



November 16-18, 2023 | Indianapolis, IN

<https://oec.dor.org/youth-ministry/ncyc/2023portal/>

NCYC Forms

Due Date

1. Parish Registration (*Online- Constant Contact*)

Dec. 1, 2022 – Jun. 1, 2023

- Parish Registration lets the Diocese of Rochester know who will be attending NCYC.
- You must have the name (first and last) and type (youth, young adult assistant, adult, or group leader) for each pilgrim you are registering.
- Group leaders must be registered as pilgrims!
- If you have several pilgrims to register or you are still awaiting commitments from some pilgrims, it is recommended that you submit multiple registrations to prevent an unsuccessful registration (i.e., the online system from timing out) and to increase cost savings.
- A REQUIRED \$250 NON-REFUNDABLE deposit is assessed to each pilgrim registered.
- NOTE: Number of registrations may be limited!
- Substitutions may be made up to June 1 with no charge.

2. DOR Scholarship Form

April 20, 2023

- Only requests made by April 20 will be considered.
- Awards recipients will be informed of actual awards by June 1 of award amounts.

3. NCYC Pilgrim Registration Form

June 1, 2023

- This replaces the old Excel Spreadsheet.
- All fields must be filled out.
- Only the Youth Minister or Youth Minister's Delegate can submit this information – Pilgrims CAN NOT enter.
- T-SHIRT SIZES WILL BE TAKEN ON THIS FORM***

4. Rooming Form

June 1, 2023

- Youth rooms will have 2 of the same sex in each room.
- Adult rooms will have 2-3 of the same sex in each room.
- Married couples will room together.
- Private room requests are handled on a case-by-case basis– please contact Office of E&C!
- NOTE: Rooming form will be made available for completion once the hotel has been assigned!

5. DOR Medical Release Form

June 1, 2023

- Must be completed by ALL participants – youth and adults
- ALL medications and allergies must be disclosed as well as current/past self-harmful behaviors.

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6. **NFCYM NCYC Scholarship Form (<https://ncyc.us/registration/scholarships/>)** **July 31, 2023**
7. **CASE/Background Check Form** **October 1, 2023**
- CaSE training date and Background check date must be listed
 - Pastor must verify and sign this form
8. **NFCYM/NCYC Form for both Youth and Adults** **October 2023**
- NFCYM will email the link to this form directly to guardians and adult participants on/about October 1.
 - The forms will be distributed and collected online by NFCYM via Permission Click using participant email addresses provided to NFCYM by the Office of Evangelization & Catechesis.
9. **Change Form (*For Deletes & Substitutions Only*)** **Dec. 1, 2022 - Oct. 1, 2023**
10. **Final Payment Worksheet (*Generated when first registrations are received*)** **Updated/Emailed Regularly**