

## 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 6 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 16 per trip (except Trip 1 which can take 32)
- There is no limit to the amount of chaperone-capable adults permitted on the trips.
- Registrations will be accepted by mail from January 28 through March 11 **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 11 for that particular youth to be guaranteed a spot). Youth are guaranteed a spot **ONLY** if an adult family member signs up before March 11.
- After March 11, all youth who did not register with an adult family member and wish to participate must register in person on registration day: March 11. Youth may begin lining up at any time, but the doors open at 8 AM. Youth will be given a number that corresponds with the place they have in line. Mass will be celebrated and those present will stuff envelopes for a fundraiser. After the envelopes are stuffed, we will begin accepting registrations)
- Those in line must stay in line until registration opens (no claiming a spot and then coming back later), unless the registrant is going to some other Youth Ministry event. Other exceptions to this rule may also be made at the discretion of the Appalachia Coordinator: Fred Mercadante (i.e. someone leaves temporarily to pick up some coffee for those in line, etc.). **THE REASON WHY THIS IS IMPORTANT IS BECAUSE WE MUST HAVE A WAY FOR REGISTRANTS TO PROVE THAT THEY DESERVE THE SPOT THEY GET. ANYONE CAN GET UP EARLY ON A SUNDAY MORNING, CLAIM A SPOT, GO BACK TO BED AND THEN COME BACK LATER. REGISTRANTS WHO GET UP EARLY AND REMAIN ALL MORNING PROVE THAT THIS IS A HIGHER PRIORITY FOR THEM THAN ANYTHING ELSE THAT MAY BE HAPPENING THAT MORNING (ESPECIALLY ON A SUNDAY MORNING) AND THUS DESERVE THE HIGHER SPOT IN LINE.**
- When the registration table opens, registrations will be numbered in the order that they are received.
- Upon reaching the registration table, the registrant (in collaboration with the attendant) will have the option of choosing to register for whichever trip he/she desires; however, no more than 16 registrations (32 for Trip 1) 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 on Registration Day, 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.
- Family members may register on behalf of a youth on Registration Day if the youth cannot be there in person.
- Each individual on line may only hand in one registration with two exceptions:
  - A family member may register on behalf of more than one youth unable to be present.
  - If neither the young person nor another family proxy is able to be present on Registration Day, another young person in line may register for that individual as long as the following criteria are met:
    - A parent/guardian must contact Fred before Registration Day to explain the circumstance for approval to be given.
    - The person selected to hand in the extra registration must be designated before Registration Day, must go through the line and must register for the same trip as the absent person.
- 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).