DCYC Frequently Asked Questions

Registration

When Can I register my group? You can begin registering your group starting **today** through June 29th. **Early Registration** ends May 29th; **Regular Registration** is May 30th-June 15th; **Late Registration** is June 16th-June 19th.

How do I register my group? All registrations are done electronically and on 2 easy to complete forms, forms E & F.

What is the "Form E"? FORM E is the PAYMENT Form which is your parish accounting form for registrations and must be sent in with your parish/school check. **IMPORTANT:** To meet the **Early Registration deadline**, The **Form E** and your **Church check** must be postmarked by **May 29th.** Along with that, your **Form F** must be emailed into lloza@fwdioc.org by May 29th. You may continue to register people for DCYC after May 29th, but those who register after May 29th will not receive the early registration price. **NOTE:** We must receive all three items (Form E, Form F, and check) for your group to receive the early registration fee.

What is the "Form F"? Form F is an EXCEL WORKBOOK. Please **make sure to review and complete each tab before sending in your Form F.**

See more details below with regards to Form F.

What if I don't have Excel? If you do not have Microsoft Excel on your computer, contact Melissa in the Office of Youth Ministry lloza@fwdioc.org to determine an alternate electronic method to turn in your registration information. No information will be taken via hard copy – must be done electronically. Remember to save the form with your info before sending via email. Otherwise, you run the risk of all of the information you entered being lost.

Tabs in Form F: "Individuals", "T-Shirts", "Meals", "Hotel Rooms", "Hotel Changes", "Key Leader"

"Individuals"

How do I fill out the "individuals" tab? Who should I add first? When filling out the "individuals" tab, **all adults (21 yrs. +)** need to be listed first. Be sure to include a cell phone number, email address and date of safe environment training for all adults. Once you have typed in all your adults, add your youth.

What do I need to do if I add or drop someone from my group? ADDS/DROPS will use the "INDIVIDUALS" tab to make those changes. You will put the **ADDS will be in GREEN** and the **DROPS will be in RED.** Please use STANDARD CAPITALIZATION and LOWER CASE letters, NO all caps or all lower case- Complete Name NO initial with last name (M. Smith). Please make sure to **update every tab** in the excel workbook before submitting changes.

"T-Shirts"

Everyone who is registered by June 15th for the conference will receive a conference t-shirt. The t-shirt orders **must** be placed in the "T-Shirts" tab on the Form F Electronic Registration. It is very important to place your order by the deadline to ensure that your group receives the preferred sizes.

"Meals"

This year, early registration cost is $100 per person **which includes dinner from 5:00-7:00 p.m. in "Made in Texas".** Your parish will need to make arrangements for the following meals: **Saturday breakfast, lunch, dinner and Sunday breakfast.** The Hyatt will be offering meals on Saturday and Sunday at an additional cost. If you choose to purchase breakfast or lunch from the Hyatt you can order these meals on your Form F Electronic Registration under the tab "breakfast-lunch". The hotel is offering two different **Saturday evening dinners you can purchase;** a meal box deal or a buffet meal from the hotel restaurant Jacob's Spring Grill. You can purchase those by emailing Melissa for the form.

Other questions regarding meals during the conference

What should I do about breakfast? You can add hot breakfast on Saturday and Sunday to your registration. If you choose to do this, please fill in the total numbers who will be eating on the top of the "individuals" tab. If you choose not to do this, we have a couple of ideas for you. Some groups tell their youth, in advance, to pack breakfast for in the morning on both days. All rooms have a coffee maker. This can be used to make instant oatmeal or any of the "cup o noodles" type items for a hot breakfast. They can also bring granola bars, muffins, peanut butter crackers etc. Even whole fruit travels well for morning breakfasts.

Some groups choose to provide breakfast for their whole group. In this case, many offer cereal (either small boxes or bowls or large community boxes) and milk, juice (boxes or small boxes travel well and do not need refrigeration) fruit and yogurt. Milk and yogurt can be kept cold in a cooler or can be picked up at a nearby grocery store by a chaperone in your group the morning of. Again, *please remember to clean up after your group is done*.

What do you recommend for Saturday Lunch? The Hyatt offers meals for Saturday lunch at an additional cost. Please see the "Meals" tab for more information on choices and place your numbers in the "meals" tab as well as the "individuals" tab. You may also have food delivered to the Hyatt or pick it up yourself and serve it to your group out of a hotel room or an assigned upstairs group meeting space. No outside food may be served in the lower 2 levels. *Please note*: If you choose this option, you must bring your own trash bags and thoroughly clean up after your group. Any damage to rooms from food stains will be charged to your group. ***Food may not be served in hallways or in any public areas of the hotel (this includes anywhere on the first 2 floors of the Hyatt.) Under no circumstances may catering from outside groups be done on Hyatt property during the conference.***

What should I do for Saturday dinner? As stated earlier, Saturday dinner is on your own. Here are four options you can do with your group:

Option 1 – Depending on your transportation and group size, many groups go off site to eat. Grapevine Mills Mall offers a great food court at reasonable prices.

Option 2 – The Hyatt offers a boxed meal with 4 to 5 different options priced at $8.00.

Choice 3 – The Hotel's restaurant, Jacob's Spring Grille will offer groups a dinner buffet of Mexican food on Saturday. The buffet costs $13.95 per person. You may contact Jason Spoolstra (jspoolstra@fwdioc.org) or Melissa Loza (lloza@fwdioc.org) if you are interested in either Option 2 or Option 3.

Choice 4 – Have food delivered to the Hyatt or pick it up yourself and serve it to your group out of a hotel room or an assigned upstairs group meeting space. No outside food may be served in the lower 2 levels. Please note: If you choose this option, you must bring your own trash bags and thoroughly clean up after your group. Any damage to rooms from food stains will be charged to your group. ***Food may not be served in hallways or in any public areas of the hotel. (this includes anywhere on the first 2 floors of the Hyatt.) Under no circumstances may catering from outside groups be done on Hyatt property during the conference.***

My group is hungry at bedtime any ideas? Yes, many groups bring "bedtime" snacks for their youth and offer them at their daily wrap up meeting. Easy snacks-granola bars, peanut butter crackers, cookies, chips, etc. can be fairly inexpensive and go a long way towards morale. Some groups also offer bottled water for the youth so they avoid the sticker shock of the bottle in the room and the caffeinated, sugary soda machines at bedtime. **REMEMBER: Bottle water in the hotel room is NOT free. If anyone in the room opens the bottled water your group will be charged for the water.**

"Hotel"

How do I assign youth to rooms? You will enter the youth names on the Form F tab "Hotel". You will assign rooms in groups no larger than four (4) and must be the same gender (i.e. no males and females should stay in the same room together). If your group is less than four (4) in a room, then the price per person for a room is higher. Please refer to the "Hotel" tab for pricing. If you have any questions please ask.

Other information regarding the Hotel

Can adult chaperones stay in the same room with the youth? No. Adult chaperones must sleep in rooms with other adult chaperones of the same sex. The only exception is if the adult chaperone is a parent of the youth that are attending the conference. In this case, we will make an exception on allowing parents and children to be in the same hotel room.

Will it be possible for youth to order room service, a movie, video game or call long distance? Movies and long distance calls are supposed to be blocked according to our contract with the Hyatt. That said, occasionally a room is not blocked. Any charges for incidentals, including the bottled water, are charged to your parish group. Please warn your youth in advance.

I requested a room with 2 beds. Why does the room only have a king sized bed? We strive to fill all double room requests as closely as possible. On occasion there are not enough double rooms to accommodate the requests. Completing and sending in your Form F early will help you get what you request.

I have so many hotel rooms for my group. How can I quickly identify which are mine? Some groups make rooming signs with the parish name and the youth names in that room to put on the hotel room doors. This helps chaperones from your group know at a glance who should be in which room. If you make room signs, for the safety of your group, only list first names on the sign. To protect the doors, please only use painters tape to affix the signs.

Is there anything else I should check for with my hotel rooms? On rare occasion, youth of the opposite sex are put into adjoining rooms. When you do the initial room check, please check to insure you do not have a boy's room and a girl's room with an adjoining door. If that does happen, you may switch the room with another in your group. Please note it on your Room Inspection Report and your personal rooming list.

Can youth be in their rooms during the conference? No, youth should be *at the conference* during the conference. Youth are only allowed in their rooms with the approval of their group leader at lunch and dinner on Saturday and bedtime each night. Adults must be present when youth are upstairs. For your protection, do not go into a youth room unless another adult is present.

What else should I tell my group about the hotel? Please firmly, but lovingly, remind your group that they are representatives from your parish, the diocese of Fort Worth and the Catholic Church. There are many other people staying in the Hyatt who are not part of the conference. We want to be good examples to them of Christ's presence in our youth. This means, as always, use good manners, share the elevators with others, only push

elevator buttons for the floors you need, stay quiet in the hallways and in their hotel rooms, avoid slamming doors and be where they are supposed to be when they are supposed to be there.

What about the pool? Can the youth swim? No, there is no life guard on duty at the pool. Diocesan regulations state that a life guard must be present during swimming activities, so unless you provide a life guard for your group, they should not be swimming. There really isn't time for it anyway.

Is there anything I need to do before we check out on Sunday? Check out is at Noon on Sunday. This conflicts with Mass and conference programming, so the easiest way to meet this time is to have your group bring their entire luggage to **Made in Texas** on the lower level before the conference begins. There will be designated areas for each group to leave luggage, just like on Friday. Before youth leave their rooms, chaperones should do a room check to make sure all their belongings have been taken, rooms are neat and trash is thrown away properly. Housekeeping has a huge job during this conference. It is our job to be good stewards and leave the rooms manageable for them to do their jobs quickly after we leave. Some group leaders have "room awards" for the rooms that are left neatest at check out. Once, the youth were so thorough, a chaperone was afraid housekeeping would think the room had already been cleaned.

"Hotel Room Changes"

Is it ok for youth to switch rooms? Room switches should be made according to the directions, in this document, prior to the conference. Room changes at the conference must be made under the direction of the group leader. The group leader should always know which room every teen and adult in their group is in should there be any emergencies. Any room changes should also be reported to the conference registration desk. In the event that there is any damage caused by persons staying in a room, we will go after the people that we have on our list as staying in the room.

How do I add/drop people in rooms BEFORE the conference? You will make any changes on the "Hotel Changes" tab. Please provide the room # and only the people you are deleting and adding. Below is example. Please make sure to also update all other tabs as needed.

Example: Hotel Rooming Changes Tab

DELETE

Room	Occupant 1	Occupant 2	Occupant 3	Occupant 4
3			John Smith	

ADD

Room	Occupant 1	Occupant 2	Occupant 3	Occupant 4
3			Jim Bob	

What if I have a name change the DAY OF the conference? If you have any add/drops or name changes on the day of the conference, you will receive a form from the OYM when you check-in. On this form you will write in your changes. Once you have made all your changes, please return your form back to Ballroom 7.

"Key Leader"

Who should be the key leader for my group? The key leader can be either a volunteer or the coordinator of youth ministry. This person will receive email updates in the months and days before DCYC and they will attend all the key leader meetings at DCYC. **Please make sure to list a working cell phone number and an email address.**

What happens at a Key Leader Meeting and why should I go? Every group *must* have one representative at the daily Key Leader Meetings at DCYC. There are last minute issues, concerns, updates and changes that are addressed at Key Leader Meetings**.** During DCYC, the Key Leader Meeting is the *only* place changes are conveyed.

It is of vital importance that one person from your parish attend the Key Leader meetings. The meetings are not long, and sometimes include a treat for the attendees! Please choose a responsible person to attend your meetings and bring all the information conveyed back to your group.

How do I sign up my key leader? You will fill out the key leader form which can be found in the "key leader" tab. Please make sure to fill out every space provided.

Release Form Binder

Each parish contact person is responsible for turning in a release form binder (3 ring binder, no folders or envelopes) with all required release forms for each registered participant to the Office of Youth Ministry and they are responsible for having a copy in their possession throughout the entire DCYC conference.

When is my binder due? All completed binders are due to the Diocese of Fort Worth offices **no later than June 19th, 2015.**

What needs to be in my binder? In the front of the binder, place a hard copy of your "Individual" tab from form F. Next, have the affidavit from your Safe Environment Coordinator; behind that, in alphabetical order **BY LAST NAME**, put all adult forms D, G, I and then youth forms A, B, I . Please do not add any other forms besides the required forms. Please place a divider between the adult and youth forms.

Please help me understand what paperwork I need for youth and adults in my binder.

Here is a list view of what is expected to be in your binder and a chart that may be easier for you:

1) Hard Copy of "Individuals" tab

2) Affidavit from your Safe Environment Coordinator

3) Adult Forms: Form D (Liability Waiver), Form G (Adult Code of Conduct) Form I (Youth Code of Conduct)

4) Youth Forms: Form A (Liability Waiver), Form B (Participate and Consent), Form I (Youth Code of Conduct)

Diocesan Release Forms	Form A	Form B	Youth Code of Conduct Form I	Form D	Adult Code of Conduct Form G
Chaperone 21 & Over			X	X	X
Young Adult Out of HS 18-20			X	X	X
HS Youth	X	X	X		

It is hard for me to see if I have the correct paperwork for all my youth and adults. Do you have any tips to make it easier? Some youth ministers find it helpful to color code their paperwork so they can see at a glance if they are missing anything.

Ex. Form A-blue, Form B-yellow, Form C-pink, Form D-green, Form G-buff, Form I-white.

Form A Questions

Can a parent opt out of signing any of the signature lines? No, all 4 signature lines need to be signed unless a parent writes a letter to the Diocese to revoke permission of promotional release (as stated on the Form A). A parent must understand that this means that a diocesan employee will not take a picture, video, or audio of their youth but the diocese cannot be held liable if another youth or another individual from a parish takes a picture, video or audio. No names will ever be taken down with regards to promotions or advertisements.

What if the individual is uninsured? Write "none" or "n/a" on the insurance line.

Can the parent skip filling out the specific medical information? No. They need to have something listed on each line. If there is no information to list, they can write "none" or "n/a" on the line.

Does the parent really have to fill out the date of the last tetanus/diphtheria immunization? Yes, at minimum they must list the year of the last immunization.

If a parent does not like the wording on any of the paperwork, can they cross it out or change it? No changes of any kind may be made to any of the diocesan paperwork.

Form I (Code of Conduct) Questions

There is a spot for adult/chaperone to sign on form I. Does that mean I have to sign every youth form since I am their chaperone? No, each form will either be signed by a youth and their parent or in the case of an adult on the adult/chaperone line. The parish leader does not need to sign all of the youth forms for their group.

Are there any non negotiable rules for DCYC? Yes, everything in the first section of the Code of Conduct is non negotiable. If a youth breaks one of these expectations, they will be sent home.

If I have a youth or adult chaperone who does not want to go to a session, do they have to go or can they hang out in the common area or go to their hotel rooms? All youth and adults are expected to be at all sessions during the conference. During sessions, youth will not be allowed to hang out in the common area. If they cannot find a session they want to attend, they will be directed to the mega session.

Should I take up my group's cell phones? It is up to you, as the group leader, to decide if you will allow your group to have phones or not. Some group leaders ask the youth to leave theirs at home. Others allow them to keep the phones but only make calls and text during long breaks. You know what works best for your group.

What about adult cell phones? All adults should carry a cell phone and the youth in their care have their numbers in case of emergency. Group leaders **must** carry a cell phone at all times during the conference. If you do not own a cell phone, designate someone in your group to be the "cell phone contact" for your group in case of emergency and make sure all in your group have that number along with the OYM/AC

I have a youth who must sleep with music, but the expectations say not to bring valuables. Lost and stolen items are not the responsibility of the conference staff, hotel or adult chaperones. To avoid the possibility of loss, youth are encouraged to leave these items at home. If they choose to bring them, please let them know it is safest to leave them in their rooms.

I have a teen that will drive themselves to and from the conference, is it ok if they drive to dinner? Once at the conference, the youth should hand over their keys to their group leader until the conference is over. If your group leaves the conference for supper on Friday and/or Saturday evening, the young person may drive but no other teens will be allowed to ride with them. *Please note: The Diocese of Fort Worth policy stipulates that only persons over 21 may drive youth during a youth event. In light of this, it would be prudent for the young person to ride with an adult to supper.*

What's the big deal about the hotel balconies? Several years ago, youth decided to go from room to room via balconies. This is a huge safety issue. Youth are not permitted on their balconies for any reason. *Youth who are caught on their balconies will be immediately sent home.* Hint: Some group leaders tell their youth not to even open the door.

***For more information about Expectations during the conference see the "Making Purple" section below.**

***For more information about Dress Code & Appearance, please see the Dress & Appearance section below.**

Navigating the Check-In Process at the Hyatt

It's my first time at DCYC and I made it with my group to the Hyatt. What now? Welcome! You and your group are in for an incredible weekend! First, follow the signs to **LUGGAGE HOLD** where a representative will show you where to stow your group's luggage until you get your rooms.

Next, take your group downstairs to Made in Texas (MIT) to meet other youth, shop with the vendors, audition for DCYC's Got Talent and have dinner. While your chaperones watch your youth, the group leader should proceed to Enterprise 7 or 8 starting at **4:00PM** to begin check in. There will be two ways to check in your group (Express or Regular Check-In) depending on which one applies to you. Signs posted and volunteers will be present to help you find where you need to go.

What is Express Registration? Express Registration is for those who have turned in everything (binder and registration materials) by June 19th. The Office of Youth Ministry will notify you if you have qualified for expressed registration and you will receive a ticket. **Please note**: If you have **any** changes to your group/binder after your binder was cleared by OYM, you may not still be qualified for Express Check-In. Express check-in is for groups who have **NO** changes to their binders. If you have any questions with your express check-in leading up to the conference please email Melissa Loza: lloza@fwdioc.org.

The adult leader from your parish will take your Express Registration ticket (that was emailed to you) to the check-in desk in Ballroom 7 on the lower level. Present the voucher to the designated representative to be checked-in. You will then be given a key to your hotel room and a young adult volunteer will escort you to your room. There, you will find all of your group's key cards, t-shirts, and credentials (name tags will be pre-stuffed in name badge holder) you will still need to add a copy of form A or D to name badge holder for each participant. You will complete the room change form (in case you have any room changes for your group) and sign it. Once you have completed the hotel rooming list, your young adult escort will return it to Melissa Loza and you are all set to pass out your keys, move your group into their rooms and have an incredible conference experience!

What is Regular Registration? Regular registration is for those who did not turn in their binder and all registration materials by the deadline, or their binder did not clear the OYM. If this applies to you then you will go into Ballroom 8. There you will have your binder checked to be cleared. You will then get checked-in and then begin the process of being given instructions on how to proceed with your hotel room keys and hotel damage report forms.

At this point, if your group is large, it will be helpful to find a few adult chaperones from your group to help you assemble and distribute name tags. Your extra copy of form A & D should be folded and placed in the nametag pouch for each person. It is also helpful to put a list of all chaperones in your group and their cell phone numbers in this pouch.

Once you have room keys, you will then need to update your rooming list with the hotel room numbers that you will assign to each of your rooms(youth/adults) and make any necessary changes to your hotel rooming list (swapping people). Distribute keys along with a hotel room damage report form to your group. After you have collected all your Damage Report Forms and checked to make sure there are no boys and girls in adjoining rooms, take all of your room forms back to the registration desk. They will then give you a voucher to pick up your group t-shirts. Once you have your shirts, you are done with check in, congratulations!

Meeting Space

I would like to have a daily meeting with my group. Is there a place where I can go to do that? The Hyatt has given us access to a limited number of rooms where larger groups can meet to have a daily check in, reflect on the day and review the next day's activities. If you are a group of at least 20 persons, please fill out the Hotel Meeting Space request form and send it to the OYM/AC no later than June 15. You will be notified if we have a space for your group.

What if I do not have 20 in my group? What are the options for me? Smaller groups can meet in a hotel room, hallway or one of the public spaces in the Hyatt. Please be mindful of your noise level when in these spaces. If you meet in a hotel room, remember Child Safety rules stipulate that adults may not be alone with a youth. For your protection, do not go into a hotel room with youth unless another adult is present.

Making Purple

I keep hearing references to "purple" what does that mean? In this case, boys are blue and girls are pink. When they mix, they make purple. There should be no public displays of affection, beyond holding hands and friendly hugs, at youth events.

Is it ok for boys and girls to be in the same hotel room during social times as long as they prop the door open? Boys and girls are ***never*** to be in the same room unless adults are present.

Dress and Appearance

Is there a dress code? Yes, there is a dress code as part of the Code of Conduct. Participants are asked to wear school appropriate clothing that is modest. Jeans and pants should sit at the natural waist. Shorts and skirts should be at least finger tip length when hands are hung at the sides, and all slogans on shirts should be non-controversial. Undergarments should remain completely covered at all times. Leggings worn as pants and revealing clothing are not appropriate dress at diocesan events.

Is there a time when we should wear our youth shirt? Groups are encouraged to wear their matching youth shirts on Friday or Saturday. On Sunday, most everyone wears the DCYC shirt.

Do we have to have matching youth shirts? No, this is up to your individual group. Many groups do a matching shirt for DCYC because it allows their leaders to quickly find and identify youth in their group.

How can I make sure my youth are following the dress code? Before DCYC, give clear expectations about what clothing they can wear during the conference. While at DCYC, in your evening meeting check in, give clear direction about what is to be worn the next day. i.e. youth group shirt and jeans etc.

The dress code is just too difficult to enforce. Is there something I can do to make it simpler? Yes, simply set up a clear uniform for your entire group. Ex. Jeans or Capri pants and a youth shirt Friday and Saturday. Jeans and the DCYC shirt Sunday.

Are there rules of thumb for dressing that may help my teens to know what to wear? Engage your young people that will be attending DCYC by asking them to come up with their own **Guidelines for Modest Dress**. In this way, they do not have to feel attacked and they can take some ownership for the guidelines because they came up with the guidelines. Simply enforce these for the group.

Parking

How do I avoid being charged for parking? If you are at the hotel for less than 16 hours, you can get your parking ticket validated at the valet desk. If you are in the hotel over 16 hours, get your parking ticket validated at the Hotel Registration Desk. Please note: Parking tickets are specific to individual cars. If you collect all the tickets for your group, mark drivers names on the tickets so they are not confused. If a driver leaves with the wrong ticket, they may be charged for parking at the toll booth at the full day rate.

Chaperones

Who is a chaperone? Chaperones are adults who are at least 21 years old and who have taken Keeping Children Safe and the online Chaperone Training.

What do adults need to do to prepare for DCYC? As with all youth events, all adults must complete the diocesan safe environment training and criminal background check. All adults must complete the *online chaperone training* at least one week prior to DCYC. They will need to provide you with the number of the cell phone they will carry during the conference. You will list this number on Form F. They also need to read and agree to follow the DCYC code of conduct and DCYC chaperone guidelines.

What are the responsibilities of the adults in my group? In order to keep DCYC as safe as possible for the youth, all adults are given a chaperone assignment. Most assignments are during the Saturday evening activities; however, they could be at any time during the conference. More information about specific chaperone assignments will be coming soon**. It is of the utmost importance that all adults are at their assigned spot on time and that they stay for the duration of the assignment**. If you are unable to serve in your time or place for any reason, please arrange to switch with another member of your parish or contact Yvette Crumly at 817-781-7036 or let Jason Spoolstra know so he can contact Yvette. Chaperone duties are clearly spelled out before the conference. It is the responsibility of the group leader to make sure all adults in the group understand what their duties are during the conference.

How can I make sure the adults in my group know what to do? It can be very helpful to have a chaperone meeting before DCYC to clearly define all of the expectations of the chaperones. This will make your job much easier during the conference too!

What should the adults be doing during the times they do not have an assignment? Adults should attend and enjoy the conference along side the youth remembering that safety is our top priority. If an adult sees an unsafe situation, they should stop it following the guidelines they learned in the online chaperone training. When

attending conference sessions, some leaders find it helpful to ask their chaperones to spread out among the youth, and sit at the ends of rows so they can easily perform their duties.

What is the minimum number of adults I can bring to DCYC? Diocesan guidelines stipulate 1 adult for every 6 youth under the age of 18.

What is the easiest way to keep up with the youth during the conference? Some group leaders require chaperones to stay with the youth at all times. Other leaders assign 6 youth to a chaperone and have the youth check in with their chaperone at set times. Many leaders find it helpful to provide a list of all the chaperones cell phone numbers that youth can tuck inside their name badges, so they can quickly reach a chaperone if they need one.

If I encounter youth from another parish, but they are acting inappropriately, what should I do? If you encounter youth from another parish that seem to be acting inappropriately, then in a constructive, Christian, respectful manner, correct them and advise them as to the appropriate behavior if needed. Our motto is **"all youth are our youth".** If the youth continues to be inappropriate or disrespectful you can speak with their adult leader. Every name tag will have their parish name on it.

What should happen at bed time? Bed time can be the most fun part of the day for chaperones or the most frustrating. Giving youth clear expectations of what should happen makes it go much smoother. Many leaders give youth a period of time to get ready for bed and tell them what time they need to start using "quiet voices." It is very important that chaperones remain in the hallways until all the youth in the group have quieted down for the night. Spelling out expectations at your end of the day meeting is a good way to ensure the youth to keep your trust and follow your expectations.

Does this mean we have to stay up all night with the youth? No, but it does mean that chaperones should remain outside of the rooms until you have gotten your group calm and quiet. Hotel security will be roaming the halls all night. You do not want to be the group named in the morning meeting as having the youth that kept the rest of the floor awake. Or worse, have security wake you up because your youth are disturbing other hotel guests. Many groups divide their chaperones up so that half stay up Friday night and the other half stay up Saturday. At least one group says this is their favorite time of the day for the adults to have quiet and catch up with each other.

First Aid

I have a youth who does not feel well what should I do? It is the responsibility of all group leaders to bring a first aid kit with the following: bandages, over the counter medications listed on form A and female personal products. If a youth needs one of those things, check their form A to see if it is parent approved, and if anyone has made a notation, then dispense the medication. Please note the time, what you gave and how much on their form A in their name badge. This allows other chaperones and medical staff in first aid to see what the child has been given should they go to someone else next time. Beyond those basic needs, they can go to the first aid station during all DCYC programming hours for any other needs.