Holy Fire Great Lakes 2019 Parish/School Group Leaders’ Registration Process and FAQs

If you are interested in distributing and collecting paper permission forms, please contact our office for more information. If you have any further questions, please contact Mark Delsander at mxdelsander@ccdocle.org.

REGISTRATION PROCESS

When promoting the 2019 Holy Fire Great Lakes, please direct youth, parents, and adult chaperones to the Diocesan Website (https://ccdocle.org/sites/holy-fire-great-lakes-diocese-of-cleveland). From there, they will find more information, promotional videos, and the links to the Youth and Adult Registration Forms to register for the event at a low rate through the Diocese of Cleveland.

Adult chaperones and parents/guardians of youth participants will complete the appropriate registration form online and then be directed to an Eventbrite page where they can make their payment online using a credit/debit card. We request all payments, including those from parishes/schools, be made through this Eventbrite platform for recording purposes. Once the registration form is completed, both the parent/adult registering will receive a confirmation email of their registration with a PDF attachment of their form responses. Group leaders will receive a spreadsheet of all registrations, responses and payments for their parish/school.

Important Note: This event is intended to support and strengthen parish and school communities. For this reason, as well as to ensure sufficient chaperones, we require youth to register with a parish or school group. Parishes and schools are still responsible for providing sufficient (1:10 adult/youth ratio), Protection of Children & Youth compliant, chaperones for their group and a dedicated group leader to be with the youth at the event.

FAQs FROM GROUP LEADERS

Can parents register to go with their kids if the parish is not taking a group?

If the parent is compliant with the policies of the Diocesan Office for Protection of Children & Youth (having completed Virtus Training and a background check) they can attend the event with the Diocese
of Cleveland, even if the parish is not taking a group. If they are not compliant, they may not travel and attend the Holy Fire Great Lakes event with the Diocese of Cleveland. However, they may purchase tickets to attend the Holy Fire Great Lakes event separately (as a family) through the official NFCYM Holy Fire Website: [http://nfcym.org/holyfiregreatlakes](http://nfcym.org/holyfiregreatlakes). For any further questions, please email Mark Delsander, mxdelsander@ccdocle.org.

Can I distribute and/or collect physical (paper) permission forms?
Upon request only. If you are interested in distributing and collecting paper forms, please contact our office for more information. However, we encourage use of the online registration forms for youth and chaperones.

Can I complete this online form for youth in my parish or adult chaperones?
The forms must be completed online by a parent/guardian or the adult chaperone themselves, and cannot be filled out by you or another adult on his or her behalf. You will receive an email with a PDF copy of the form responses. The parent/guardian completing the form must agree to all Terms and Conditions in order to complete their registration, and these terms include the permission and release of the youth to the parish/school for the event, as well as for transportation to and from the event if provided by the parish/school.

What if I am not receiving confirmation emails when people register from my parish?
Contact Mark Delsander, mxdelsander@ccdocle.org.

Do I need to collect payment?
You are not required to collect payment, after completing the registration form they will be directed to an online payment platform (Eventbrite) where they can pay for one or multiple participants.

What if the parish/school is subsidizing or fundraising the cost for youth and/or adults?
If the parish/school is subsidizing or fundraising the cost in some way, you can tell the parents/guardians or adult chaperones the cost they will be responsible for when registering.
The parents/guardians or adult chaperones can select the “Other amount” ticket and write in a lesser amount when paying online and the parish/school can then make a payment for the remaining balance. If you would prefer, you also could collect a lesser amount from parents, then make one payment from The parish/school. We request all payments to the Youth & Young Adult Ministry Office, including those from parishes/schools, are made on the online platform for recording purposes.

**Do I need to register myself though I am listed as the group leader?**

Yes, you and any other adults attending the events must complete a registration form.

What if our parish/school does not have a group leader or sufficient chaperones?

Contact Mark Delsander, mxdelsander@ccdocle.org, and we will connect you with another group for the duration of the event.