

Middle School Rally FAQ

When is registration available?

Registration is available now through the final deadlines. In order to receive a T-shirt, groups should register by February 9th. Groups who miss this deadline may still register for the event until the final deadline of February 17th.

How do I register my group of students?

We ask each parish group leader to complete the registration spreadsheet, Form F and email the attachment to Melissa Loza by the registration deadline. If you do not have access to Microsoft Excel, please contact Melissa Loza. Please use sentence case when completing this form. Please also use full first and last names in the designated fields.

Can families register on their own?

We ask all participants to sign up through their parish or school group leader. This ensures the necessary youth to adult chaperone ratio. If your parish is not coming to the retreat but you have families interested, please have those families contact Victoria Ramon via email, vramon@fwdioc.org.

What if I need to add or drop someone from my group after the T-shirt deadline?

For additions or removal of students please change the font color in the spreadsheet. You will put the additions in GREEN and the removals will be in RED. There should be no adds or drops after the final deadline.

How do I submit payment?

It is the responsibility of each parish leader to collect payment from participants. This payment should be turned in to the parish business manager and a check or EFT should be requested to be paid to the diocese with a memo of 'Middle School Rally 1064'. Your parish business manager or bookkeeper should know how to make this payment. If there are any questions please contact Melissa Loza, mloza@fwdioc.org

What if a student drops out after the deadline? Will I still have to submit payment for them?

After the final deadline we will not recognize "drops." Your parish will be expected to pay the total amount calculated on your final submission of Form F.

Will there be meals?

Chick fil a box lunch will be provided. We also encourage parishes to bring coolers and snacks to offer their participants.

Do you offer other food options for allergies?

No. If someone in your group has any food allergy or specific diet, we ask them to bring their own food with them. There will be plenty of fresh fruit and vegetables during meals and snacks.

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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.

Am I responsible for transportation?

As the group leader, you are responsible for ensuring your participants arrive and depart the event site. Please plan transportation with all responsible parties and review the transportation requirements on the Youth Ministry Guidelines document. If parents will be dropping off and picking up their own child, **the group leader must be onsite to receive students and remain onsite afterwards to ensure all of their group has been picked up.**

Release Form Binder

Each parish contact person is responsible for managing their group's release forms in a 3-ring binder (no folders or envelopes) with all required release forms for each registered participant, including adults. This Binder will be reviewed at check-in by the Office of Youth Ministry.

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

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 Form F

2) Safe Environment Compliance Form

3) Adult Forms: Form D (Adult Liability Waiver, Medical and Promotional Release, and Chaperone Guidelines Form)

4) Youth Forms: Form A (Liability Waiver), Form B (Consent to Participate, Consent for EMT, and Code of Conduct Compliance)

Form Questions

Can a parent opt out of signing any of the signature lines? No, all signature lines need to be signed unless a parent writes a letter to the Diocese to revoke permission of promotional release (as stated on 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.

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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. Parents 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.

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.

Chaperone Questions

Who is a chaperone? Chaperones are adults who are at least 21 years old and are Safe Environment Certified. These adults may be the parents of the student participants so long as they are Safe Environment Certified. **The Diocese does not provide chaperones for this event.**

What do adults need to do to prepare for this event? As with all youth events, all adults must complete the diocesan safe environment training and criminal background check. Each adult should also complete a Form D and review the Diocese of Fort Worth Code of Conduct.

What are the responsibilities of the adults in my group? In order to keep this event as safe as possible for the youth, all adults are given a chaperone assignment. Most assignments are during a specific period; however, they could be at any time during the event. **More information about specific chaperone assignments will be coming soon.** It is the responsibility of the group leader to make sure all adults in the group understand what their duties are during this event.

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

What should adults be doing during the times they do not have an assignment? Adults should attend and enjoy the event alongside the youth remembering that safety is our top priority. If an adult sees an unsafe situation, they should intervene, assess, and discipline. When seated, adult chaperones should spread out among the youth, sitting in between and at the ends of rows so they can easily perform their responsibilities.

What is the minimum number of adults I can bring? **Review the Safe Environment Chaperone Policy.**

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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.

First Aid

Diocesan Staff will have a first aid kit and feminine products available; however, 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 feminine 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. This allows other chaperones to see what the child has been given should they go to someone else next time.