



2025 REGISTRATION GUIDELINES

Dear Group Contact,

We are very excited to invite you to our annual youth rally: **Spirit Day 2025!**

Spirit Day is a one-day event, offered on 2 different days:

Saturday, November 8, 10:00am – 6:00pm

or

Sunday, November 9, 10:00am – 6:00pm

This youth rally event is designed to ignite the fire of the Holy Spirit in the Grade 7 youth from around our Archdiocese, as they prepare to receive the Sacrament of Confirmation and continue their journey of faith. The event includes engaging, inspirational talks from Maggie Craig, praise and worship music, Holy Mass celebrated by our own Archbishop Richard Smith, as well as skits and other fun bits created and performed by local youth and young adults.

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 2025 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. If you have questions about registration, please contact Ava Gravela.

Sincerely in Christ,

Faye McCreedy
Coordinator – Ministries and Outreach Office

General Event Enquiries

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

Registration Enquiries

Ava Gravela
agravela@rcav.org
604-683-0281, ext. 235

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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 bring forth the Holy Spirit in young people and get them excited about receiving the Sacrament of Confirmation.

Who can attend?

Spirit Day is designed for Grade 7 students receiving the Sacrament of Confirmation this school year. Occasionally there are Grade 8 and 9 students in Level 7 PREP classes that are also receiving the Sacrament of Confirmation this school year, and they may also attend. Keep in mind that the program content is geared towards youth that are still in elementary school.

All adults who are involved in the Confirmation program at the school or parish are also encouraged to attend as chaperones. Chaperones must be 19+ years old. If you have any youth leaders that are younger than 19 years old, they would be considered youth and must be counted as such in the adult to youth ratio.

NB: Adult Chaperones are required for each group. There must be at least one adult for every eight youth (1:8). We only accept group registrations that meet the required Adult Chaperone to youth ratio.

(Individual registrations are not accepted unless that youth is registered and accompanied by a chaperone. We encourage youth to register with their catholic school class, PREP class, or youth ministry group.)

Spirit Day Event Information

Spirit Day is a **one-day event on Saturday, November 8 OR Sunday, November 9, with the program running from 10am to 6pm** (both days will be the same program with the same schedule).

The event is at **Pacific Academy, Chandos Pattison Auditorium in Surrey (10238 168th Street).**

This will be a full day event 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 **Friday, October 17 4:30 PM 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 4, 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 Ava Gravela (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 Tuesday, November 4 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 and 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 Ava Gravela via email at agravela@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. This is anyone who has registered prior to October 17, 2025, 4:30pm (Group contacts will be responsible for getting the t-shirts to the participant who is no longer attending or finding a replacement youth for the open seat.)

The M&O will accept written refund requests up until Tuesday, November 4, 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 8 OR Sunday, November 9	10:00 am – 6:00pm at Chandos Pattison Auditorium, Pacific Academy, Surrey
T-Shirt Deadline	Friday, October 17 by 4:30 pm	Registrations received after October 17 will not receive event t-shirts
Payment Deadline	Tuesday, November 4 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 November 4 may lose their spots. Learn more by reading the <i>Registration Confirmation</i> section.
Registration Closed	Wednesday, November 5, 2025 (4:30pm)	Registration will close when the event has reached full capacity or by Nov. 5 No registrations will be accepted after November 5
Group Kit Pick-Up (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 at the following times: Friday, November 7, 6:00pm – 9:00pm Saturday, November 8, 8:30am to 11:00am Sunday, November 9, 8:30am to 11:00am	Group Kits 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 RCAV 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 minimum **1:8** chaperone to youth ratio. Please designate your event day head chaperone for the event on the online form.

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

- **First Name and Last Name**
- Mobile Phone (we need to be able to contact any of the chaperones 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 we 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)
- Each participant will be given a meal unless otherwise noted on the online registration form. The meal options are regular or vegetarian. We cannot accommodate any special dietary requirements due to the nature of the catered meal. (The event is a nut-free environment.)

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

The online registration form can be found here:

<https://secure.rcav.org/spirit-day-2025-november-registration/>

NB: Please be aware that all personal information indicated on the Group Registration Forms will be protected by the M&O Office in accordance with the Personal Information Protection Act and will only be used for Spirit Day 2025 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) \$50 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 \$50 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 Ava Gravela at agravela@rcav.org or call her at (604) 683-0281, ext 235

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.

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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 2025 on Saturday, November 8 OR Sunday, November 9 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

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

FORMS SHOULD BE RETURNED TO "<INSERT NAME>" on "<INSERT DEADLINE>"

Office Use Only:

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