



# DIOCESE OF GARY NCYC 2019 DATES & DEADLINES\*

\* These are GROUP LEADER deadlines. Participants- follow your group leader's deadlines!



While estimates given in *NCYC 2019 Billing Plan* include total charges, it is impossible to know how much to charge until everyone is placed into hotel rooms, which won't happen until the fall. Therefore, group leaders will make payments for package prices only (\$250-\$290), and be invoiced for hotel fees/ balances after NCYC. Group leaders should determine how and when to charge participants accordingly.

## **JUNE 3RD: EARLYBIRD REGISTRATION PERIOD (\$250 per person)**

Group leaders should register all participants (youth and adults) online (at the URL provided in a future mailing or contact Kevin), and submit \$250 per person to Diocese of Gary OYYA attn: NCYC; 9292 Broadway, Merrillville IN 46410.

The *Hotel Placement Request Form* is also due June 3rd.

**CANCELLATIONS / SUBSTITUTIONS / REFUNDS:** Refunds of registration fees are not refundable, per se: instead, the funds remain in your group account and will be applied to your overall balance. Substitutions can be made at no cost up until September 3rd. Substitutions after September 3rd result in a \$40 change fee. Cancellations made after October 15th will result in forfeiture of hotel fees as well.

## **SEPTEMBER 3RD: REGULAR REGISTRATION PERIOD (\$270 per person)**

Group leaders should register all participants (youth and adults) online (at the URL provided in a future mailing or contact Kevin), and submit \$270 per person to Diocese of Gary OYYA attn: NCYC; 9292 Broadway, Merrillville IN 46410.

### **Group leaders should make every effort to finalize their groups by September 3rd.**

To ensure good diocesan stewardship, hotel rooms will be released after September 3rd. Participants who wish to attend NCYC after September 3rd will be accepted only as hotel space permits.

## **SEPTEMBER 16TH: FORMS DUE TO OYYA; SAFE ENVIRONMENT COMPLIANCE**

Complete NCYC forms (waivers, permission forms, etc.) will be mailed to group leaders in mid-August. Group leaders should submit one complete packet of forms to Diocese of Gary OYYA attn: NCYC; 9292 Broadway, Merrillville IN 46410 on or before Sep. 16th.

The *Roommate Request Form* is also due September 16th.

All adult leaders should be safe environment (VIRTUS) compliant by September 16th as well.

## **LATE REGISTRATION (\$290 per person)**

After Sep. 3rd, persons wishing to make any changes—cancellations, substitutions, additions—must first contact OYYA. Participants will be accepted only as hotel space permits. If approved, leaders should follow the same registration procedures as above.

## **OCTOBER 15TH: CANCELLATION DEADLINE**

Cancellations made after October 15th will result in forfeiture of hotel fees as well.

Rooming assignments will be made late September-mid October based on hotel & roommate forms submitted. After that, preliminary invoices will be issued on or before November 1st.



## **FALL SPORTS CREATING NCYC CONFLICTS?**

If you have teens & parents unwilling to commit because of fall sports & other activities, these should be handled carefully to make sure no one gets stuck with a bill for an NCYC no-show. Rule of thumb: it's always better NOT to register a risky participant and pay late fees than to forfeit hundreds due to a last-minute cancellation. OYYA will always do everything possible to get everyone to NCYC while remaining good stewards of diocesan funds. Call Kev!

Registration or payment related questions: contact **Kevin Driscoll 219-552-4060 • [yyakev@yahoo.com](mailto:yyakev@yahoo.com)**