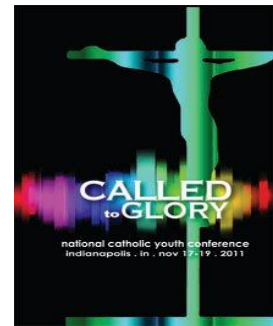


# General Information

## Archdiocese of Milwaukee

### NCYC 2011, Indianapolis, IN



Forms are on the Archdiocese Web Site and Face Book.

The URL is: <http://www.johnpaul2center.org/Catechesis/YouthMinistry/NCYC.htm>

Face Book: NCYC Milwaukee

### Hotel Information

The Archdiocese of Milwaukee delegation will be staying at: [Wyndham Indianapolis West](#). Approximate 15-minute bus ride to convention center (approx 8 miles) from the hotel.

Refer to hyperlink above to see what amenities the hotel offers.

This Hotel is a Standard Hotel. The Hotel is set up as 2 queen beds. (4 youth per room) (2 adult's leaders per room) We must fill these rooms with the maximum amount of people to keep within our budget.

\*\*\* Please note: The Archdiocese of Milwaukee will work with the hotel to block telephone charges and pay-for-view movies, games as well as other amenities available in rooms but it will be the room occupants and parish or school group leader's responsibility for their youth room service charges. All room fees will be paid before buses depart. The Archdiocese of Milwaukee cannot be responsible for incidental charges made to the rooms.

### Conference Site

The NCYC will utilize the [Indianapolis Convention Center](#) and [Lucas Oil Stadium](#)

### Spending Money & Lunches

Participants should plan on approximately \$100.00 in spending money for the trip. Money will be needed for food, souvenirs and free-time options. Participants will be on their own for meals except breakfast. A continental breakfast has been arranged with the hotel. The convention center and arena will have food options available on site as well as the downtown hotels. The convention center is located in the downtown area, which has restaurants in the area of the convention center.

**Youth should eat lunch before boarding the buses.** A box supper will be offered around 5:00 PM on the bus. Pizza buffet will be served Thursday night at arrival to the hotel after the opening convention session. Approximate time will be about 10:30/11:00 PM (included in trip).

### Mandatory Notary Signature

The NFCYM requires that **ALL NFCYM/NCYC** Liability Waiver and Permission forms be notarized in order to complete registration. No attendee will be allowed to participate without a signed and notarized form on file.

**Notaries may NOT be parish or Archdiocesan employees.** It is recommended that the parish secure a parishioner or community member to be available at the local parent meeting to notarize the form. Forms notarized by banks, etc. are acceptable.

Please refer to the **Frequently Asked Questions about the NFCYM/NCYC Liability Waiver and Permission** form sheet for additional information and instructions.  
[www.nfcym.org](http://www.nfcym.org), face book search;” “NCYC Milwaukee”

### **Programming Information**

For information on keynote presenters, concurrent sessions, themes, merchandise information and other logistical issues related to NCYC, please go to [www.nfcym.org](http://www.nfcym.org) for details, NCYC Milwaukee (Face Book), and Google search NCYC 2011. The Archdiocese Youth Office will communicate additional details, developments and information as they become available.

### **Medical Insurance Cards**

We are requesting copies of the youth’s medical insurance health cards. We ask that the front and back of the cards be copied. In the past, we have found it more efficient to obtain medical treatment with copies of the health cards along with the medical release forms. We also advise that a copy of the card also be given to your youth as well as the trip chaperone for the parish or school.

### **Policies and Procedures**

The Archdiocese of Milwaukee can accommodate up to 318 people for NCYC 2011. Once those 318 spots are reserved, interested participants will be placed on a waiting list. The initial spots will be distributed on a first-come, first-serve basis. The following policies and procedures are offered in the spirit of understanding and clarity in managing the logistical and financial realities of an event of this size.

Please note; because of the timing of the conference the present due dates have been made to allow payments to the different venues and not to incur late fees.

- **Waiting List Information:** Once space is filled, interested participants will be placed on a waiting list. Complete paperwork will be required for placement on the waiting list. Spaces will be distributed to those on the waiting list on a first come, first serve basis. Individuals moved from the waiting list to the participant list are expected to make arrangements to “catch up” to the outlined payment schedule.
- **Deposits are non-refundable.** Refunds for additional payments will be possible only if a substitution can be made. There will be a \$50.00 transaction fee charged. The Archdiocese of Milwaukee will work with the parish or school group to assist in making the substitution. However, in the event that a substitute cannot be found, refunds will not be available and the parish/school group will be charged for the full amount of the trip. Unfortunately, the Archdiocese of Milwaukee cannot assume the cost of the trip for cancellations.

### **Substitutions**

Substitutions will be allowed after September 15, 2011. There will be a \$50.00 transaction fee for each substitution made. We will also try to contact and coordinate with other parishes that may have a youth that still wants to go on the trip. There will not be any refund of monies after September 15<sup>th</sup>. If another parish has a youth that wants to fill the canceled spot, the new youth’s parish will pay the canceled youth parish. There will be a \$50.00 change fee charged for this transaction.