



Catholic Youth Conference 2025 REGISTRATION GUIDELINES

Dear Group Contact,

We are very excited to invite you to the **Catholic Youth Conference 2025: Anchored**, happening on **Saturday, May 3, 2025**.

We are offering a gathered event for high school youth from around our Archdiocese, designed to ignite the fire of the Holy Spirit within them as they begin or continue their journey of faith. The event includes engaging, inspirational talks from Maggie Craig, praise and worship music, breakout sessions and opportunities for youth to interact with their peers from across our Archdiocese.

The 2025 theme is **"Anchored"**. Pope Francis set the Jubilee Year theme as "Pilgrims of Hope". He invites us all to reflect and act on a powerful message of faith, renewal and resilience. When we anchor ourselves in Jesus Christ, we recognize our need for stability, and trust in God, especially in turbulent times in our lives. Come explore the ways we can be anchored in hope and how spiritual growth, joy, and peace are part of your journey.

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 Catholic Youth Conference (CYC) webpage (cyc.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 Megan Mulder.

Sincerely in Christ,

Faye McCreedy
Coordinator – Ministries and Outreach Office

Registration Enquiries

Megan Mulder
mmulder@rcav.org
604-683-0281, ext. 234

General Event Enquiries

Faye McCreedy
fmccreedy@rcav.org
(604) 683-2081 ext. 239

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Overview

What is the Catholic Youth Conference?

The Catholic Youth Conference (CYC) is an event designed for high school youth (in grades 8-12) and their school and parish leaders of our Archdiocese! CYC, presented by the Ministries and Outreach Office (M&O Office), is a celebration of faith designed to spark the faith of young people and to encourage a deep and lasting relationship with Jesus Christ. The event is a high energy event filled with speakers, food and fun!

Who can attend?

CYC is open to high school youth and their adult leaders. As this event is designed for high school youth, it is not for youth in that are currently in elementary school.

NB: Adult Leaders are required for each group. All Adult Leaders must be aged 19+. The required minimum Adult Leader to youth ratio is 1:12. (eg., if you register 8 youth, you must have at least 1 adult leader to accompany the youth. If you register 14 youth, you need at least 2 Adult Leaders.)

We only accept group registrations that meet the required Adult Leader to youth ratio. (Individual registrations are not accepted unless that youth is registered and accompanied by an Adult Leader.)

CYC Event Information

CYC is a **one-day event on Saturday, May 3, 2025, from 10:00am to 9:00pm.**

The event is an in-person gathering at **Archbishop Carney Regional Secondary School (1335 Dominion Ave, Port Coquitlam, BC).**

Registration Fee

All youth participants and Adult Leaders 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 **April 18, 2025, 4:30pm T-Shirt Deadline.**

Cost: \$75 per person (including Youth Participants, Adult Leaders.)

The Ministries and Outreach office will not accept any registrations after April 30, 2025, 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 Megan Mulder (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 Friday, April 25, 2025.
- **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 receipt of payment.**

NB: Please contact Megan Mulder via email at mmulder@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 fully refund anyone who has registered and ordered a t-shirt. This is anyone who has registered prior to April 18, 2025, at 4:30pm. (Group contacts will be responsible for getting the t-shirts to the participant who is no longer attending.)

The M&O office will accept written refund requests up until Monday, April 21, at 4:30pm and all refunds will be at M&O’s discretion. 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, May 3, 2025	10:00 am – 9:00pm at Archbishop Carney Secondary School (1335 Dominion Ave, Port Coquitlam, BC)
T-Shirt Deadline	Friday, April 18, 2025 by 4:30 pm	Registrations received after April 18, 2025 will not receive event t-shirts
Payment Deadline	Friday, April 25, 2025 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 April 25 may lose their spots. Learn more by reading the <i>Registration Confirmation</i> section.
Registration Closes	April 30, 2025 by 4:30pm	Registration will close when the event has reached full capacity or by April 30 No registrations will be accepted after April 30.
Group Kit Pick-Up (Kits include participant name tags for access to the event and T-shirts for those who ordered before the T-shirt deadline.)	All registration packages will be ready for pick up on: Saturday, May 3 at 9:00am	Group Kits can be picked up at the designated Registration Area at Archbishop Carney Secondary School. 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 **CYC** 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 RCAFV 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 RCAFV 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 to the M&O office before the event T-Shirt Deadline.

Information to collect:

We require a **1:12** Adult Leader to youth ratio.

Please designate your head Adult Leader for the event on the online form.

You need to obtain the following information from **each Adult Leader**:

- **First Name and Last Name**
- Email
- Mobile Phone (we need to be able to contact any of the Adult Leader on the event day if there is an issue with any of the participants in your group).
- 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**
- 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: The M&O Office will only accept a lump-sum cheque from your group and not individual cheques from each participant due to the volume of participants.** 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/catholic-youth-conference-2025/>

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 Catholic Youth Conference 2024 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) \$75 per person	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 \$75 per person	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 Megan Mulder at mmulder@rcav.org or call her at (604) 683-0281, ext 234 .

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 CYC [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 the Catholic Youth Conference 2025 on Saturday, May 3, 2025 at Archbishop Carney Regional High School, Coquitlam.

☐ 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 \$75 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: _____