



Registration Packet 2018

Just5Days

Community - Catholic - Service - Faith
Just for Middle School Youth

"Yours are the hands, with which Christ blesses all the world." - St. Teresa of Avila



Brought to you by the



CENTER *for*
MINISTRY DEVELOPMENT

Just5Days

Program Information

Middle schoolers are anxious to make a difference in the world because they are energetic, interested, and desire to serve those in need. They also have the curiosity to reflect on the situations they see and the maturity to realize that their Catholic faith asks them to do something about injustice. **Just5Days** is more than just a week of volunteering; it is a chance for middle schoolers to stretch themselves, learn about their faith, and serve the community side by side with other youth and caring adults.

Just5Days is designed especially for those entering grades 7, 8, and 9, and their adult leaders from Catholic parishes and schools.

Middle schoolers love to work on projects, meet new people, and make a difference with their time. **Just5Days** provides young adolescents an opportunity to be involved in meaningful service while they explore Catholic social teaching and Sacred Scriptures and how they apply to their lives.

Young adolescents have different learning styles, attention spans, and developmental needs. **Just5Days** is designed just for middle schooler learners with high energy activities, creative and visual elements, engaging worship experiences, and over 15 hours of direct hands-on service out in the community.

Just5Days comes to you from the Center for Ministry Development, which has worked with more than 28,000 youth and adults providing 650,000 hours of service since 1993 when CMD pioneered Catholic service learning events with the development of *Young Neighbors in Action*.



Just5Days

General Program Schedule

Monday

1 – 3 PM Arrival, Check-in, Unpack
2:30 PM Adult Meeting and Orientation
3:00 PM Welcome, Community Building, Orientation
5:00 PM Prayer
5:30 PM Dinner
7:00 PM Opening Session:

Preparing for Our Service

8:45 PM Social and Refreshments
9:30 PM Evening Prayer
10:00 PM Prepare for Bed
10:30 PM Lights Out

Tuesday-Thursday

7:30 AM Rise & Shine!
8:00 AM Breakfast
8:45 AM Adult Huddle
9:00 AM Morning Prayer
9:30 AM Departure for Service Sites
Lunch at Service Sites
3:00 PM Depart from Service Sites: Shower and Break
5:00 PM Service Site Sharing
5:30 PM Dinner and Adult Leader Meeting
7:00 PM Learning Session, Music, and Activities
8:30 PM Social and Refreshments
9:30 PM Evening Prayer
10:00 PM Prepare for Bed
10:30 PM Lights Out

Friday

7:30 AM Rise & Shine!
8:00 AM Breakfast, Pack, and Clean-up
9:00 AM Morning Prayer and Session
11:00 AM **Closing Liturgy**
12:30 PM Departure

Note: Thursday has a community building fun event planned into the afternoon schedule

Just5Days

Service Opportunities

Each location and community is unique and has different needs. **Just5Days** works with the local community to address needs through a variety of social service agencies, Catholic parishes and charities, and other organizations. **Just5Days** partners specifically for service opportunities that are appropriate for middle schoolers – those that provide for direct contact with people who are served, have opportunities for high energy work, and provide a safe environment.

Below are the three basic types of service in which a **Just5Days** team might participate.

Hands to the Ground

Examples: yard work for ill and needy individuals or families; landscaping, planting, weeding at shelters or in community gardens; neighborhood clean-up; repairs and various other tasks for Catholic parishes and organizations. Groups might also serve in nature preserves and local parks.

Hands in Helpful Play

Examples: helping with day camp, daycare, or Vacation Bible School programs for small children; helping at children's and/or family centers; working with developmentally disabled children or adults; working at orphanages and children's homes. Just5Days participants also enjoy assisting the elderly in retirement and nursing homes.



Hands in Outreach

Examples: cooking and serving meals in soup kitchens and shelters; working with food banks and clothing shops. Sorting goods for charitable organizations and working in warehouses.

Efforts are made to ensure that each service site offers the opportunity for some amount of work on concrete tasks and direct contact with people. Each site will have a different balance between those two areas of service.

NOTE: Participants serve together with their parish or school team during the week. Participants from a parish/school are assigned to the same service site for the three days of work. **Larger teams may be divided and sent to several work sites. Smaller teams may be combined with other teams.** It is our hope that by staying with the same service work throughout the program, participants will see a project from beginning to end and build a relationship with those they are serving.

Teams can express their preference for work sites with the **Site Coordinator** in advance of their **Just5Days** week. Placement of teams depends on the needs of the work site needs and their ability to accommodate groups.

Just5Days

Registration Information

Who can participate in Just5Days?

Youth participants –

Just5Days is designed for young people entering grades 7, 8, and 9.

*Incoming sixth graders are not eligible to participate in **Just5Days**.*

Adult participants – One adult (25 years old or older) is required to serve as the team leader. Additional adults must be a minimum of 21 years old or older. **Teams are expected to have one adult for every five young people registered.** Teams with more than seven youth participants of both genders must have at least one male and one female adult in attendance and participating in **Just5Days**. *Please invite adults to accompany youth on J5D's who are comfortable chaperoning and working with middle schoolers. Adult participants are expected to participate fully in the program including leading small group discussions and chaperoning lights out with youth.*

Program Fees

The program fee for **Just5Days** is \$290.

The program fee includes:

- Comprehensive program materials, including a team preparation manual to guide you through the organization process and program journals during the week
- Lodging and meals during your program week
- Service site supplies
- Program t-shirt and nametag
- Daily programming designed to engage middle schoolers in learning about their Catholic faith and how to connect service experience to the Scriptures and Catholic social teaching. Through community building, participants will reflect and discuss important issues while having fun!
- Skilled program staff to lead the week (background checks are required for all program staff providing a safe environment for participants).
- Administrative expenses and supplemental insurance.

*Program fees do not include travel to the program site or transportation during the week to service sites. All teams must have vehicles and drivers to travel to and from their daily service sites. Please notify your site coordinator well in advance of the program week if you will be travelling in a bus. *Groups in buses will need to provide one adult at each work site and possibly rent a car to provide transportation to and from worksites and in case of emergencies.*

Deposits

An initial deposit of \$50 per person reserves the spaces requested for your team. This initial deposit is non-refundable.

Just5Days is intentionally designed as a small community experience, involving up to 75 - 100 participants at each program site. When team registrations indicate that a site is full, other teams and individuals are turned away or placed on a waiting list. To guarantee that **Just5Days** reaches as many participants as possible, *please only register for the spaces that you intend to fill.*

Site Availability

Just5Days accepts registrations on a first come, first serve basis. Registration remains open until all the spaces at a site are full. A waiting list is maintained for each site in case spaces become available. If your first choice for a program week is full, we can put you on a waiting list or register you for a different program site.

Visit www.Just5Days.org for regular updates on the availability of every program week! Also check the website for the addition of new sites throughout the year.

How do I reserve spaces for my team?

For your convenience, we offer three options:

1. **Mail:** Complete your Registration form and the Cancellation Policy form and send them with your deposit check to CMD/J5D, 5713 Wollochet Drive NW, Suite A, Gig Harbor, WA 98335 *or*
2. **Phone:** Call in your registration with a credit card number for “on the spot approval!” Call Nancy at 253-853-5422

Fax: Send your Registration form and Cancellation Policy with a credit card number to CMD at 253-853-5448. Once registered with CMD, you will receive a confirmation letter and an invoice outlining your payment and additional payments due. If registering by phone, you will also be asked to sign and return the Cancellation Policy form. Soon after, you will receive a *Team Preparation Manual* which guides you through the preparation process.

What if I must cancel?

If you must cancel your group or adjust your group to a smaller number, your initial deposit of \$50 per participant is forfeited. There are further penalties for cancellations made after March 1, 2018. See pages 13-14 for a detailed description of our payment schedule and cancellation policy.

Contact Us

We are committed to providing you with a high-quality experience. Feel free to call us at 253-853-5422 anytime you have questions.

Just5Days

Where and When

2018 Sites and Dates

Appleton, WI
June 25-29

Las Vegas, NV
June 25-29

Benton, TN
June 25-29

Omaha, NE
July 16-20

Davenport/Long Grove, IA
July 23-27

Rio Grande Valley, TX
June 18-22

Glendale, CA
June 18-22

Sacramento, CA
July 9-13

Hales Corner, WI
June 18-22

San Luis, CO
June 25-29

Hillsboro/Portland, OR
June 25-29

Sarasota, FL
June 11-15

Honolulu, HI
June 25-29

St. Joseph, MI
July 9-13

Jacksonville, FL
June 18-22

Springfield, MA
July 16-20

Kanas City, MO
June 25-29

Waco, TX
July 16-20

tbc - to be confirmed

- Please visit our webpage for up to date site locations and additions at www.just5days.com.

Facilities and Accommodations for 2018

Appleton, WI

Facility: St. Joseph Middle School, Appleton, WI

Accommodations: St. Joseph Middle School is a large campus with a gym, auditorium, cafeteria, and a large outdoor field for play. All participants (including adults) sleep in the school classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available on-site.

Benton, TN

Facility: The Diocesan Retreat Center of Knoxville

Accommodations: The Diocesan Retreat Center for Knoxville, TN (Christ Prince of Peace) has a retreat house, a chapel, kitchen and 50 acres of property. Showers are available on site. The Retreat Center is located in Benton Tennessee about 45 minutes from Chattanooga and the areas of service would be in Benton, Cleveland or Athens Tennessee. The facility can house up to 80 participants.

Davenport/Long Grove, IA

Facility: St Ann Catholic Church

Accommodations: Located 18 minutes north of Davenport, The parish community of St Ann in Long Grove, IA welcomes Just5Days with a large meeting space, day chapel and kitchen. All participants (including adults) sleep in the school classrooms with 10-15 participants sharing sleeping space on the floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. All participants will sleep in classrooms separated by gender. The facility is air-conditioned. Showers on site are limited. Youth participants will shower off site.

Glendale, CA

Facility: Incarnation Catholic Church

Accommodations: Incarnation Catholic Church Community Center is centrally located in the city of Glendale California. All participants will sleep in air-conditioned classrooms (boys on one floor and girls on the other). Participants are encouraged to bring inflatable mattresses and all necessary bedding. Showers will be off site (TBA). Our meeting space will be the air-conditioned gym. Participants will also have use of other meeting spaces including an outdoor courtyard for recreational activities.

Hales Corner, WI

Facility: St. Mary

Accommodations: Founded in the 1840's, St. Mary Catholic Faith Community is now home to nearly 9000 members. In addition to beautiful worship, gathering and outdoor spaces, the parish is also home to a K3- 8 school. All participants sleep in air-conditioned classrooms with 10-15 participants sharing sleeping quarters. Participants are encouraged to bring single size air mattresses or pads for more comfortable sleeping. Showers are available off site at a nearby location.

Hillsboro/Portland, OR**Facility: St. Matthew Catholic Church**

Accommodations: Accommodations: Located in the Archdiocese of Portland and staffed by the Missionaries of the Holy Spirit, St. Matthew catholic Church and School welcomes Just5Days. Hillsboro is located west of the Portland metropolitan area. The parish offers a large modern facility and school grounds with ample outdoor space for recreation. Participants will be sleeping in classrooms and showering off site (There are a limited number of showers on site). Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. The parish will also provide a large meeting space for our activities. The facility is air-conditioned.

Honolulu, HI**Facility: St. Steven Diocesan Retreat Center**

Accommodations: Just5Days participants will be staying at the beautiful St. Stephen's Diocesan Retreat Center. Participants will be housed in dorm rooms with beds (no need to bring inflatable mattresses). The facility has showers on site and plenty of outdoor space including a basketball court for free time activities. Just5Days sessions will take place in an airconditioned meeting room at the retreat center.

Jacksonville, FL**Facility: Most Holy Redeemer Catholic Church, Jacksonville, FL**

Accommodations: Most Holy Redeemer is opening their parish facilities to Just5Days this year. Facilities include a large meeting room and cafeteria. Meeting and sleeping rooms are air-conditioned. All participants (including adults) sleep in the Parish Center classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available off-site.

Kansas City, KS**Facility: St. James Academy, Lenexa, KS**

Accommodations: Lenexa is approximately 15 miles south of Kansas City. This high school provides a large meeting space and cafeteria, a full gym, and a beautiful chapel. Facility is fully air-conditioned. All participants (including adults) sleep in the school classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Group showers are available on-site.

Las Vegas, NV

Facility: Christ the King Catholic Church, Las Vegas, NV

Accommodations: The parish welcomes Just5Days participants and provides several multi-purpose rooms, outdoor space, and a youth lounge for our programing. The entire facility is air-conditioned. All female participants share sleeping space on a carpeted floor in one room and all male participants share sleeping space on a carpeted floor in another room. Participants are advised to bring SINGLE size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens/sleeping bags and towels for personal use. Group showers are available in the parish gym on-site.

Omaha, NE

Facility: Roncalli Catholic High School

Accommodations: All participants (including adults) sleep in the school classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available on-site.

Rio Grande Valley, South Texas

Facility: St Pius X

Accommodations: St. Pius X Church offers a fully air-conditioned hall and classrooms for Just5Days with are shower facilities on site. The parish sits nestled in the city of Weslaco, Texas. All participants (including adults) sleep in the Parish Center classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use.

Sacramento, CA

Facility: St. Francis Catholic High School

Accommodations: The high school is a new and modern facility with beautiful grounds and air-conditioning. Food at this site is catered by the school food service company. All female participants share sleeping space on a carpeted floor in one room and all male participants share sleeping space on a carpeted floor in another room. Participants are advised to bring SINGLE size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens/sleeping bags and towels for personal use. Group showers are available in the parish gym on-site.

San Luis, CO

Facility: Sangre De Cristo Catholic Church

Accommodations: Located in the rural community of San Luis, the oldest town in Colorado, Sangre De Cristo Catholic Church will be the host site for Just5Days summer 2018.

Facilities include a meeting room, kitchen, and outdoor space. Please note: buildings and homes in the area are not air-conditioned due to the lower mountain temperatures. The parish hall is not

air-conditioned. All participants (including adults) will share sleeping space in the Parish Center meeting rooms. All rooms have wood flooring. Therefore, participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Youth participant showers are available at an off-site location (community center). Adults will shower on site (limited shower space).

Sarasota, FL

Facility: June 11-15

Accommodations: The parish offers classrooms in both the Spirit Center and the Chelsea Center that are ideal for small group sleeping arrangements. Men/boys and women/girls will be housed at different ends of the building *or* in the separate buildings. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. The Chelsea Center has a professional-grade kitchen and a hall in which to eat our meals. The large parish campus has adequate outdoor green space for free time activities. Showers will be off site. The facilities are airconditioned.

Springfield, MA

Facility: St. Elizabeth Catholic Parish, Ludlow, MA

Accommodations: This parish community welcomes the participants of Just5Days and opens their facilities to our program each year. The facility is air-conditioned. All participants (including adults) sleep in the Parish Center classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available off-site at a community pool, which means that participants can take a short swim after their work site visits.

St. Joseph, MI

Facility: Lake Michigan Catholic Elementary School, St. Joseph, MI

Accommodations: This elementary school has a large meeting space and cafeteria, as well as a huge, new gym that was built for high school sports. The school also has a large playground area outside. This facility is air-conditioned. All participants (including adults) sleep in the school classrooms with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available on-site.

Waco, TX

Facility: St Louis Catholic Church and School

Accommodations: The parish and school is in the city of Waco which is located between Austin and Dallas. St Louis provides a beautiful campus along with meeting spaces and a cafeteria for J5D. Facility is fully air-conditioned. All participants (including adults) sleep in the school hallways with 10-15 participants sharing sleeping space on an uncarpeted floor. Participants are advised to bring SINGLE-size

air mattresses or foam pads for more comfortable sleeping, as well as pillows, linens or sleeping bags, and towels for personal use. Showers are available on-site in the school gym.

* Please note: Many of our sites use group style showers. Please encourage youth to bring and wear their swimsuits while showering for their own privacy.

Just5Days

Helpful Information

What Does a Just5Days team look like?

Just5Days teams consist of both youth and adults. Regardless of team size, there must be one adult for every **five** youth participants. Mixed gender groups of **seven** or more must have BOTH male and female adults. **Teams from a single parish/school should not exceed 24 participants (20 youth + 4 adults) at a site.** Contact Nancy at nancy@cmdnet.org or 253-853-5422 if you would like to bring a larger group. Everyone, including all adult volunteers, who takes part should be enthusiastic about their participation and committed to all phases of the **Just5Days** experience. **Just5Days** should never be a required part of a religious education, confirmation preparation, or youth ministry program for necessary service hours.

Youth Participants

Just5Days is designed for youth going into grades 7, 8, and 9. Those entering sixth grade are not eligible for the program, and anyone who has already completed ninth grade (or higher) is also ineligible.

As you invite and select the youth members of your team, look for young people who:

- are mature enough to be away from home for five days
- like themselves and enjoy being around others
- want to be of service to others
- enjoy working as members of a team and have the self-control to keep working until the job is done
- are flexible, open to growth, and willing to try new things
- can put up with occasional discomfort without undue complaining or whining
- can follow rules established in the best interest of the larger group
- are open to growing in their relationship with God and the Church community
- are interested in learning about Church teaching and values

Participation of Non-Catholics

Although **Just5Days** is not designed to be exclusive to Catholics, its foundation and several prominent features have a decidedly Catholic focus. The principles of Catholic social teaching and celebration of Eucharist, for example, are essential and explicit elements of the **Just5Days** experience. Non-Catholics who are interested in participating in the program should be aware, in advance, of the Catholic basis of the program, and open to participating as fully as possible in all segments of the program.

The Role of the Parish/School Team Leader

The Team Leader serves two distinct functions, each of which is necessary for the success of the **Just5Days** program. This person must be 25 years of age or older.

- First, the Team Leader serves as the contact with the Center for Ministry Development. He or she guarantees that registration materials, financial payments, and participant forms are submitted to the Center for Ministry Development when due. Team Leaders are responsible for uploading their registration lists to a shared website and for working with the Site Coordinator to determine service sites for their groups.
- Second, the Team Leader serves as coordinator of the local **Just5Days** effort; leading the participants (and at times, their parents) in the preparation for the program in the months leading up to the week; guides the participants through the Just5Days experience; and follows-up with the participants and parents. *It is essential for the success of the program that Team Leaders prepare both the youth and the adults for the week.*

The Role of J5D's Adult Participants

Your **Just5Days** team consists of both youth and adult participants. The mandatory ratio is five to one, and teams larger than seven participants that include youth of both sexes must include male and female leaders. The role of adult participants is much broader than just chauffeur, chaperone, or disciplinarian. Adults, like youth participants, need to commit themselves to all phases of the **Just5Days** program.

Adult participants are expected to:

- *prepare* for the experience with the youth members of the team,
- *involve* themselves fully in all aspects of **Just5Days**, including discussions, activities, and service work.
- *Oversee the actions of youth participants* by chaperoning break times, lights out, and monitoring as needed, for the safety of the participants.
- *take part* in the follow-up activities developed by the team in response to its summer experience

Adults should expect to learn and grow alongside the youth members of their team through the program's service, educational, and prayer components. Adults will be asked to serve as small group facilitators of both their parish/school team as well as of a "sharing team" that is created to mix up participants. The enthusiastic participation of adults models the belief that service is an integral element of Christian discipleship – a commitment which we never outgrow.

The experiences that young people encounter at work sites may, at times, be disconcerting. Food and lodging may be different and/or simpler than what they are used to at home. And the program schedule may, at times, seem demanding. In each of these cases, attentive, enthusiastic adult leaders can help keep things in perspective and promote a positive outlook among team members.

Tips on preparing to take a team to Just5Days

- ☑ Register as soon as possible to give your team the best chance at your first choice site. **Using a credit card guarantees you "on the spot" approval.**
- ☑ All teams should be registered at least two months in advance of a program week to ensure that service sites can be found and the team has an opportunity to prepare for the **Just5Days** experience. **Please submit your Team Roster list as soon as possible so the site coordinator can place your teams at work sites. You will receive instructions for submission in early Spring.**
- ☑ Make sure your team preparation involves team building experiences, justice education, all the details of the week, and prayer. The Team Preparation Manual is a great resource for all of that, and GOOD PREPARATION is the single most effective way to guarantee a great experience for your team.
- ☑ Pray! Please pray for us as we organize all of the sites, pray for your participants as they get ready for their **Just5Days** experience, and pray for all of the people in our world who are struggling and in need.
- ☑ Whenever you run into a snag, call us! We are here to help make your **Just5Days** experience a great one. Our phone number is 253-853-5422.

About Sightseeing

Days are full, and there is no time for sightseeing during the program. If your group is planning to do some sightseeing, please make plans to do so before or after your **Just5Days** event.

Just5Days

Payment Schedule

ASAP	\$50 per person, <u>non-refundable</u> deposit to reserve spots
March 1, 2018	Second payment of \$100 per person is due.
May 1, 2018	Final payment of \$140 per person is due for all programs in June.
June 1, 2018	Final payment of \$140 per person is due for all programs in July.
Team Breakdown:	The mandatory ratio is five to one, and teams larger than seven (7) Participants that include youth of both sexes must include male and female leaders.

All payments should be payable to: Center for Ministry Development

Payment & Cancellation Policy

Second Payment:

March 1, 2018 – second payment of \$100 per person is due and Team Leaders are asked to provide participant information for each person attending.

There is a window of time between March 1 and March 15 for teams to drop participants without the penalty of the second payment. Cancellations must be made in writing and received by CMD on or before March 15. After March 15, teams are financially committed for the number of reserved spots, and the first payment will be required for each reserved spot.

Final Payment:

For programs in June:

May 1, 2018 - final payment of \$140 per person is due.

There is a window of time between May 1 and May 15 for teams to drop participants without the penalty of the second (final) payment. Cancellations must be made in writing and received by CMD on or before May 15. After May 15, teams are financially committed for the number of reserved spots and full final payment will be required for each spot. No refund is possible for any cancellations after May 15.

For programs in July:

June 1, 2018 - final payment of \$140 per person is due.

There is a window of time between June 1 and June 15 for teams to drop participants without the penalty of second (final) payment. Cancellations must be made in writing and received by CMD on or before June 15. After June 15, teams are financially committed for the number of reserved spots and full final payment will be required for each spot. No refund is possible for any cancellations after June 15.

Refunds

Refunds will be processed at the close of the Just5Days program season.

Transfer Policy

A full transfer of payments can be made **to a replacement team member.**

Individual Refunds

From time to time, individuals will call requesting a refund. Unfortunately, we cannot honor these requests. If an individual is seeking a refund, they will need to go through their parish/school. This is for the protection of the parish/school. Our interaction is always with the parish/school, not individuals. We are not at liberty to return money in the form of a refund to anyone but the parish/school.

Cancellation of a Site

Just5Days will make every effort possible to not cancel a site location. If, however, there is not enough registration at a particular site for a viable program, we will contact any registered teams and inquire about relocation or make other arrangements for your group.

Just5Days 2018 - Registration Form

NEW TO J5D? YES ____ NO ____

CONTACT _____ POSITION _____

IF YES, HOW DID YOU HEAR ABOUT US? _____

ARE YOU FROM A PARISH _____ CLUSTER _____ SCHOOL _____

NAME OF ORGANIZATION _____ DIOCESE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE () _____ HOME PHONE () _____

WORK FAX () _____ CELL PHONE () _____

WORK E-MAIL _____ PERSONAL E-MAIL _____

PLEASE INITIAL

- I know deposits are not refundable and I am registering the number of spaces I intend to fill. _____
- I understand that the full fee (youth and adult) is \$290/person. _____
- I understand that my deposit will reserve space at the site selected by our team until March 1. _____
- I have read and signed the Registration & Payment/Cancellation Policy. _____

Our Team Will Include: _____ YOUTH _____ ADULTS (21 or older) _____ **TOTAL TEAM**

**Note: You must have 1 adult for every 5 young people on your team.
Mixed gender groups of 7 or more must have BOTH male and female adults.**

- Please indicate your 1st and 2nd choices of program site and date:

1st Choice: Site _____ Date _____

2nd Choice: Site _____ Date _____

- MY DEPOSIT IS ENCLOSED / ATTACHED.

Check # _____ (Payable to CMD-Young Neighbors) for \$ _____ (\$50 X total team)

Please bill my VISA/MasterCard. Number _____

Expiration Date _____ Verification Code _____ Signature _____

Name Printed on Card: _____

Billing Address for Card: _____

- ☐ This is our first year of participation in **Young Neighbors in Action**.

I learned about **Young Neighbors** from (check all that apply):

☐ a friend or colleague ☐ my diocese ☐ CMD Web site ☐ CMD program or event ☐ other

MAIL your form with your check to: CMD/Young Neighbors, 5713 Wollochet Drive NW, Suite A, Gig Harbor, WA 98335.

FAX your form with your VISA/MC information to: 253-853-5448.

REGISTER BY PHONE with your VISA/MC by calling CMD at 253-853-5422.

Just5Days Payment Schedule and Cancellation Policy Form

Registration

Just5Days accepts registrations on a first come, first serve basis. Registration remains open until all the spaces at a particular site are full. A waiting list is maintained for each site in case spaces become available. **Participant Registration fee is \$290.00.**

The mandatory ratio is five to one, and teams larger than seven participants that include youth of both sexes must include male and female leaders.

Your deposit of \$50 per person reserves the spaces requested for your team. This initial deposit is non-refundable.

Registration fees are the same for youth and adults and include all meals, lodging, program supplies, **Just5Days** t-shirt and worksite supplies. Fees also cover program staff, administrative expenses, and supplemental insurance.

Payment Schedule

<u>March 1, 2018</u>	Second payment of \$100 per person is due.
<u>May 1, 2018</u>	Final payment of \$140 per person is due for all programs in June.
<u>June 1, 2018</u>	Final payment of \$140 per person is due for all programs in July.

All payments should be payable to: Center for Ministry Development

Cancellation Policy

Second Payment:

March 1, 2018 – second payment of \$100 per person is due and Team Leaders are asked to provide participant information for each person attending.

There is a window of time between March 1 and March 15 for teams to drop participants without the penalty of the second payment. Cancellations must be made in writing and received by CMD on or before March 15. After March 15, teams are financially committed for the number of reserved spots and the second payment will be required for each reserved spot.

Final Payment:

For programs in June:

May 1, 2018 - final payment of \$140 per person is due.

There is a window of time between May 1 and May 15 for teams to drop participants without the penalty of the final payment. Cancellations must be made in writing and received by CMD on or before May 15. After May 15, teams are financially committed for the number of reserved spots and full final payment will be required for each spot. No refund is possible for any cancellations after May 15.

Final Payment:

For programs in July:

June 1, 2018 - final payment of \$140 per person is due.

There is a window of time between June 1 and June 15 for teams to drop participants without the penalty of final payment. Cancellations must be made in writing and received by CMD on or before June 15. After June 15, teams are financially committed for the number of reserved spots and full final payment will be required for each spot. No refund is possible for any cancellations after June 15.

Refunds will be processed at the close of **Just5Days** program season.

Transfer Policy

A full transfer of payments can be made to a replacement team member.

Individual Refunds

From time to time, individuals will call requesting a refund. Unfortunately, we cannot honor these requests. If an individual is seeking a refund, they will need to go through their parish/school. This is for the protection of the parish/school. Our interaction is always with the parish/school, not individuals. We are not at liberty to return money in the form of a refund to anyone but the parish/school.

Agreement

By signing this document, I hereby acknowledge that I have read in full, understand in full, and will comply in full with **Just5Days** Payment Schedule and Cancellation Policy outlined above.

Just5Days Program Site(s)

Just5Days Program Date(s)

Printed Name

Title/Position

Signature

Date