



Spirit Day 2022: Resurrection **REGISTRATION GUIDELINES**

Dear Group Contact,

We are very excited to invite you to our annual youth rally, **Spirit Day 2022: Resurrection!** We are offering Spirit Day only as an in-person, gathered event.

We are offering Spirit Day as an in-person, gathered event for youth in Grade 7 from around our Archdiocese and it is designed to ignite the fire of the Holy Spirit within them as they prepare to receive the Sacrament of Confirmation and continue their journey of faith. The event includes engaging, inspirational talks from APeX Ministries, music by WAL (We Are Loved), an address to the youth from our own Archbishop Michael Miller, CSB as well as skits and other fun bits created and performed by local youth and young adults.

Our theme this year is "Resurrection". It is based on the liturgy for the 32nd Sunday in Ordinary Time (Year C). Jesus reveals to us through his resurrection that we are saved and when God's glory is revealed to us, we will be full of joy (Psalm 17) for "... he is God not of the dead, but of the living; for to him all of them are alive." (Luke 20:38).

We strongly encourage you to continue reading through this document as there is a lot of information you need to know in advance of the event. Furthermore, please check the Spirit Day 2022 webpage (<https://spiritday.rcav.org>) regularly for updates and more details.

We thank you in advance for your willingness to help lead youth in our Archdiocese on their journey closer to Jesus Christ.

If you have any questions about the event, please do not hesitate to contact me or if you have questions about registration, please contact Raisa Jose.

Sincerely in Christ,

Faye McCree
Coordinator – Ministries and Outreach Office

General Event Enquiries

Faye McCree
fmccree@rcav.org
(604) 683-2081 ext. 50239

Registration Enquiries

Raisa Jose
rjose@rcav.org
604-683-0281, ext. 50237

Table of Contents

Overview	1
What is Spirit Day?	1
Who can attend?	1
Spirit Day Event Information	1
Registration Fee.....	1
Registration Confirmation	2
Refund Policy.....	2
Group Contact Important Information:	3
How to Register Your Group.....	3
Step 1: Create forms to help you collect participant information	3
Information to collect:	4
Step 2a: Submit online registration form for your group:.....	5
Step 2b: Submit payment for your group.....	5
Payment Options:	5
Step 3: Make sure you received a confirmation email	5
Step 4: Check your email for updates.....	5
SAMPLE PARTICIPANT REGISTRATION FORM.....	6

Overview

What is Spirit Day?

Spirit Day is an annual event designed for Grade 7 students of our Archdiocese! Spirit Day, presented by the Ministries and Outreach Office (M&O Office), is a celebration of faith designed to awaken the Holy Spirit in young people and get them excited about receiving the Sacrament of Confirmation.

Who can attend?

Spirit Day is open to Grade 7 students, especially those who will be receiving the Sacrament of Confirmation this year. As this event is designed for Grade 7 students, it is not for youth in Grade 8 or older (even if they are receiving the Sacrament of Confirmation this year).

NB: Adult Chaperones are required for each group. The required chaperone to youth ratio is 1:8.

Spirit Day Event Information

Spirit Day is a **one-day event on Saturday, November 5 OR Sunday, November 6, with the program running from 10am to 6pm** (both days will be the same program with the same schedule).

The event will only be offered as an in-person gathering at **Pacific Academy, Chandos Pattison Auditorium in Surrey (10238 168th Street).**

This will be a full day event running from 10am to 6pm with lunch and snacks included in the registration fee.

Registration Fee

All participants and chaperones must pay the registration fee. The registration fee includes admission/access to the event, lunch and snacks). Event t-shirts are included for registrations received by the [October 24 T-Shirt Deadline](#).

Cost: \$50 per person (Youth Participants, Youth Leaders, and Adult Chaperones.)

The Ministries and Outreach office will not accept any registrations after November 2, 2022, 4:30pm

Registration Confirmation

When the Ministries and Outreach Office receives **both your online registration and payment**, you will receive a confirmation email directly from Raisa Jose (Ministries and Outreach Office) which will signify that you are fully registered for the event. We cannot guarantee your spots until we receive both the online registration form and payment for your group.

- **If you have selected “Invoice Me” on the online submission and we’ve not yet received your payment:**
 - You will receive a **Registration Acknowledgement Email** within **5 working days of online submission** acknowledging receipt of your registration information and including an invoice for your group.
Fees are due Monday, October 24 by 4:30 pm.
- **If you have selected “Pay by Credit Card” on the online submission OR you selected “Invoice Me” on the online submission but your payment has also been received by the M&O Office:**
 - You will receive a **Registration Confirmation Email** within **5 working days of online submission OR receipt of payment.**

NB: Please contact Raisa Jose at rjose@rcav.org if you do not receive the “Registration Acknowledgement” email or the “Registration Confirmation” email within 5 working days of online submission or payment.

Refund Policy

What if someone registers but cannot come to the event?

We cannot refund anyone who has registered and ordered a t-shirt. (Group contacts will be responsible for getting the t-shirts to the participant who is no longer attending.)

The M&O will accept written refund requests up until Wednesday, November 2, at 4:30pm. All refund requests are subject to a \$5 processing fee per registrant. The M&O Office will process refunds after the event.

Group Contact Important Information:

	Date	Notes
Event Date	Saturday, November 5 OR Sunday, November 6	10:00 am – 6:00pm at Chandos Pattison Auditorium, Pacific Academy, Surrey
T-Shirt Deadline	Monday, October 24 by 4:30 pm	Registrations received after October 24 will not receive event t-shirts
Payment Deadline	Monday, October 24 by 4:30 pm	We highly recommend paying as soon as possible to guarantee your spots. Any groups who have not paid by 4:30 pm on October 24 will lose their spots. Learn more by reading the <i>Registration Confirmation</i> section.
Registration Closed	November 2, 2022 (4:30pm)	Registration will close when the event has reached full capacity or by Nov. 2 No registrations will be accepted after Nov. 2.
Group Kit Pick-Up (Participant Name tags for access to the event and T-shirts for those who qualify.)	All registration packages will be ready for pick up at the following times: Friday, November 4, 6:00pm – 9:00pm Saturday, November 5, 8:30am to 11:00am Sunday, November 6, 8:30am to 11:00am	Registration packages can be picked up at the designated Registration area at Pacific Academy (Chandos Pattison Auditorium in Surrey). Registration packages will not be available for pick up outside of the listed times nor will they be available for pick up at the John Paul II Pastoral Centre. Only those who ordered T-shirts before the T-shirt deadline will receive shirts

How to Register Your Group

Step 1: Create forms to help you collect participant information

Since registration for Spirit Day is submitted by group, and not individually, you as the group contact will be responsible for collecting all the required information from your registrants that the RCAF online registration form requires. This means **you are also responsible for creating**

your own permission forms and ensuring that you submit your group registration information in time for the appropriate deadlines (be sure to look at the RCAF posted deadlines so that you know when your registrants should have their forms and fees returned to you). **We recommend that you set your group's permission form deadline date so that you have enough time to compile and send in all the required information, before the event T-Shirt Deadline, to the M&O Office.**

Information to collect:

We require a **1:8** chaperone to youth ratio.

Please designate your head chaperone for the event on the online form.

You need to obtain the following information from each chaperone:

- **First Name and Last Name**
- Email
- Mobile Phone
- T-Shirt size (Adult Small, Adult Medium, Adult Large, Adult X-Large, Adult 2X-Large)
- Special needs (e.g., physical needs or dietary restrictions)
- **Please note: No personal cheques from individual participants will be accepted by the M&O Office, due to the volume of registrations.** Personal Cheques should be made out to the school or parish; The school or parish will then issue ONE cheque for your group made payable to **Roman Catholic Archbishop of Vancouver**.

You need to obtain the following information* from each participant:

NB:** *You are required to have all the names and contact information for the people in your group as the venue may request that information if there is an issue. **You will not need to submit that information to the M&O Office unless we request it from you.

- **First Name and Last Name**
- **Participant's Role** (Youth, Youth Leader – Under 19 years old but assists with your ministry, Chaperone – 19+ years old)
 - A "Youth Leader" does not count as an adult chaperone and must therefore be counted as a youth within the Chaperone-to-Youth ratio (1:8)
- T-Shirt size (Adult Small, Adult Medium, Adult Large, Adult X-Large, Adult 2X-Large)
- Special needs (e.g., physical needs or behavioural considerations)
- **Please note: No personal cheques from individual participants will be accepted by the M&O Office, due to the volume of registrations.** Personal Cheques should be made out to the school or parish; The school or parish will then issue ONE cheque for your group made payable to **Roman Catholic Archbishop of Vancouver**.

Step 2a: Submit online registration form for your group:

<https://secure.rcav.org/spirit-day-2022-group-registration/>

NB: Please be aware that all personal information indicated on the Group Registration Forms will be protected by the M&O in accordance with the Personal Information Protection Act and will only be used for Spirit Day 2022 registration and event statistics.

Step 2b: Submit payment for your group.

Pay online by credit card or select "Invoice Me" to pay by cheque or cash.

Payment Options:

Payment Options	How-To	Details
Cash or Cheque (Invoice Request)	Select "Invoice Me" on your online registration. <i>You will receive an invoice from the M&O Office within 5 business days from when you submit your online registration.</i>	If paying by cheque, please send in one cheque for your group (not the individual personal cheques and cash from your participants). Cheques should be made out to Roman Catholic Archbishop of Vancouver . If you wish to pay by cash, please pay the exact amount on the invoice at the John Paul II Pastoral Centre (4885 Saint John Paul II Way, Vancouver) as our reception does not have cash on hand.
Credit Card	You can pay by credit card (Visa, MasterCard, American Express) online! Please follow the instructions on the online registration form.	If you need a receipt or if you have any problems, please contact Raisa Jose at rjose@rcav.org or call her at (604) 683-0281, ext 50237

Step 3: Make sure you received a confirmation email

(See section on [Registration Confirmation](#)).

Step 4: Check your email for updates

Check your email for updates . Remember you can always visit the Spirit Day [website](#) for the latest information .

SAMPLE PARTICIPANT REGISTRATION FORM

<INSERT PARISH/SCHOOL PERSONAL INFORMATION AND PRIVACY ACT STATEMENT HERE>

First Name: _____ **Last Name:** _____

Phone Number () - **Email Address:** _____

T-shirt Size: ☐ Adult Small ☐ Adult Medium ☐ Adult Large ☐ Adult X-Large ☐ Adult 2X-Large

Meal Order: ☐ Regular ☐ Vegetarian ☐ No meal

Any Special Needs
(Physical Needs, Behavioural, etc.): _____

Emergency Contact Person: _____

Emergency Contact #: _____

Parental / Guardian Consent

I give permission for _____ to participate in Spirit Day 2022 on Saturday, November 5 OR Sunday, November 6 at Chandos Patterson Auditorium.

☐ In the event of an emergency, I give permission for medical treatment to be administered to the participant named above.

☐ I understand that photos and video are taken at the event and images of my child may be used on the Archdiocese of Vancouver website, BC Catholic, Newsletters, social media channels, brochures and other promotional material used by the Archdiocese of Vancouver.

Parent / Guardian Signature

Date

**Please return this completed form
and \$50 registration fee to:**

<INSERT CONTACT PERSON INFORMATION HERE>

Registration Deadline:

<INSERT DEADLINE HERE>

CHEQUES SHOULD BE MADE PAYABLE TO "<INSERT WHO TO PAY HERE>"

Office Use Only:

Paid: \$ _____ by: ☐ Cheque # _____ ☐ Cash Date Received: _____