

## **2020 CAYOCA INFORMATION SHEET**

### **REGISTRATION INFORMATION**

CAYOCA Session One, for kids who will enter grades 3<sup>rd</sup> through 6<sup>th</sup>, will be held June 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>.

CAYOCA Session Two, for kids who will enter grades 7<sup>th</sup> through 12<sup>th</sup>, will be held June 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>.

REGISTRATION DEADLINE: May 7, 2020

REGISTRATION FEE: \$200.00 per camper

Campers must register with their parish.

PARENTS: Please fill out all necessary forms and turn them in to your Parish Contact Person.

### **PARISH RESPONSIBILITIES**

#### **2020 CAYOCA REGISTRATION/T-SHIRT ORDER FORM**

#### **PARENTAL/GUARDIAN CONSENT, LIABILITY, and MEDICAL WAIVER FORM**

The best way to submit registration information and payments is through ACCEPTIVA. If registration and payment is not made through ACCEPTIVA, checks should be made payable to “Diocese of Sioux City – CAYOCA”. The CAYOCA forms have been revised this year. A Registration/T-Shirt Order Form is needed for each individual camper. A Parental/Guardian Consent, Liability, and Medical Waiver Form is needed for each individual camper. All other forms are listed in the “List of Forms” section. We ask you to please inform the parents that they must turn in their CAYOCA registrations & payments to the Parish Leader, NOT to the Diocese of Sioux City Office. This will make it easier for parishes to know how many adult volunteers will be needed for their campers. There are two options for parish leaders to submit CAYOCA registrations.

1. Parish leaders can mail all registration documents and payments to: Diocese of Sioux City – CAYOCA, 1821 Jackson Street, P O Box 3379, Sioux City, IA 51102-3379.
2. Parish leaders can submit registrations & payment online, at <https://www.scdiocese.org/camp-cayoca>, Click on “Parish Group Registration”. If registrations are submitted online, please download and fill out the Excel spreadsheet “PARISH LEADER’S CAYOCA Registrations”. Please email the completed Excel spreadsheet to [maurent@scdiocese.org](mailto:maurent@scdiocese.org). For all online registrations, please mail each camper’s and adult volunteer’s completed and signed Consent, Liability, and Medical Waiver forms to: Diocese of Sioux City – CAYOCA, 1821 Jackson Street, P O Box 3379, Sioux City, IA 51102-3379.

### **ADULT VOLUNTEERS**

Each parish will be responsible for getting the appropriate number of adult volunteers to be at camp for the duration of each camp session. The number of adult volunteers needed is one female adult for every 1 – 5 female campers and one male adult for every 1 – 5 male campers.

Training for Session One will be provided to adult volunteers at 9:00 a.m., Sunday, June 7, 2020, at Twin Lakes Bible Camp. A Traveler’s Mass will be held at 8:00 a.m., on Sunday, June 7<sup>th</sup>. Training for Session Two will be provided to adult volunteers at 12:30 p.m., Wednesday, June 10, 2020, at Twin Lakes Bible Camp. We will not be providing lunch for the Session Two training. Each volunteer will receive an invoice for the \$50.00 Volunteer Fee. Please be sure to submit the Consent, Liability, & Medical Wavier Form for each volunteer.

### **VIRTUS TRAINING AND BACKGROUND CHECK**

All adult volunteers must complete the VIRTUS Training & Background Check process. If the volunteer has not registered and completed the VIRTUS Training & Background Check process, it should be done online at this link: <https://www.scdiocese.org/safe-environment-office>. This process must be done with a computer, not a smart phone or tablet. An instructional tutorial is included in the pre-registration process. If the volunteer has previously completed VIRTUS Training and the Background Check Process, we still need to conduct another

background check. The easiest way to do this is to give our office the person's name and email address; then our Safe Environment Coordinator, Dan Ellis, will email an invitation to each person, which will enable them to go online and give consent to conduct a background check. If the volunteer prefers to submit their consent in paper form, please download the "ESR Background Check Form", print it, fill it out, and send the form to: Dan Ellis, Diocese of Sioux City, 1821 Jackson Street, P O Box 3379, Sioux City, IA 51102-3379.

**LIST OF FORMS – All forms are available to download from our website <https://scdiocese.org/camp-cayoca>:**

**FORMS FOR PARENTS**

- 2020 CAYOCA Paper Registration/T-Shirt Order Form -- ONE FORM PER CAMPER REQUIRED
- Parental/Guardian Consent, Liability, and Medical Waiver Form -- ONE FORM PER CAMPER REQUIRED
- 2020 CAYOCA Carpool Permission Form (if applicable)
- Media Objection Notice Form (if applicable) -- ONE FORM PER CAMPER

**FORMS FOR PARISH**

- 2020 CAYOCA Registration/Information Cover Sheet (ONE PER PARISH REQUIRED)
- Adult Volunteer Registration & T-Shirt Order
- Adult Volunteer Consent, Liability, & Medical Waiver Form
- BACKGROUND CHECK CONSENT FORM (for adult volunteers). Consent to conduct a Background Check should be given online, as instructed in the "VIRTUS TRAINING & BACKGROUND CHECK" section. If necessary, give paper form to the adult volunteer.
- ALL CAMPER FORMS (Listed under "FORMS FOR PARENTS") Collected from parents
- EXCEL "PARISH LEADER'S CAYOCA Registrations" spreadsheet (if applicable)

**MISSIONARY VOLUNTEERS and APPLICATIONS**

People who are interested in serving as a Missionary Volunteer must complete and submit the "2020 CAYOCA Missionary Volunteer Application" form by May 7th. A "2020 CAYOCA Missionary Volunteer Referral" form must also be submitted to our office. Missionary volunteers must be over the age of 18. This year, we will train Missionary volunteers the day before camp begins, Saturday, June 6<sup>th</sup>, at the Twin Lakes Bible Camp. Each volunteer will receive an invoice for the \$50.00 Volunteer Fee.

**TEEN LEADER VOLUNTEERS**

High school students (Sophomores, Juniors, and Seniors) who are interested in being a Teen Leader, must complete and submit the "2020 CAYOCA Teen Leader Application" form by May 7, 2020. A "CAYOCA Teen Leader Reference" form must also be submitted to our office. This year, we plan to provide training to the teen volunteers the day before camp begins, which will be Saturday, June 6, 2020. Training will be held at Twin Lakes Bible Camp. Each volunteer will receive an invoice for the \$50.00 Volunteer Fee.

**VOLUNTEER FEE**

There is a \$50.00 fee for all volunteers. This fee covers a small portion of the housing cost for volunteers to stay at camp. The Diocese will cover remaining costs. Volunteers will receive an invoice for the \$50.00 fee.

**CARPOOL PERMISSION FORM**

This year, we will use a specific form for parents to fill out and sign that grants permission for their child to ride home with someone other than their parent. The form must also be signed by the parent/guardian who will be transporting the child. We will no longer accept random notes; parents must fill out the "2020 CAYOCA Carpool Permission Form".

**MEDIA OBJECTION NOTICE FORM**

There is a new form called "Media Objection Notice Form". If a parent does not want their child's picture used for the purpose of marketing future events, the parent must complete this form for each individual camper.