

NCYC 2019 + Diocese of Des Moines

STEP *By* STEP P l a n n i n g G u i d e

Step 1:

Identify your leadership. In parishes with easily identifiable youth ministry leadership this may be easy. **PASTORS:** In some parishes you may have to brainstorm the names of some parents or key leaders in your parish. You should look for someone who either has high school age students or who has a proven track record of working with that age group. Once that person (or persons) is identified you need to set up a meeting to go through the rest of the step by step plan and assign roles and responsibilities for your parish.

Step 2:

Create Parish Information Packet. This packet should be prepared to answer as many questions as you can for parents and potential youth participants. You will need to make some important decisions about the trip as you prepare this packet.

1. Should the student participant cost pay for the adult chaperones, will the parish pick up the cost of the adults or will the adults pay their own way? The diocese requires a one to eight ratio of youth to adults. If the students are paying the cost you would take the \$561 x 10 (eight youth plus two adults – which equals \$5,610.00). Then you would divide the amount by eight to come up with the per person cost of \$701.25. *Note: The \$701.25 is based on four people in a room (youth rooms and adult rooms.) If your adults would like to have only two people in a room I suggest you charge the chaperone an additional per person fee or see if the parish will offset this cost.
2. Is your parish is planning on providing any additional meals, trading items or t-shirts? Those costs need to be added into your parish trip cost. The diocese will provide a diocesan NCYC t-shirt and one very nice dinner meal.
3. What types of fundraising do you plan on organizing for your group? You should pick several fundraisers to help offset the cost. Your adults should be committed to helping with them, especially if their trip is being paid for. The Diocesan Office of Youth & Young Adult Ministry can help you with fundraising ideas.
4. Determine how much the parish is going to help the participants. Will the parish Knights of Columbus or a parish Women's Group be able to assist? Do you ask to do a second collection?
5. Once you have determined your cost you need to establish parish deadlines based on the diocesan timeline we have provided in the parish leader packet.

Once these decisions have been made you need to put together your packet. We suggest your packet include the following information: (We have provided samples for each of these items)

1. Parent/participant letter from Bishop Pates and our diocesan department
2. Cost breakdown and deadline sheet
3. Frequently Asked Questions
4. NCYC Basic Schedule (a more detailed schedule will be released as we get closer to the event)

5. Fundraising Options
6. Code of Conduct Form

This year the Liability Waiver will be sent separately after Labor Day due to changes at the NFCYM, which is the organization that runs NCYC.

Step 3:

Create Marketing Plan. To maximize the number of participants you will need to put together several marketing pieces:

1. Bulletin announcements (If you can send these to the person responsible for your parish bulletin in digital form it will make it easier for them to just cut and paste the announcement.)
2. Bulletin insert/posters
3. Promotional videos on YouTube that can be played after Masses. We will provide a link to the one created by NCYC.

If you have gone to NCYC in the past you may want to ask some of your past participants to speak at Mass or put together a video that you can post on YouTube and publicize the link in your bulletin or send it directly to your families.

Step 4:

Plan Parent/Student Information Sessions: In smaller parishes you may only need to have one session. In larger parishes you may need to have several. At this meeting you should:

1. Pray
2. Distribute the information packets you have put together.
3. Watch the NCYC promotional videos on YouTube.
4. If you have gone before you may want to invite both youth and adults to share their experience of NCYC.
5. Explain your fundraising goals.
6. Emphasize important due dates for your parish.
7. Answer questions
8. Closing Prayer

Step 5:

Continue to Communicate, Communicate, and Communicate: It is important to continue to communicate your plans to the participants and the parish as a whole. The better the parish is informed of your plans the better they will support your trip.

Some parishes publish the list of participants and ask the parish to pray for them. You may want to plan a special sending prayer for the Masses on the Sunday prior to leaving and a welcome home of some kind when they arrive home. It would be great if you could organize a prayer for parents and teens as your bus is leaving. This could be led by your pastor or a deacon in your parish.

We will be sending out regular updates each month beginning in May which includes information on fundraising, best practices for your adult chaperones, bus information, programming updates, etc. Make sure you pass them on to your participants and leaders when appropriate.

Step 6:

Collect all Forms and send them to the Diocesan Office of Youth Ministry, attn.: Sherri Slimmer: It is important that you send us all the forms and money due by the deadlines outlined in the NCYC Packet.