

Reference Guide for the 60th Annual Diocesan Youth Convention

Department of Youth and Young Adult Ministry
716-847-8789 ♦ www.dobyouth.org

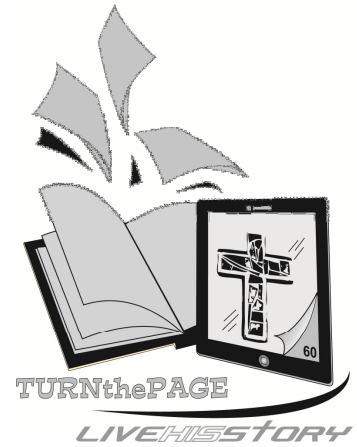


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The following information is provided in print so that you can share it with your group. We hope that this will avoid confusion about goals, times or behavior throughout the weekend.

Overview of the Weekend

Friday

4:30-6:30 PM	Registration (Erie Ballroom); Food available in Gift Shop.
5:00-7:00	Pizza orders (Cheese and/or Cheese & Pepperoni <i>only</i>) in the main Hotel Lobby
6:00-7:00	Storyland Expo (Grand Hall & Grand Pavilion - around 3 sides of Ballroom!)
7:00-7:30	Praise & Worship (Grand Ballroom)
7:30-8:45	Opening Session (Grand Ballroom); including prayer, welcome, orientation and chance to meet keynoter (Carrie Ford) and small groups
8:45-9:00	Stretch Break - Youth will not be permitted to leave Expo areas.
9:00-10:00	Catechesis, Reconciliation, Adoration (Grand Ballroom)
10:00-11:30	Expo – social, service and creative activities (Grand Hall); Coffee House – including light entertainment and socializing (Richardson Room); Prayer Chapel (Wright Room); Concert – Full Armor Band (Grand Ballroom)
11:00	Youth allowed to return to hotel rooms; “one-way ticket.” No one will be allowed to return to rooms before 11 PM. Pizza pick up begins in main Hotel Lobby.
11:30	Night Prayer (Grand Ballroom); all youth return to hotel.
12:00 AM	Curfew - All Youth <u>must</u> be in their hotel rooms.
12:15 AM	Room-Check by Diocesan Staff and Volunteers.

Saturday

6:30 AM	Earliest time youth participants are allowed to leave their rooms
8:45-9:00	Praise & Worship (Grand Ballroom)
9:00-10:00	Prayer, Keynote Presentation – Carrie Ford (Grand Ballroom)
10:00-11:00	Teaching Mass – Rev. Greg Dobson, presider (Grand Ballroom)
11:15 AM-12:00 PM	Breakouts – Round A - <i>His Story</i>
12:15-1:00 PM	Lunch – Boxed Lunches (tables in Grand Ballroom and Preconvene D&E)
1:15-1:45	Small Groups (various rooms; noted in packet)
2:00-2:45	Breakouts – Round B - <i>My Story</i>
3:00-4:00	Breakouts – Round C Mega-Sessions – <i>Our Story</i>
4:15-5:00	Prayer Experiences (various rooms, spaces)
5:00-7:00	Pizza orders (Cheese and/or Cheese & Pepperoni <i>only</i>) in main Hotel Lobby.
5:00-7:00	Swimming Pool open
5:00-7:30	Parish Time
7:30-7:45	Praise & Worship, Gathering (Grand Ballroom)
7:45-8:20	Evening program (includes youth witnesses, short keynote, etc.)
8:30-9:00	Small Group Time (various rooms; noted in packet)
9:00-11:30	Dance, Expo, & Coffee House (Grand Ballroom & Grand Pavilion)
11:00	Youth allowed to return to hotel rooms. Pizza pick up begins in main Hotel Lobby.
11:30	Night Prayer (Grand Ballroom); all youth return to hotel.
12:00 AM	Curfew - All Youth <u>must</u> be in their hotel rooms
12:15 AM	Room-Check by Diocesan Staff and Volunteers.

Sunday

6:30 AM	Earliest time youth participants are allowed to leave their rooms
9:00-10:15 AM	Check-out of the Hotel. Luggage can be stored in designated rooms.
9:00-11:30	Parent Track with Bob & Maggie McCarty
10:30-11:30	Brunch
11:30 AM-12:30 PM	Large Group Program including keynote, teen witness, Manus Christi presentations
12:45-1:15	Small Group Time
1:30-3:30	Closing Liturgy with Bishop Kmiec (the focus of our Convention!)
3:30 PM	Dismissal and closing of the Convention

Information

Event Reminders

Check items when complete!

- HALL DUTY:** All adults & junior advisors - Please sign up for two shifts of hall duty (Group Leaders do one shift). Call John Mann at 716-354-4555 or email campturner@gmail.com.
- GROUP PHOTOS NEEDED** for use in the PowerPoint slide shows during Convention. Emailed digital photos are preferred, but prints are acceptable too. Please submit by **Jan. 27**.
- IN MEMORIAM:** We want to remember any adult or youth who was involved in your parish's youth ministry program and passed away within the past year. Please e-mail their name and a photo to Jen Belock at jbelock@buffalodiocese.org by **January 27**.
- ADVERTISE UPCOMING EVENTS:** Have an upcoming event or program you want to publicize to other parishes at the Convention? Send the information (flyer) to Heather Hoffman by February 6, 2012. Flyers will be copied and included in the Parish Group Leader Packets.
- BANNERS:** All groups are encouraged to make a parish banner. Banners should be no larger than 4' wide and 8' long and must include a sewn pocket for hanging. **Banners must be delivered to the Catholic Center by Tuesday, February 14, 2012.** *Banners arriving after that time cannot be hung until Saturday morning by the Adam's Mark Staff.* **Please label your banner on the back with your parish, group leader and phone number.**
- PARISH TRADER ITEMS:** Each parish group is encouraged to bring trading items with the parish's name on it to exchange with participants from other parishes. These should be an appropriate size to attach to the strings on the name badges.
- GET REAL! GIVE HOPE! SUPPORT CATHOLIC CHARITIES:** Letters regarding Catholic Charities social media campaign have been/will be sent to youth ministry leaders. Encourage your young people to make a pledge as a group. Please consider participating in the **Bowling for Hope Bowl-A-Thon**. See Laurie Marshanke for details.
- SWIMMING POOL & WEIGHT ROOM:** The **swimming pool** will be available on Saturday, February 18th only from 5:00 PM - 7:00 PM. (No swimming hours on Friday.) Hotel regulations **restrict the use of the weight room/gym to 18 years and older.**
- STORYLAND EXPO:** Adults and youth are needed to staff activities at Storyland Expo on Friday & Saturday. Can you offer one hour of your time? Contact Kathy Goller (kgoller@buffalodiocese.org).
- EXHIBITS:** **Carrie Ford, Full Armor Band, El Buen Amigo**, and other booths will have displays and items for sale in the Grand Hall. Please remind your youth to bring **extra spending money if they wish to purchase items.**
- FLEECE BLANKET MAKING:** In Storyland Expo, youth will have a chance to help make fleece tie blankets for those in need. Be sure to let your teens know about this opportunity. Donations of fleece or funds to purchase fleece are needed. **Please see the donation letter for details and ask people or groups you know for donations.**

- DIGNITY PACKAGES:** Also in Storyland Expo, youth can assemble dignity packages for low to moderate income people who cannot afford basic personal care items. **Each Convention participant is asked to bring one or more of the item assigned to their county/vicariate.** See the flyer for details. Items can be brought to the area in Storyland Expo on Friday.
- PRAYER CHAPEL:** The Chapel will move to the Wright Room (around the corner from previous location) and is open when Convention activities are taking place. Individuals and groups are encouraged to take time for prayer.
- COFFEE HOUSE:** Invite your young people to share their gifts, bring their instruments and perform at the **Coffee House on Friday or Saturday night.** Teens can sign up for a time slot each evening.
- DANCE:**
 - Extra Tickets:** Admission for Saturday night includes the Evening Program, Small Group time and the Dance/Expo. Admission is by pre-registration only for \$15 and must be **purchased by Monday, February 13, 2012 by 4:30 PM.** Please contact Diane Ruminski (druminski@buffalodiocese.org).
 - Play List:** Please remind the teens in your group that song requests will be honored **ONLY** if the song is on the approved play list. Copies of the play list will be available on the tables near the dance floor.
- PARENT TRACK:** Invite the parents of your Convention participants (and other parents of middle school and high school students!) to the **Parent Track on Sunday: Surviving & Thriving with our Teenagers.** Parents will experience a great **workshop with national speakers (Bob & Maggie McCarty)** and have **brunch with other parents** who share their joys and struggles. Contact Chris Hanley (716-847-5521 or chanley@buffalodiocese.org).
- LITURGICAL MINISTERS:** Youth are needed to take up the collection, distribute programs, and take part in processions. **Youth who have been trained as Special Ministers of Holy Communion may be needed.** Contact Laurie Marshanke (716-847-8789 or lmarschanke@buffalodiocese.org).
- COLLECTION:** Be sure your group knows that a **monetary collection** will be taken at the Liturgy on Sunday. Proceeds will benefit the **Catholic Youth Foundation U.S.A.** (www.cyfusa.org) which supports parishes, schools, and dioceses in youth ministry.
- CHECK OUT:** On **Sunday**, please **check-out all youth by 10:00 AM** at the Front Desk. Please pay extra room charges at time of checkout *including the reduced parking fee if it was not pre-paid during check-in on Friday.* Paying parking fee at check-out time *will help reduce back-up* at parking booths when departing hotel.
- DEPARTURE:** Groups may depart at the conclusion of the Closing Liturgy. Please do not make departure arrangements before **3:30 PM** on **Sunday.**

Parking

The City of Buffalo owns the parking ramp and lot attached to the hotel facility. Cost for the weekend will be \$3 for each 24-hour period and can be pre-paid at registration and/or check-out. There is no additional charge for in and out privileges.

Food

- ◆ **Friday evening** – food will be available in the **Gift Shop** for purchase. Items will include snacks, muffins, ice cream treats, and a variety of beverages.
- ◆ **Breakfast items** (coffee, bagels, muffins, fruit, etc.) will be available on Saturday morning in the **On the Mark Café** (in hotel restaurant area).
- ◆ **Included meals:** A **boxed lunch** is provided on **Saturday** and a **hot brunch buffet** is served on **Sunday** morning as a part of your Convention registration.
- ◆ Concessions will be available **Friday and Saturday night** in the Grand Pavilion including pop, water, coffee, and snack items.
- ◆ Convention participants are welcome to bring snacks and breakfast items to eat in their hotel rooms. No cooking or heating appliances are allowed.

The Adam's Mark is able to accommodate **parish dinners** on **Saturday**. The hotel has a restaurant or can cater your meal in a banquet room. Please see the menu/reservation request form provided from the Adam's Mark. Contact **Sarah Klein** at **716-845-5100 ext. 7107**; sklein@adamsmark.com.

Nearby restaurants appreciate your business. Many are within walking distance or a short cab ride. Call ahead to any restaurant to ensure they can accommodate your group.

Pizza

- ◆ Only large cheese and/or cheese and pepperoni pizzas will be available.
- ◆ Pizzas will be approximately \$10.00
- ◆ Orders will be taken on Friday and Saturday from 5:00-7:00 PM each day. Delivery each night is between 11:00 and 11:45 AM in the main Hotel Lobby.

Any **delivery food** from other vendors **MUST** be delivered to the hotel lobby for pick-up by 11:45 PM. **NO** youth will be permitted to wait in the hotel lobby for any food deliveries after 12:00 AM.

Convention Check-In Procedures

- ◆ Convention Check-In will take place in the **Erie Ballroom** and **Erie Pre-Convvene**.
- ◆ Youth will enter Erie Ballroom A, set down their luggage, and form a line in Erie Ballroom B. Small groups will be let into the Erie Pre-Convvene to pick up registration packets and hotel keys.
- ◆ At least **one** adult from each parish **must** be present when any group member is checking-in.
- ◆ Hotel room keys will be given to the **Parish Group Leader** who will then distribute to the youth. Registration packets will be given only to the individual who is registered.
- ◆ **All Convention participants staying at the hotel will get a wristband (color coded by floor) when they arrive on their floor on Friday. All participants must show room key and name badge and get their wristband BEFORE going to their rooms.**
- ◆ **Lost wristband? Go to Room 321 to get replacement; \$5 fee.**
- ◆ The Parish Group Leader will receive a packet of information at check-in. Please review the packet immediately for any urgent announcements.
- ◆ ***No adult or youth can pick up a registration packet for someone else.***

- ◆ Please be sure to have your youth report any problems in their hotel room (i.e. damage, sufficient towels, working heat and plumbing etc) upon check-in. If there are any problems, please contact **John Mann**.

Late Arrivals / Early Departure / Leaving & Returning

If you must arrive late for the Convention, please observe the following procedures:

- If arriving between **7 PM-12 AM** on Friday, report to Security Headquarters Room **#321** in the hotel to register with the Conference, pick up your room key, and get your wristband.
- If arriving after **12 AM** on Friday/Saturday morning, please contact the Department of Youth & Young Adult Ministry in advance (716-847-8789) to make arrangements for late arrival.

Anyone who must depart from the Convention early, or is leaving for a brief period and returning must sign in and out at Room 321 with their group leader.

Registration Policies

Registration

- ◆ Note the **Hotel Rooming List must be sent directly to the Adam's Mark Hotel**. All other registration forms should be sent to the Department of Youth & Young Adult Ministry.
- ◆ If you are unable to find needed roommates on your own, contact Diane Ruminski (716-847-8789 or druminski@buffalodiocese.org) who will attempt to connect you with other parish leaders.
- ◆ All Youth participants must have a **signed permission slip** in order to attend the Convention. All permission slips should accompany the registration materials. **(No faxes.)**

Changes/Substitutions

- ◆ **ALL requests for CHANGES to registration MUST be made in writing.** (Changes include additions, substitutions, room changes, etc.) Requests can be submitted:
 - ◆ by email to youth@buffalodiocese.org
 - ◆ by fax to 716-847-8797
 - ◆ by mail to Dept of Youth & Young Adult Ministry, 795 Main Street, Buffalo, NY 14203
- ◆ **ALL changes to your rooming list should be communicated directly to the Adam's Mark in writing.** Email sklein@adamsmark.com or fax 716-604-9937.
- ◆ Any changes to your registration should be made as soon as possible. **After Friday, February 3, 2012**, changes to your registrations will be subject to a **\$10 charge per change**.
- ◆ **Additions and substitutions to hotel packages CANNOT be accepted after Friday, February 10, 2012.** Partial packages may still be accepted after Friday, February 10.
- ◆ **Deadline for room changes is Noon on Friday, February 10, 2012.** Changes after this date will be charged \$20 per change.
- ◆ Upon arriving at the Convention, no changes can be made to participants' rooms without the written consent of **John Mann**. *Any changes made at the Convention will be subject to the \$20 change fee per change.*

Refunds

- ◆ A **refund (less \$25)** will be given if written notice is received at the Department of Youth & Young Adult Ministry 72 hours prior to the Convention (by 4:30 PM, Tuesday, February 14, 2012).
- ◆ A **half refund** will be given for written cancellations received after Tuesday, February 14 at 4:30 PM up to 7 PM on Friday, February 17, 2012.
- ◆ **No verbal cancellations are accepted!** Verbal cancellations made during the Convention registration period on Friday, February 17th **must be documented** on a Cancellation Form (available from Diane) and signed by the Parish Group Leader.
- ◆ Cancellations for medical reasons be refunded (minus \$25) if the request is documented in writing, signed by the Parish Group Leader and accompanied by a physician's note.
- ◆ Refund checks will be based on Department of Youth & Young Adult Ministry records and written notices received from Parish Group Leaders. (No refund without signed written request.) **Checks will be issued to parish organizations only (not individuals) after the end of the Convention.**

Rules & Behavior Expectations

Adult and junior advisor chaperones are responsible for enforcing these rules and guidelines with your young people.

1. **CURFEW & ROOM CHECK:** All participants **MUST** be in their own rooms by **12:00 A.M.** Members of the Department of Youth & Young Adult Ministry Staff and adult volunteers will conduct a room check of all rooms at approximately 12:15 A.M. The **earliest** participants may leave their rooms is 6:30 A.M.
2. **BEER, LIQUOR, ILLEGAL DRUGS, ETC.:** These substances are not to be brought to the Convention or used any time during the Convention weekend. Violators will be sent home. Anyone who is in the room at the time of the violation is also subject to dismissal from the Convention.
3. **CELL PHONES:** Cell phones must be turned OFF during gathered Convention activities, including prayer times, meals, general sessions, breakouts and liturgy. Phone conversations and texting are not allowed during these activities.
4. **ATTENDANCE:** All participants are expected to attend all Convention events. Attendees will be excused from an event only if written permission is received from a Youth & Young Adult Ministry Staff member.
5. **SICKNESS AND INJURY:** Any sickness or injury during the weekend should be reported to a member of the Youth & Young Adult Ministry Staff or Convention Security Staff.
6. **HOTEL RULES:** The customary rules of consideration and kindness when in a hotel are to be observed at all times. We are **guests of the hotel** and must be respectful of their property.
 - We are not the only ones occupying the hotel; treat other outside guests respectfully at all times.
 - Be certain that your door is **always locked** when you leave the room and at night.
 - There is no need to bring large amounts of money or valuable jewelry with you. **Remember**, the hotel assumes no responsibility for lost or stolen articles.
 - Windows must be kept closed and drapes drawn at all times.
 - Stereos and radios have caused excessive noise and will not be allowed. They will be confiscated for the duration of the weekend.

7. **FIRE SAFETY:** Please be sure that you are familiar with all fire safety rules in the hotel. Make sure you know the location of all emergency exits.
8. **STAIRWAYS:** Stairways are NOT to be used to get between floors. This is a **fire code regulation** and is for the safety of all. Stairways are to be used only in an emergency to quickly and safely allow all to exit the hotel.
9. **DRAPES:** Are to be **completely drawn** and **windows** are to be **tightly closed** at all times.
10. **VISITING ROOMS:** There will be NO visiting in rooms. This means that boys may not visit in girls' rooms and girls may not visit in boys' rooms. It is also disruptive to other hotel guests to visit at an open door; use the telephone.
11. **SLEEP:** Please do not unnecessarily disturb the sleep of others. You cannot enjoy the sessions or the experience if you have not had enough sleep the night before. It is suggested that participants bring an alarm clock with them. If you do not bring one, call the hotel operator and request the time you wish to be called in the morning.
12. **CHECKING OUT:** You must be checked out of your room before 10:00 A.M. on Sunday. Adult advisors will inspect the rooms of the youth, collect keys and check the group out of the Hotel. This should be done before the Brunch at 10:30 A.M. Luggage may be stored in the Ontario, Superior or Michigan Room until after the Closing Mass. Be sure that you know who charged any extras to the room. You are responsible to the hotel for all charges except the actual cost of the room. The phones in the rooms will be programmed to allow only internal phone calls.
13. **NAME BADGES & WRISTBANDS:** All participants (including youth, junior advisors and adults) **MUST** wear their name badges and wristbands at all times during the Convention. If you lose your name badge or wristband during the weekend, please report to Room 321 with your group leader. **There will be a \$5.00 charge for a new wristband.**
14. **CONVENTION SECURITY STAFF:** Members of the Convention Security Staff can be identified by their special Convention Badges. They are helping to ensure that we have a great and safe Convention. These adults must be given the same courtesy and cooperation that you would show to members of the Youth & Young Adult Ministry Staff.
15. **CONSEQUENCES:** Any serious infraction of the rules may result in a call to your parents and/or your parish priest, and your immediate dismissal from the hotel and from the remainder of the Convention activities. There will be no refunds for anyone dismissed from the Convention. To protect the reputation of the Department of Youth & Young Adult Ministry, we ask you to report any infraction of the Convention rules to a member of the staff immediately.

Dress Code

All participants are expected to dress in an appropriate manner throughout the weekend. The following dress code must be followed throughout the Convention:

- No clothing with advertisements for alcohol, drugs, or cigarettes
- No inappropriate slogans or designs.
- Sweaters, shirts, and dresses must cover the stomach/midriff.
- Extremely low-rise jeans or slacks (or clothing that is rolled down to reveal areas below the waist) are not appropriate.
- Skirts, dresses, and shorts/skortcs can be no more than 5 inches above the knee.
- Clothing should be appropriate in length and style and should not be revealing.
- Bathing suits (if using the pool) must be one-piece.
- No hats are allowed.

Footwear: The Adam's Mark strongly discourages anyone from walking in bare feet, socks, slippers, and flip-flops **at any time** in the hotel. While they work diligently to vacuum and clean the entire hotel, **broken glass, pins, staples, etc.** find their way deep into all carpeted areas of the hotel and may cut someone's foot that is not properly covered. Please, it is not just a fashion request (although, that is a good reason, too) but a safety request-**no bare feet, socks, slippers, and/or flip-flops!**

Anyone dressed inappropriately at **anytime during the weekend** will be asked to meet with the Director in the presence of his or her adult chaperone.

Friday's dress should be casual. Jeans and t-shirts are acceptable.

On Saturday, clothing should be "business casual." This includes dressier pants for men and women, blouses & shirts, sweaters, etc. We discourage the wearing of jeans. T-shirts are discouraged unless they are Youth Ministry apparel.

Sunday is the most formal day of the Convention. All youth are encouraged to dress-up. Skirts and dresses for young women, shirts and ties for young men are preferable.

Adult Chaperones & Junior Advisors

Your help throughout the Convention weekend is **greatly appreciated!** Please note the following:

1. **All adults and junior advisors must be in compliance with Diocesan Safe Environment policies.** This includes completing the mandatory "Protecting God's Children" workshop, having a criminal background check, and staying current with online Virtus training bulletins and re-certifications. Parish Group Leaders must ensure their group is compliant.
2. **All Adults (including junior advisors),** as part of your other parish responsibilities, need to volunteer for **TWO SHIFTS as a hall monitor.** Please report to Security Headquarters Room #321 **15 minutes before your shift** to receive your assignment. The presence of adult chaperones in the hotel is the reason for the great safety record and security at this Convention.
3. It is **expected** and **required** that **all adults and junior advisors will comply** with these and all provisions of the Code of Conduct.
4. Please be sure to sit with your group. **You are responsible for their conduct.** Please refrain from any conversation with other adults. It sends contradictory signals to our young people. You are role models. Sitting with your group during meals is also important. Please help them to be courteous to the catering staff.
5. All adults and junior advisors are asked to help the young people create a **respectful, prayerful atmosphere** during all times of prayer and worship, including the Reconciliation Service and Closing Liturgy.
6. Please ensure that your delegates are awake each morning and that they are at prayer before 9:00 AM on Saturday and at brunch by 10:30 AM on Sunday.
7. If you must keep your cell phone on during general sessions, breakouts or meals, it **MUST** be kept on the silent/vibrate setting and used only for emergency purposes. Please do not use your phone in front of young people or in the midst of a gathered event; please excuse yourself and leave the room. You may use your phone during free times to connect with your teens.
8. **Junior advisors** (under age 22) are reminded that **your primary responsibility** at the Convention is to assist the adults from your parish in chaperoning the group and helping to

ensure the safety of all by your participation in two shifts of hall duty. **Junior advisors are required to abide by all the rules of the Convention for YOUTH participants, including curfews and “no-visiting” policies.** Junior Advisors **may not** visit the rooms of the opposite sex for any reason. All emergencies should be referred to an adult over the age of 22. The only exception to curfew rules is for those junior advisors who are doing hall duty during the night.

9. If you wish to meet with your group in a Hotel room for any reason, you must have a business card signed by **Kathy Goller, Jennifer Belock, Laurie Marshanke, Heather Wolcott Hoffman or John Mann** (ONLY one of these five can give that permission).
10. If you wish to personally check on your group at the end of the day, you must do so before the room check, which is done by the staff and volunteers at 12:15 AM. There is no further room check after that time. Only ADULTS (over age 22) from a parish may do room checks.
11. **Chaperones are NOT authorized to:**
 - excuse any young person from curfew, any sessions, or schedule anything that interferes or conflicts with any scheduled Convention event.
 - make any decisions for their parish group that are contrary to Diocesan policies.
 - change any participants’ room assignments without prior approval from John Mann.
12. **Check-Out** - You are responsible for checking out your youth rooms on Sunday. The young people should not leave their room until YOU have checked it and collected their keys. Please take the keys to the front desk and pay for any charges the rooms may have incurred. Your group may take their luggage downstairs for storage in the designated rooms **until after** Sunday's Closing Liturgy. Luggage should be picked up promptly **after** the Liturgy so that volunteers can leave as soon as possible.
13. Adult breakouts are designed to meet your needs. Please take advantage of these sessions.

Safety & Security

General Information

1. The Convention Security Room is **Room 321**. Call this room number if you have any concerns, issues or problems related to safety or security issues. Call this number first during the overnight if issues arise – the room is staffed 24 hours a day.
2. The purpose of the **parental permission slips** is an important one and should not be taken lightly. We need your help to provide proper supervision for everyone. (*Faxed permission slips are **NOT** acceptable because they are not legal.*)
3. Parish group leaders should keep a copy of the permission slips for themselves. **Keep the copies with you** at all times during the Convention. If your group leaves the hotel for your parish dinner, be sure to take the permission forms with you.
4. Permission forms (esp. health info.) are recommended for Adults and Junior Advisors. It is also recommended that **each adult complete** a health permission form indicating medications, pre-existing conditions, etc. if emergency medical care becomes necessary.

Hotel Evacuation Emergency Plan

If the Adam’s Mark Hotel must be evacuated at any time during the Convention:

- **All** Convention participants will safely exit the hotel via the closest, posted hotel exit.

- Once outside the hotel building **all** will quickly move away from the building.
- **All** will meet at the fountain near the hotel entrance off of Church Street.
- Groups of **teens and adults** will be **escorted by security personnel** to the nave of St. Joseph Cathedral. Groups should sit together in the Cathedral and take attendance as quickly as possible.
- Once seated inside the nave of St. Joseph Cathedral, **all** will remain seated and await further instructions regarding returning to the hotel.

Emergency Protocols

- If you come upon someone who is injured or witness an accident, check to be sure the scene is safe and you will not be injured too.
- Examine the victim for ABCs (Airway, Breathing, Circulation) and state of consciousness.
- If any of these appear to be compromised / life-threatening, call 911 immediately, then send someone to find a person with a walkie-talkie.
- If not-life-threatening, send someone to find someone with a walkie-talkie, or call Room 321 on a house phone.
- Staff/security team will inform staff nurse and Parish Group Leader to get to the scene.
- Staff nurse will evaluate the victim's needs and communicate situation to the parent (with notice to Parish Group Leader). The parent, with the staff nurse, will decide if youth needs (1) pickup by parent and transport to hospital or home, or (2) ambulance transport to hospital.
- Do not transport youth to hospital. Hospital transport only by parents or ambulance.
- If a youth is transported to the hospital via ambulance, two adult chaperones should follow in a separate vehicle. One or both adults must make sure they exchange cell phone numbers with Kathy Goller or another staff member.

Illness Protocols

- No parish chaperone can excuse youth from any gathered session at the Convention.
- Illness should be reported to a Department of Youth & Young Adult Ministry or Security staff member who will request an evaluation by the staff nurse.
- In general, if a young person is too ill to attend sessions, he/she should be sent home.
- Parish Group Leader will call parents to inform them of the situation and the recommendation of the staff nurse.
- If a participant who we know is very diligent and wants to attend sessions, and could genuinely stay at the Convention if given a brief nap, the staff nurse and parents may give permission for the youth to rest in the Respite Room, according to the following guidelines. **No youth is allowed to return to their room for any reason during gathered sessions.**
- Staff will contact Room 321 and give notice that Respite Room is needed. Security staff will ensure that two hall monitors are stationed near the entrance to the Respite Room. The group leader should escort the youth to the Respite Room. The youth may be left alone to rest in this room, but instructed that hall monitors will be in the hallway if they are needed.
- The group leader and the hall monitor must check on the young person every 60 minutes.

- After two hours, the group leader should determine if the youth is either feeling better and can rejoin Convention activities or is worse and needs to go home.

Hall Monitoring

Thank you for being a part of the security for our 60th Annual Diocesan Youth Convention. This weekend could not happen without the care, concern and efforts of the adults like you! You may not feel that you are doing much during hall duty, but our consistent monitoring of the halls and your presence on the floor is a reminder to the young people about our limits and high expectations. Thank you for doing your part to ensure the safety and security of our young people this weekend. This convention couldn't happen without you!

When you report for hall duty, please read the general reminders about Convention security and any special instructions about your time on hall duty.

Role of a Hall Monitor

1. **Be friendly and smile!** Remember the young people want to be here and are excited about the weekend!
2. **Remember that your presence is important.** Sometimes it feels like you do nothing but sit there. That's the good news! The young people behave because we set good guidelines and a good environment. Your presence is a gentle reminder that we are watching and that we care. We "lead them not into temptation." i.e. I'm not going to try anything because I know that the adults are there.
3. **Be observant.** Look to see that everyone has name tags and wristbands. Know if you are on a guys or girls floor and make sure that there are no "visitors." Listen for noise so that everyone can sleep!
4. **Challenge not Hassle.** We need to challenge behavior that is inappropriate but we don't need to harass or berate young people. If you see behavior that is problematic, correct it in a firm and respectful manner.

General Reminders:

Some examples of specific behaviors of hall monitors:

- Watch for nametags and wristbands: All Convention participants must wear their nametags and wristbands at all times (except during the Cotillion Saturday night when name badges are not required). **Only those participants staying in the hotel will have a wristband, color-coded by floor they are staying on. Anyone without a wristband (non-hotel participant) or with a wristband of another color should be asked to leave the floor.**
- Please watch fire alarms so no one pulls a false alarm.
- Watch stairwells carefully. No one should use the stairwells due to fire regulations (except in cases of emergency)
- Do not enter a room. If there is noise, check if this room is part of the Convention by calling Room 321. If it is, then knock and ask them to quiet down. If the noise remains excessive, call Room 321.
- If you suspect smoking, alcohol or drug use, contact Room 321 immediately.
- In case of an alarm/emergency: Help direct the participants to evacuate the hotel.