



SPIRIT DAY

Archdiocese of Vancouver

2024 Event Information

Dear Contact Person:

Thank you for registering the Grade 7 students of your parish and/or school for Spirit Day 2024, scheduled for **Saturday November 16 or Sunday November 17** at the **Chandos Pattison Auditorium** (at Pacific Academy - 0238-168th Street in Surrey).

Please review the following event details with the Grade 7 students, chaperones, and parents.

REGISTRATION PACKAGE PICK UP

You may pick up your Registration Package in the Media Centre next to the Chandos Pattison Auditorium at the following times:

- **Friday, November 15 from 6:00pm – 9:00pm (For Saturday and Sunday participants)**
- **Saturday, November 16 from 8:30am – 11:00am (For Saturday participants only)**
- **Sunday, November 17 from 8:30am – 11:00am (For Sunday participants only)**

Please note that these are the only times to pick up registration packages and that the packages cannot be picked up at the John Paul II Pastoral Centre at any time.

Registration packages include t-shirts (for those who registered before the t-shirt deadline), name tags, and markers (to write the names).

Please send **the Contact Person or Head Chaperone** (who knows who the Contact Person is) to the registration booth in the Media Centre. Larger groups may bring an extra person or two to assist with carrying the packages.

Please bring to the event the following documents:

- A copy of the Event Rules (enough copies for all your chaperones)
- A list of your participants (including relevant info such as emergency contact numbers)

We will not be able to accommodate requests for changes in t-shirt size at the registration table on the day of the event. Please exchange/trade t-shirts within your group or with another group.

We have not created a waiting/cancellation list. Therefore, **please do not bring add-on participants on the day of the event**. They will not be allowed admission and will be sent home.

DROP-OFF & PICK-UP INSTRUCTIONS

For both drop-off and pick-up, event volunteers will be instructing buses and cars as to where to drive and/or park at Chandos Pattison Auditorium at Pacific Academy. **We ask that you follow their instructions so traffic flows easily and efficiently.** The parking area will be separated into sections: one for drop off, one for car parking, and one for bus parking. Please be aware that there

are other non -Archdiocese of Vancouver groups/organizations that will be on Campus during the event.

There will be a designated gathering area in the school gyms. Event volunteers will direct you to the gym marked with your parish/school name. Instruct your group to meet and/or wait there for you to distribute the name tags and t-shirts.

Regardless of your group size, please do not meet or wait by the main entrance of the auditorium.

Please ensure participants are dressed appropriately for the day's weather. Even though much of the program will take place indoors, the participants will be walking outdoors in between sessions to receive their snack and dinner.

Please let parents, family members, or teachers know they are not allowed to “drop by” or “stay a few minutes” during the event. This is out of respect to the students and chaperones, who have registered for, paid, and committed to participating in the entire program.

The event program will end at 6:00pm but we recommend arranging for pick-up starting at 6:16pm to allow for movement of the large crowd of participants.

EVENT ADMISSION

On November 5, groups may enter the auditorium starting at **9:30am once you have distributed the name tags and t-shirts.** Spirit Day will begin promptly at 10:00am.

Please show your name tags to the event volunteers to gain entry into the Chandos Pattison Auditorium. **Each group entering must have the required minimum ratio of 1:8 chaperones to youth present before entering the auditorium.**

If a Grade 7 student is missing from your group, we ask that a chaperone wait in the lobby of the auditorium until that participant arrives before entering the auditorium. The rest of the group may enter the auditorium as long as there is another chaperone from your group with them. We highly recommend and encourage your group to meet at your parish/school and travel to the event together. There will be hundreds of participants gathering and it could be difficult assessing whether or not your Grade 7 student has arrived among the large crowd. We also ask that you use the gathering area in the gyms as a meeting/waiting area for your group. There will be signs with your group name.

If a Grade 7 student must arrive late, one of your group's chaperones must designate a time to meet the participant. The Grade 7 student will not be allowed to enter the event unless they are greeted and escorted in by his/her chaperone. **Event volunteers will not hold and distribute name tags to late-comers.** **Participants will not be allowed to wait in the lobby or outside the school on their own.** (Parents must wait with the youth until they are escorted by the designated Chaperone.)

If a Grade 7 student must leave the event early, one of your group's chaperones must escort the Grade 7 participant out of the event to the designated pick-up person. **Participants will not be allowed to wait in the lobby or outside the school on their own.**

We will not “page” chaperones using the Auditorium PA system unless there is an emergency. Chaperones are required to have cell phones with a text messaging feature, and we encourage you to use this as a means of communication. We recommend that all the parents know the cell phone number of at least one chaperone in your group (preferably the head chaperone).

CHAPERONE GUIDELINES

Please ensure that **ALL of your chaperones have reviewed Chaperones Guidelines** (see *Appendix A: Guidelines for Chaperones*) **before coming to the event** (make copies as needed). This will ensure that all chaperones are aware of their roles and responsibilities. Please have at least one chaperone responsible for carrying the participant emergency information. We strongly recommend that you to bring these forms to the event in case of an emergency. Event schedules will be on the reverse side of the participant nametags.

EVENT RULES

Please see *Appendix C: Event Rules* for the event rules. We encourage you to review them with the Grade 7 students before the event. We will also be reviewing them on the day of the event.

SCHEDULE

Time:	What's Going On:
8:30am	Registration Opens
9:30am	Auditorium Doors Open
10:00am	Session 1
11:30am	Lunch
12:45pm	Auditorium Doors Open
1:00pm	Session 2
2:30pm	Snack Break
3:00pm	Auditorium Doors Open
3:15pm	Session 3
4:00pm	Prepare for Holy Mass
4:15pm	Holy Mass celebrated by Archbishop Michael Miller, CSB <i>This is the Sunday Anticipated liturgy for the 33rd Sunday in Ordinary Time.</i>
6:00pm	Spirit Day Ends

EVENT VOLUNTEERS

Event volunteers are working hard throughout the weekend to assist you and are integral to making the event run smoothly. Remember, these are youth, young adults and older adults that are giving their time and want to serve you in the best way that they can. They have gone through some orientation and training and some have extensive experience at this event and other large archdiocesan events. Please help them out by complying with their directions. They will be wearing shirts that are a different colour from the participant t-shirts.

They are eager and excited about seeing you all at Spirit Day!

FIRST AID

First Aid Attendants will be available at the information booth during the event. If an emergency arises please report it to any of the event volunteers immediately.

CROWD MANAGEMENT

Please be aware that there will be hundreds of people participating in Spirit Day (over 1,000 on Saturday and close to 500 on Sunday). The sessions will take place in the Chandos Pattison Auditorium and everyone will be directed to the cafeteria or gyms for breaks. Chaperones and Grade 7 students will need to show their event name tags to gain entry into the Chandos Pattison Auditorium, cafeteria, and gyms.

Seating is available on a first-come, first-serve basis. Please assist the volunteer ushers by ensuring there are no gaps in seating to allow other groups to sit together. We also recommend that you seat chaperones with the participants they are responsible for.

Please follow the directions of the event volunteers when moving in and out the auditorium for breaks and meal distribution. The participants will be moved in intervals in order to facilitate a safe and efficient move and distribution of snacks and dinner. Some of the larger groups have found it helpful to move in smaller groups (e.g. 1 chaperone to 8 youth) and meet the rest of the group in their assigned gym.

There are plenty of washrooms in the auditorium, cafeteria, and gyms. To avoid lengthy line-ups, please encourage your group not to wait until the end of break to use the washrooms.

FOOD

We encourage your group to eat a good breakfast before the event. Lunch will be at 11:30am and will be distributed in the cafeteria. Your eating area is the same area that you gathered at in the gyms at the beginning of the day.

Due to the size of the event, we are unable to tailor specialized meals. If anyone in your group cannot eat pasta and meat sauce or vegetarian sauce, please have them bring their own food for lunch and snacks. We do not have access to a fridge or heating stations for food brought in by participants.

All the food and snacks will be nut-free. While we will be serving nut-free food, we cannot guarantee that other participants will bring or consume nut-free food. We ask that you tell your participants to not bring outside food with nuts.

Water stations will be available in the gyms and in the auditorium. Please tell your group to bring water bottles.

No food or drinks are allowed in the auditorium. Only water in closeable bottles will be allowed in the auditorium.

MERCHANDISE

APeX Ministries will have merchandise for sale during the event (e.g. stickers, buttons, CD's and t-shirts). The merchandise will be available in the lobby of the Chandos Pattison Auditorium and in the gymnasium during the breaks. We will accept payments in the form of cash, cheques, and credit cards (Visa and Mastercard).

Appendix A:

Guidelines for Chaperones

-Please copy and distribute to all chaperones-

1. We ask that chaperones actively participate alongside the Grade 7 students in the activities of the day. Seating is based on first-come, first-served basis. Please sit with the youth you are responsible for and ensure there are no gaps in seats to allow other groups to sit together as well.
2. Encourage the youth to participate appropriately and to stay within Pacific Academy grounds. We ask that all chaperones be concerned with both the youth they bring and youth from other groups. Gently remind all youth who are behaving improperly what is expected of them. Keep your eyes open to problems that could arise; report any major difficulties to the Spirit Day volunteers.
3. Please assist the event volunteers with moving participants into or out of the auditorium for breaks and lunch. Groups will be moved out of the auditorium in intervals to ensure an efficient and smooth flow. Please be aware that there are hundreds of people participating in this event so please be patient and follow the directions of the Spirit Day volunteers.
4. Please ensure that one of the chaperones bring your group's individual medical forms to the event in case of an emergency. The chaperone(s) should retain these forms and **not** give them to the Spirit Day volunteers.
5. Please ensure that you are aware of any scheduled medications (e.g. for diabetes, epilepsy, etc.) that participants may need during the event. The First Aid Attendants will not be responsible for administering these medications.
6. Please review the "Event Rules" (*Appendix C: Event Rules*) with the Grade 7 students.
7. Chaperones should be properly screened in accordance with the Archdiocesan Safe Environment Policy or the CISVA safe environment policy.

2024
APPENDIX B:

Checklist of Reminders for Parents

- ☐ **Please ensure your child is dressed appropriately for cold and rainy weather.** Even though much of the event program will take place indoors, participants will be walking outdoors in between sessions to receive their snack and dinner.
- ☐ **Please ensure you have provided any specific medical information and/or medications** your child may need to receive during the event to the designated chaperone.
- ☐ **Follow the instructions of the volunteer parking attendants for ease of traffic flow and efficiency during drop-off and pick-up.** Event volunteers will be instructing buses and cars as to where to drive and/or park at Pacific Academy/Chandos Pattison Auditorium. Please follow their instructions so traffic flows easily and efficiently. The parking area will be separated into sections for *car parking*, and for *bus parking*.
- ☐ **If you are meeting your school or parish group at the Chandos Pattison Auditorium, please bring your child to the gathering area to wait for the group.** Event volunteers will direct you to one of two gyms where you will find signs marked with your parish/school name. Regardless of your group size, please do not meet or wait by the main entrance of the auditorium.
- ☐ **Parents, family members, or teachers are not allowed to “drop by” or “stay a few minutes” during the event.** This is out of respect to the students and chaperones, who have registered, paid, and committed to participating in the entire program.
- ☐ **We will not “page” chaperones or participants using the Auditorium PA system unless there is an emergency.** If your chaperones or child have a cell phone with a text messaging feature, we encourage you to use this as a means of communication.
- ☐ **If your child must arrive late,** the chaperone responsible for your child must designate a time to meet him/her. Your child will not be allowed to enter the event unless they are greeted and escorted in by their chaperone. Until then, **STAY WITH YOUR CHILD until they check-in with their chaperone.** Event volunteers will not hold and distribute name tags to late-comers.
- ☐ **If your child must leave the event early,** the chaperone responsible must escort him/her out of the event to the designated pick-up person. Participants will not be allowed to wait for their parent/guardian or designated pick-up person on their own.
- ☐ **The event program will end at 6:00pm but we recommend arranging for pick-up starting at 6:15pm** to allow for movement of the youth and chaperones. Please check with your group contact person for pick up arrangements.

2024 Appendix C: Event Rules

Everyone who attends Spirit Day 2024 must participate actively and behave appropriately so that all will have the chance to safely enjoy this special celebration! It is best if we all know what is expected.

1. There will be respect for property:

- Please help to keep the Chandos Pattison Auditorium and Pacific Academy facilities clean by putting your garbage into the garbage cans or recycle bins. No food or drink can be consumed inside the auditorium.
- Please stay within the designated areas for Spirit Day use both inside and outside the auditorium and school buildings.
- The property of the Chandos Pattison Auditorium and Pacific Academy surrounding areas is not to be damaged, marked, or vandalized in any way.

2. There will be respect for others and respect for the law:

- There will be no physical or verbal abuse of other participants or use of foul language. Please let your chaperone or event volunteers (who will be wearing blue-coloured event t-shirts) know if you require any assistance.
- Possession of non-prescription drugs, alcohol, or weapons will not be tolerated.

3. There will be cooperation and participation:

- All participants are expected to take advantage of the opportunities of the day and participate fully.
- All participants are expected to listen to and comply with directions given by all chaperones and Spirit Day volunteers to promote a safe and enjoyable day.
- There are hundreds of people participating in Spirit Day, so please be patient and follow the directions of the event volunteers so that everything moves quickly and efficiently.
- Participants are not allowed to leave the Chandos Pattison Auditorium or Pacific Academy grounds without the knowledge or permission from their chaperones.