this event. All participants will have long days and must have a lot of patience and genuine faith to get through the event. We want our adults to be positive role models. Please try to find at least one man and one woman to attend with your group. While all adults are helpful in keeping the teens safe, the adults who attend the trip are also responsible to help the teens grow deeper in their faith. As a Faith Mentor, chaperones will be able to assist the youth participants in selecting workshops, getting the most out of the experience, and discussing the ways that God is working in their lives during NCYC and beyond.

What is the Adult/Youth Ratio?

The ratio is 2 adults for the first 10 youth and 1 adult for each additional six youth. Parents of attendees are invited to attend (we don’t limit adult participants).

The ratio for chaperones is as follows:
1-10 teens: 2 adults
11-16 teens: 3 adults
17-23 teens: 4 adults
24-30 teens: 5 adults
32-36 teens: 6 adults
36-43 teens: 7 adults

What is the Age for Chaperones?

Chaperones need to be at least 21 years old, and each group must have at least one chaperone that is 25 years old or older. Adults who are between the ages of 18 and 20 do not count as chaperones.

What are Safe Environment Requirements?

All adults (over the age of 18 and out of high school) must: 1) complete two online VIRTUS classes (Protecting God’s Children and Mandated and Ethical Reporting), 2) complete a diocesan background check, and 3) sign a 2025-2026 Diocesan Code of Conduct by September 29, 2025. Our diocesan group must be 100% in compliance. We will check each adult on your roster to ensure that these requirements are met. Adults who are not in compliance are not able to attend NCYC. **No exceptions.**

Is there an NCYC Adult Code of Conduct?

Each chaperone, young adult participant and each youth will be expected to abide by the Diocesan Code of Conduct which is read and signed during the registration process. Every parish is asked to review the Diocesan Code of Conduct at the parent/chaperone meetings. NCYC will email their own waiver form for all participants to review and sign in October 2025.

Will there be Chaperone Training Meetings?

We encourage every parish to conduct Chaperone Training Meetings. The Office of Youth Ministry will send out guidelines for these meetings. Training your chaperones helps ensure all are safe on the trip while at NCYC and helps provide the best possible experience for the youth.

OTHER CONCERNS

What about safety and security?

We want to do everything we can do to safeguard and protect our young people as well as minimize risk. All adult chaperones on our trip must be screened according to the Diocesan Safe Environment Policies. Group Leaders will be responsible for maintaining proper chaperone coverage of their youth during NCYC, including during travel. NCYC participants and chaperones will be issued credentials/nametags, and no one will be admitted into NCYC venues without proper credentials. All backpacks and bags taken into the NCYC venue will be subject to search. The NFCYM and the local Indianapolis authorities are working together to ensure a safe conference.

Can I put the NCYC logo on my promotional material?

Yes! The logo is available on the www.NCYC.info website. As soon as the diocesan logo is finalized, we'll post several versions on our website. You are free to use them in your promotional print materials and/or social media posts. There are very specific rules for using the official NCYC logo on clothing. Please check NCYC.info before using the logo on anything other than your promotional materials.

How do I prepare my young people for NCYC?

Check out www.ncyc.info for lots of information you can pass on to your youth and their families.

How can I get more information?

Visit NCYC.info for the most updated information. Keep in mind that some of the deadlines posted are for Diocesan Leaders, so our deadlines may be earlier (to allow the Office of Youth Ministry to get our paperwork and payments together). Parish or School Group Leaders will receive email correspondence from our office with updates, and you're always welcome to contact the Office of Youth Ministry with questions: 417-866-0841, lgldenning@dioscg.org.

Physical Issues

NCYC is a physically demanding experience. There are several things that you can do to reduce the risk of illness and injury among your participants:

Sleep

Be sure that you, your chaperones, and teens are getting as much sleep as possible in the time available at the hotel. We expect everyone (including adult chaperones) to be in their room by midnight, which gives everyone up to 6-7 hours of sleep each night.

Hydration

Be sure that you, your chaperones, and teens are getting enough water to drink. There is nothing better to drink than water. We recommend discouraging energy drinks and caffeinated beverages since they can lead to further dehydration issues. It is recommended that each participant always has a water bottle on them and takes opportunities to fill them as necessary. There are several water stations available in the convention center to fill bottles.

Pace

Keep your group at a reasonable pace. There are too many opportunities available at NCYC to do them all, so don't even try. Select a few priorities for your group each day and realize that opting for one thing may require you to give up another. Running from event to event will tire out members of your group and can lead to emotional issues and an increased likeliness of illness.

Foot Care

You will be standing, walking, waiting, etc. a lot at NCYC. Be sure that you, your chaperones, and your teens have appropriate footwear for these experiences. Veteran NCYC group leaders recommend alternating between 2 different pairs of shoes. Also, check in with your participants frequently to see how they are feeling so that you can sit and rest if necessary.

Sound Issues

The general sessions at NCYC are designed to be attractive to a teenage audience. That means they will be slightly quieter than a 747 on take-off. If you are sensitive to loud noises, you may want to bring ear plugs.

COMMUNICATION

Texting

The best way to communicate at NCYC is via texting. Cell towers are so busy with the nature of this event that it is not uncommon for phone calls not to go through or to be dropped. It is recommended that you create a group text system prior to NCYC for effective and quick communication with your group.

Non-Verbal Communication

Since texts are only read if people know they received one, you may want to consider non-verbal ways to communicate simple messages. All group leaders are encouraged to have a sign, banner, flag, etc. that can be seen from a distance away so participants can always see where they are supposed to be. This reduces the opportunities for teens to accidentally get separated. It is also a good idea to wear matching T-shirts each day if possible. The diocese will provide matching sweatshirts for our entire group.

OTHER WAYS TO BE INVOLVED

As good as the NCYC experience is, remember that it is only four days long. The effects of NCYC are greatly enhanced with a deepening and a broadening of ongoing comprehensive faith formation efforts.

Preparation and Follow-up

Each group is highly encouraged to spend a significant amount of time preparing NCYC participants for this grand experience of our Church. Preparation needs to include much more than fund-raising and informational meetings. Prayer remains the best way to prepare for NCYC. It is strongly recommended that you lead your teens in an ongoing practice of prayer leading up to the event. Sharing special intentions, weekly rosaries, and novenas to parish patron saints are several of the many ways to help the youth prepare their hearts for their NCYC journey. A similar routine of prayer following the event is equally recommended to help facilitate a comprehensive encounter that supplements an ongoing life in the Church, rather than a three-day conference experience.

Engaging Parents

Since parents are the single greatest influence on the young church, it is important that we do everything we can to support their involvement in NCYC. Do your best to keep them engaged during meetings for NCYC, and ensure they feel welcome and encouraged to join the teens and chaperones in praying for a transformative encounter for the youth at NCYC.

Attend the Event

Even if you have enough chaperones attending NCYC, it is still a good idea to personally invite the parents of your participants to consider attending as well. There are special “adults only” events at NCYC that are specifically designed for parents. In fact, NCYC is just as formative an event for adults as it is for teens.

Attend Virtually

The NCYC planners have created a way for anyone to view the general sessions live via the internet. All groups should try to arrange for a member of their faith community to host live viewing of the general sessions for the parents and community members who are not able to attend the event. The general sessions can be supported with an opening prayer and discussions afterward. Throw in some refreshments and make it a party for your whole parish/cluster.

Pray privately

A lot of parents really want to support their teens in growing in their faith but don't know how. Giving the parents of your teens a four-day prayer journal/planner to use while their son/daughter is on the trip can be a great way to engage parents during their daily busyness. Least of all, getting people more into their own personal prayer can't hurt.

NCYC 2025 Parish Checklist

This is just an example of a way you can keep track of the people in your group. This does not get turned in to anyone, it's just an option for you to use. Feel free to edit it to fit your needs. If you use something different that works for you, please share it with other parishes on the Youth Ministry Facebook page.

Name	Cell Phone #	Waiver Collected <input type="checkbox"/>	Deposit Paid	Fundraiser #1 Credit	Fundraiser #2 Credit	Fundraiser #3 Credit	Other Amount Paid	Balance Due
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
			\$	\$	\$	\$	\$	\$
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