

## Appalachia Registration Policy

Since this service opportunity is a privilege and not a right, there are many factors that must be considered when dealing with the good problem that we may face of not having enough slots on the trips to accommodate the number of young people who are interested. After much trial & error, much thought, and as a result of considering all the factors, this is our policy:

- All 3 trips are bound by the 2 to 1 ratio rule, meaning that for every 2 youth there must be 1 chaperone-capable adult.
- The maximum number of youth permitted to participate is 32 per trip
- There is no limit to the amount of chaperone-capable adults permitted on the trips.
- Registrations will be accepted by mail from January 22 through March 31 **ONLY** from youth who have one or more adult family member sign-up for the same trip **with** them (both registrations must be handed in by March 31 for that particular youth to be guaranteed a spot). Youth are guaranteed a spot **ONLY** if an adult family member signs up before March 31.
- After March 31, all youth who did not register with an adult family member and wish to participate will be able to register on a first-come, first-served basis beginning at 3:00 PM on Friday, March 31. A link to an “ordering program” will be posted on the Appalachia page of the parish website at 3 PM on the 31<sup>st</sup>. Youth who go to that link and submit their name will be contacted in the order that the webpage received them. The registrant must provide his/her cell number or the cell number of a parent in order to be contacted. If the registrant or parent of the registrant cannot be contacted and/or does not return the coordinator’s calls in a reasonable amount of time, that person forfeits his/her place in line. Upon contact, a verbal agreement will be made for a specific trip. Each contacted youth then has one week to submit the written registration form and fee for the agreed upon week or for the Wait list. If the registration is not received within a week, that person will lose his/her place in line.
- **NO YOUTH REGISTRATIONS ABSENT OF AN ADULT FAMILY MEMBER ACCOMPANIMENT WILL BE ACCEPTED WITHOUT GOING THROUGH THE PROCESS DESCRIBED IN THE PREVIOUS BULLET.** (I.e., one cannot skip the cyber line by dropping off a registration on the 31<sup>st</sup>.)
- When the youth registrant is contacted, he/she (in collaboration with the registration coordinator) will have the option of choosing to register for whichever trip he/she desires; however, no more than 32 registrations will be accepted for each trip. If a trip that a registrant desires to go on is full, that registrant has the option of choosing another trip that is not full or choosing to be put on a Master Waiting List (a general waiting list not specific to any trip). Registrants may **NOT** be put on a trip and on the waiting list simultaneously.
- After all trips are full and a master waiting list is formed, those on the waiting list will be contacted in order whenever there is an opening on any trip. If the first person on the waiting list is not interested in an opening for a particular trip, we will then contact the second person and so on and so forth. If a waiting list person passes on an opening, that person still keeps his or her place in line and will be contacted again in the same order once another opening is available. Once an opening is accepted by a wait-listed registrant, that person will be taken off the waiting list but may be bumped back if a new youth/adult family member combination comes in at a later time for that trip.
- **HOWEVER**, the only guaranteed youth spots are those whose registration reception number falls within the 2 to 1 ratio described in bullet point one. In other words, there is a possibility that even those who make the cut-off for a trip may not be able to go depending on whether or not that trip has enough adults.
- Chaperone-capable adults should **NOT** register through this process, but register as soon as possible by mail or drop off, so we can have an early grasp on how many youth will be permitted to participate in each trip.
- Only registrations that are fully completed and are accompanied by the fees will be accepted.
- If a youth pre-registers with an adult family member, and that adult later drops out, the young person will be moved to the back of the waiting list.
- Fees from wait-listed registrants who are not permitted to participate will be reimbursed upon request.
- Fees from accepted registrants who drop out at a later date will not be reimbursed.
- Only youth who are registered members of St. Patrick Youth Ministry are permitted to participate with the exception of Appalachia veterans who moved away in the middle of their high school career.
- We also may permit an “of age” youth who is not registered with youth ministry to participate under the following conditions: 1. The trip desired is not full. 2 The young person will be accompanied by an adult family member who can serve as a skilled adult job foreman.
- All chaperone-capable adults who fully comply with the USCCB’s Charter for the Protection of Children and Young People are invited to participate regardless of whether or not they are St. Patrick parishioners. (Exceptions: Those adults whom Fred and/or other staff members have clear outward reason not to permit).