



Group Leader Information Packet

If you have any questions, please contact:

Victoria Radleigh-Smith

Coordinator of Youth Ministry-Archdiocese of Los Angeles

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Phone: (213) 637-7674



GROUP LEADER CHECKLIST 2017

Step 1: Register your group online.

- Registration will remain open until June 9, 2017 or until capacity is reached
- Cost \$210 per participant

Step 2: Fill out all forms before Friday, June 9th

**forms can be found at www.cityofsaints.org/registration*

YOUTH participant 4 forms required

- Youth Registration Form
- Student and Youth Activity and Permission Form
- Code of Conduct
- Parent/Guardian Release Youth or Minor (Non-Commercial)
- *Medication Authorization and Permission Form (if applicable)

ADULT* and/or CHAPERONE. 2 forms required

*Any individual who turns 18 on or before August 4th will be considered an adult. If you have a young person who turns 18 within 10 days of the conference, please contact the Youth Ministry Office.

- Adult Registration Form
- Adult Consent and Release Form

GROUP LEADER Responsible for all necessary forms

- All the appropriate forms listed above for each attendee.
- Group Participant Roster
- Safe Environment Compliance Form
- *For priests outside of the Los Angeles Archdiocese-Letter of good standing (if applicable)

Step 3: Submit all paperwork on or before Friday, June 9th

- Mail paperwork to: Office of Religious Education
Attn: Natalie Aviles
3424 Wilshire Blvd -4th Floor Los Angeles CA 90010
- OR: Schedule drop-off time with Natalie Aviles @ 213.637.7301,
[naviles@la-archdiocese.org](mailto:nviles@la-archdiocese.org) to hand deliver to Archdiocesan Catholic Center

Step 3: Make full payment to the Diocese by Friday, June 9th

- Online payment <http://cityofsaints.org/registration/>
- Check payable to: Office of Religious Education
Mail to the following address: Attn: Natalie Aviles
3424 Wilshire Blvd -4th Floor Los Angeles CA 9001



GENERAL INFORMATION

Date: August 4-6, 2017

Venue: The City of Saints Teen Conference will be held at the University of California, Los Angeles (UCLA).

Directions to Campus: The Campus is located at 405 Hilgard Avenue, Los Angeles, CA 90095. UCLA's main campus is bordered by Sunset Blvd. on the north and Le Conte Avenue on the south. Hilgard Avenue is to the east and Gayley borders campus on the west.

Transportation: Once on campus, follow the City of Saints' signage to the registration area in De Neve Plaza. A map of campus with the location of check-in is attached to this packet.

Cars:

Parking is \$12.00 per day, per car. CASH ONLY. Please make sure you familiarize yourself and others with the directions attached. UCLA requests all participants to report to Lot 7 to drop off or park. Please note that if you park for any reason you must pay. Any unattended cars will be cited. Upon arrival, notify the parking attendant how many days you intend to park at UCLA. You must pay for each day your car is parked in the structure. No credit/debit card will be accepted. **CASH ONLY.**

- 1 day parking is \$12.00
- If you park on Friday to drop off or park on Sunday to pick up the fee is \$12.00 each day.
- If you are parking for the length of the conference (Friday – Sunday) the fee is \$36.00

Buses:

There is NO parking for buses. If your group is being transported by bus, follow the directions and signage on campus for the City of Saints Teen Conference. Volunteers will be available to assist. Have you checked your bus company? Remember that all buses **MUST** be licensed with the Public Utilities Commission of California—visit www.cpuc.ca.gov/PUC/transportation/ to see a list of valid bus companies.

Chaperones: Chaperones and group leaders must be 21 years of age and over to attend City of Saints Teen Conference. **18-20 year old participants will be housed separate from teen participants and will not be considered chaperones.** If you are bringing male and female teens, male and female chaperones will be needed. We ask for one chaperone per 10 participants according to gender. All chaperones must be in compliance with all Safe Environment Procedures and Policies set forth by the Archdiocese of Los Angeles.

Packing and Attire: The weather will be warm – appropriate, casual, modest, summer clothing may be worn during the conference. At no times should clothing advertise drugs or alcohol, or any other inappropriate content. Sturdy walking shoes should be worn at all times. While bedding and towels are provided, please remember to bring personal hygiene products and toiletries.



Priests and Religious: Priests and Religious are encouraged to join us for the event. All priest/religious will be housed separately from teen participants. Any priest joining us from outside of the Archdiocese of Los Angeles will need to provide us with Letter of Good Standing from their home Diocese.

Costs for bringing your priest and religious are as follows:

On-site accommodations: \$210.00 -includes 2 night stay w/meals, parking, and conference.

Group leader-please be sure to register priest/religious under your Group Participant Roster

Day participant-celebrating Mass or Confession: No cost- includes meals and parking.

Group leader-In order to receive day participant benefits, you must register priest/religious with Victoria Radleigh-Smith via email: Vradleigh@la-archdiocese.org

Meals: Each participant will receive 6 meals beginning with dinner on Friday and concluding with Lunch on Sunday. Lunch will not be provided on Friday afternoon. Upon check-in group leaders will receive notice of the location and times of their groups' meals. Each group will be assigned to one of the dining halls. Please help us to eliminate confusion or delays by eating only at your assigned dining hall during your assigned dining times. **If meal cards are used outside of designated scheduled meal times, the parish will be billed \$12-\$16 per use, no exceptions.**

Dietary Restrictions: Food is served buffet style, with a variety of food options in each dining hall. The dining hall DOES offer options for those with food allergies. Those with sensitivities to milk, eggs, wheat, soy, shellfish, peanuts, tree nuts, gluten, and dairy will have options. The dining hall will also accommodate those who are diabetic, vegetarian, vegan, or in need of low sodium. **Should sensitivities exceed this, please contact the Office of Youth Ministry at the Archdiocese of Los Angeles 3 weeks prior to the event.**

Credentials: Each participant will be given a lanyard and a wristband. These both must be worn at all times. The lanyard will act as your credential, and pass, into our event. The wristband will signify your dining hall location and time. Replacements are available in Headquarters for \$5.00 each. **Participants are not to switch or hold on to other participants credentials at any time.**

First Aid: First Aid stations will be available in the lobby of Royce Hall, and in Headquarters. Please locate and become familiar with these locations at the time of check in. Preventative health measures should be taken – drink plenty of water, wash hands regularly, and don't skip meals. **Recording and dispersing medication is the responsibility of the group leader.**

General Sessions: All general sessions will take place in Royce Hall. Royce Hall staff will provide ushers that are trained to assist with seating. Please remember to be courteous and respectful to all and to comply with the requests of the City of Saints and Royce Hall staff.

Stay Connected: City of Saints Teen Conference can be found on all social media platforms. Find us @CityofSaintsLA and use #cityofsaints in all of your posts.



ONSITE CHECK-IN

Check-in Time and Location: When the group has arrived on campus, the group leader should proceed to the De Neve Resident Plaza (outdoor courtyard). Check-in will take place from 1:00pm – 4:00pm. Groups arriving after 5:00pm will be asked to go directly to Headquarters, located in De Neve Resident Building (DV-A1). Individuals arriving after the group leader has checked in, or later in the evening, need to report directly to their assigned housing area and be accompanied by an adult chaperone from their group. During check-in the group leader will receive all credentials for their group, a housing roster, wristbands, meal times and dining hall assignments. After the group leader has finished the check-in process, they are to gather their group and direct the participants to their designated housing area. Please follow maps and signs on campus to get to your housing area.

Room Assignments: Rooms are not guaranteed to be ready until 4pm. If your room is not ready upon your arrival, UCLA will provide a place for luggage to be stored while you wait. It is recommended that your group take advantage of our pre-conference activities while you wait for rooms to be ready. Housing is dormitory style and **key cards** are used for admittance into your dorms. Only registered participants may stay in our housing facilities, attend sessions, and receive meals. Male teens and female teens will have separate housing buildings. 1 chaperone for every 10 teens will be housed in the same building according to gender. 18-20 year old participants will be housed separate from teen participants and will not be considered chaperones. If your group has an odd number of participants or chaperones, it is possible that a participant or chaperone from your group may be housed with another parish.

Key Cards: Room keys will be individually distributed at the housing locations. Per UCLA policy, the group leader cannot sign for individual rooms. The City of Saints Teen Conference team strongly recommends that the group leader and/or chaperone collect all the key cards after the participants have signed for their rooms. Key cards are used to enter dorm rooms and the dining halls for meals.

- Teens are not to return to the dorms without an adult chaperone.
- **A Lost key card will result in a \$50 fee paid directly to the University of California, Los Angeles housing department, no exceptions.**

Housing: Participants will each have an extra-large twin bed and will share restrooms and common areas. **All bedding, pillows, and towels are provided.** Housing is limited to registered participants only. Please note the following policies:

- Furniture is not to be moved. All furniture is to stay inside the room, and kept out of pathways and hallways. Beds are to remain in their original places.
- Participants (teens and adults) are NOT allowed in dorm buildings of the opposite gender at any time.
- Please abide by curfew times. **Participants will not be permitted to leave the dorms after lights out.**
- Noise levels should be kept to a minimum. Overall, the dorms are a quite space. There should be no audible noise coming from the rooms.
- Passage ways are to remain accessible and free from luggage or debris.
- Televisions and dorm phones are NOT to be used or disconnected. Making calls WILL result in charges, paid at the participant's expense.
- Defacing property in any way will result in dismissal from the conference and could be considered a criminal offense.



CONFERENCE PROGRAM AND EXPERIENCES

Spiritual Companions: All spiritual companions are over the age of 21 and are in compliance with Safe Environment Policies and Procedures. Those serving as spiritual companions are likely to be priests, brothers, sisters, and seminarians from the Archdiocese of Los Angeles. Spiritual companions will be available to journey with each group of participants. These companions will be your spiritual guides and partners in prayer throughout the conference.

Mass:

Friday: We will be offering a daily Mass for all who would like to join on Friday afternoon during our pre-conference time. Please refer to schedule of events for exact time and location for this Mass. A Eucharistic Procession to our Sacred Space will follow the liturgy.

Saturday: We will celebrate Mass on Saturday night in Royce Hall as a conference. **At this Mass, we will be collecting a free will offering and the donations will go to fund future scholarships for City of Saints' participants. We kindly ask that you prayerfully consider having each participant donate \$5.** We thank you for your generosity. The Saturday liturgy will be the vigil celebrating the Nineteenth Sunday in Ordinary Time.

Sacred Space: Participants will have the opportunity to visit Sacred Space throughout the conference. This space will provide participants with unique opportunities for personal prayer and reflection, an Adoration Chapel, and an opportunity to receive the Sacrament of Reconciliation.

Adoration: Exposition of the Blessed Sacrament will be available in Sacred Space throughout the weekend. Eucharistic Adoration will be celebrated as a conference in Royce Hall on Saturday. Please refer to schedule of events for exact times and locations.

Reconciliation: The Sacrament of Reconciliation will be available to participants throughout the City of Saints Teen Conference. Please reference the schedule of events for exact times and locations.

Plaza: The Plaza is the City of Saints Teen Conference Marketplace. This space will feature booths from our speakers and presenters throughout the weekend as well as activities for participants. Come learn and experience! Find out more about organizations and presenters passionate about sharing the Catholic faith. Please refer to the schedule of events for times and location of the Plaza.

Group Leader Meeting: All GROUP LEADERS are asked to attend a short group leader meeting on Friday evening in Royce Hall. This gathering will take place at approximately 7:45pm. Group leaders should be seated in Royce Hall with their group and will be given a verbal cue by the Emcee when it is time to gather. They will be instructed where to gather (in Royce Hall). This gathering is ONLY for the group leader. Additional chaperones and teen participants are to stay seated during the general session.



City of Saints Teen Conference Schedule

FRIDAY, AUGUST 4, 2017

START	END	EVENT
1:00PM	4:00PM	Conference Check-In Is Open (De Neve Plaza)
1:00PM	6:45pm	Optional Activities <ul style="list-style-type: none"> ○ The Plaza (Grand Horizon) ○ Sacred Space (CC Palisades Room) ○ Sacrament of Reconciliation(CC Palisades Room)
3:00PM	4:15PM	Daily Liturgy (De Neve Auditorium) <ul style="list-style-type: none"> ○ Eucharistic procession to Sacred Space following the Liturgy
4:00PM	7:00PM	Groups check into sleeping areas (UCLA dorms)
5:00pm	7:00pm	Dinner (UCLA Dining Halls – Wrist Band Corresponds to Time)
7:10pm		Royce Hall Doors Open
7:30pm	10:20pm	General Session (Royce Hall) <ul style="list-style-type: none"> ○ Emcee Welcome ○ Worship Music and Prayer <ul style="list-style-type: none"> ▪ Group Leader Meeting During This Time (Royce Hall) ○ “Meet” – Steve Allgeyer ○ Liturgy of the Hours – Evening Prayer
10:30pm	11:30pm	Evening Warm Down Options: <ul style="list-style-type: none"> ○ Facilitated Small Group Time (Ackerman Center) ○ Sacrament of Reconciliation (CC Palisades Room) ○ Sacred Space (CC Palisades Room) ○ The Plaza (Grand Horizon) ○ Personal Group Time (Determined by Group Leader)
11:45pm		All Teens in Dorms
12:00am		Lights Out

SATURDAY, AUGUST 5, 2017

START	END	EVENT
7:00am	9:00am	Breakfast (UCLA Dining Halls – Wrist Band Corresponds to Time)
7:00am	8:45am	Optional Activities <ul style="list-style-type: none"> ○ The Plaza (Grand Horizon) ○ Sacred Space (CC Palisades Room) ○ Sacrament of Reconciliation(CC Palisades Room)
9:00am		Royce Hall Doors Open
9:10am	10:10am	Morning Session (Royce Hall) <ul style="list-style-type: none"> ○ Welcome and Emcee Address ○ Worship Music ○ Liturgy of the Hours – Morning Prayer
10:20am	11:00am	“Enter” - Breakout Sessions – Round 1 <ul style="list-style-type: none"> ○ “Doubt” - Roy Petitfils ○ “Temptation” - Cynthia Psencik ○ “Faithfulness” - John Yep ○ “Healing” – Chika Anyanwu
11:10am	11:50am	“Enter” - Breakout Sessions – Round 2 <ul style="list-style-type: none"> ○ “Doubt” - Roy Petitfils

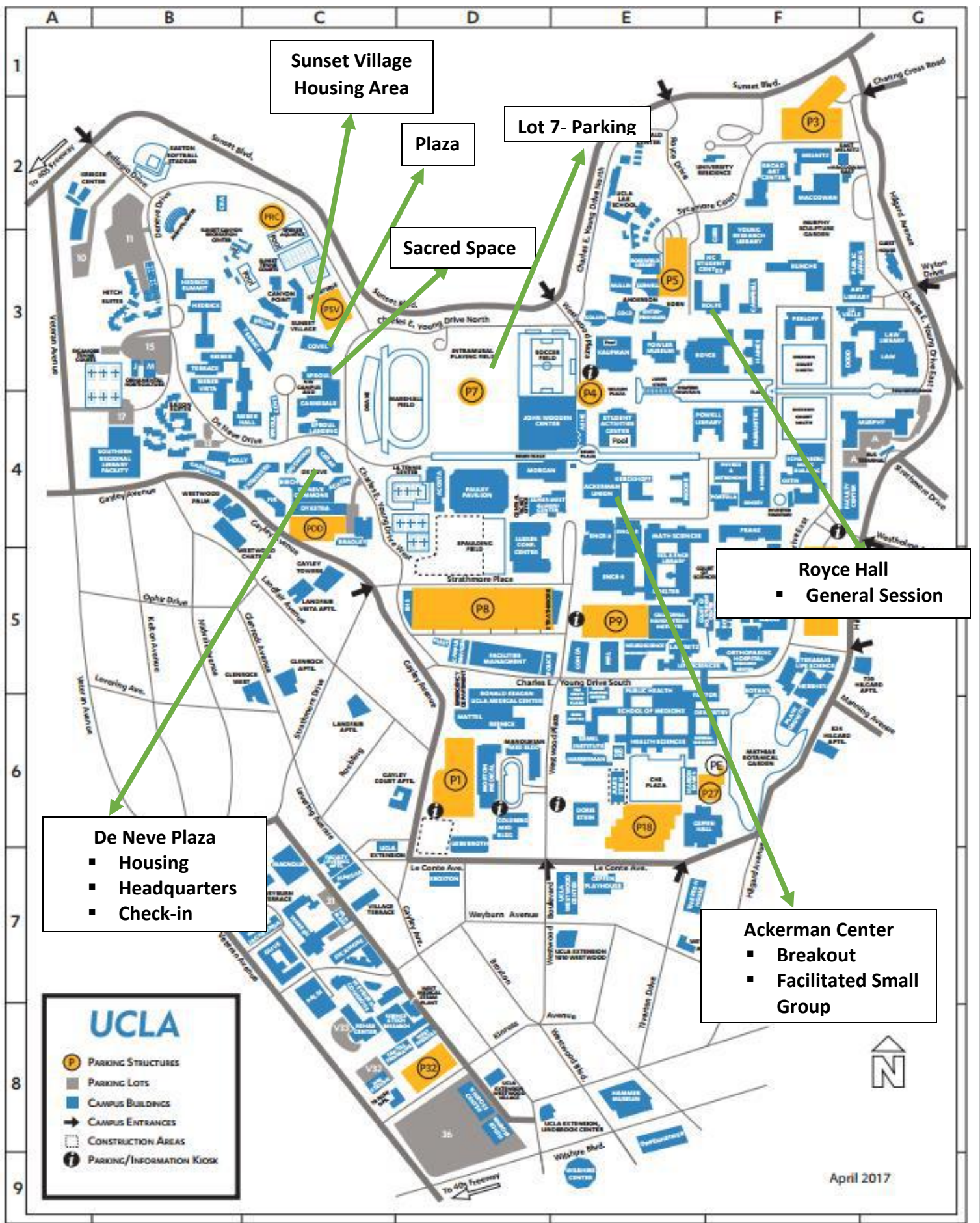


		<ul style="list-style-type: none"> ○ <i>"Temptation"</i> - Cynthia Psencik ○ <i>"Faithfulness"</i> - John Yep ○ <i>"Healing"</i> – Chika Anyanwu
Noon	2:00pm	Lunch (UCLA Dining Halls – Wrist Band Corresponds to Time)
Noon	2:00pm	Optional Activities: <ul style="list-style-type: none"> ○ The Plaza (Grand Horizon) ○ Sacred Space (CC Palisades Room) ○ Sacrament of Reconciliation (CC Palisades Room)
2:00pm		Royce Hall Doors Open
2:30pm	4:50pm	Afternoon Session (Royce Hall) <ul style="list-style-type: none"> ○ Worship Music and Prayer ○ <i>"Encounter"</i> – Sister Miriam James Heidland ○ Eucharistic Adoration
5:00pm	7:00pm	Dinner (UCLA Dining Halls – Wrist Band Corresponds to Time) <ul style="list-style-type: none"> ○ Optional Activities (Reconciliation available until 6:45pm): ○ Sacrament of Reconciliation (CC Palisades Room) ○ Sacred Space (CC Palisades Room) ○ The Plaza (Grand Horizon)
7:10pm		Royce Hall Doors Open
7:30pm	10:20pm	Evening Session (Royce Hall) <ul style="list-style-type: none"> ○ Worship Music and Prayer ○ <i>"Partake"</i> – Jackie Francois-Angel ○ Liturgy – Celebration of the Eucharist
10:30pm	11:30pm	Evening Warm Down Options: <ul style="list-style-type: none"> ○ Facilitated Small Group Time (Ackerman Center) ○ Sacrament of Reconciliation (CC Palisades Room) ○ Sacred Space (CC Palisades Room) ○ The Plaza (Grand Horizon) ○ Personal Group Time (Determined by Group Leader)
11:45pm		All Teens in Dorms
12:00am		Lights Out

SUNDAY, AUGUST 6, 2017

START	END	EVENT
7:00am	9:00am	Breakfast (UCLA Dining Halls – Wrist Band Corresponds to Time)
7:00am	8:45am	Optional Activities <ul style="list-style-type: none"> ○ The Plaza (Grand Horizon) ○ Sacred Space (CC Palisades Room) ○ Sacrament of Reconciliation (CC Palisades Room)
9:10am		Royce Hall Doors Open
9:30am	11:50am	Morning Session (Royce Hall) <ul style="list-style-type: none"> ○ Worship Music, and Prayer ○ <i>"Share"</i> – Roy Petitfils ○ Closing and Sending Forth
Noon	2:00pm	Lunch (UCLA Dining Halls – Wrist Band Corresponds to Time) <ul style="list-style-type: none"> ○ Optional Activities: (Will END at 2:00pm) ○ The Plaza (Grand Horizon) ○ Sacred Space (CC Palisades Room) ○ Sacrament of Reconciliation (CC Palisades Room)





Sunset Village
Housing Area

Plaza

Lot 7 - Parking

Sacred Space

Royce Hall
▪ General Session

De Neve Plaza
▪ Housing
▪ Headquarters
▪ Check-in

Ackerman Center
▪ Breakout
▪ Facilitated Small Group

UCLA

- PARKING STRUCTURES
- PARKING LOTS
- CAMPUS BUILDINGS
- CAMPUS ENTRANCES
- CONSTRUCTION AREAS
- PARKING/INFORMATION KIOSK

April 2017

