

Youth Volunteer Information

23RD ANNUAL BISHOP'S PRO-LIFE DINNER

APRIL 16 2016
IRVING CONVENTION CENTER



featuring
Actor and Producer
Eduardo Verástegui

Irving Convention Center at Las Colinas
500 W Las Colinas Blvd, Irving

- ◆ Middle school youth, ages 12 to 14, are needed for morning general set-up.
- ◆ High school youth, ages 14 to 18, are needed for morning and afternoon general set-up, and evening hospitality and clean-up.
- ◆ Adult volunteers age 21+ are needed for coordination of the youth.
- ◆ See details on the back of this page.

Schedule for the Day

9:00 a.m. - noon	Morning Set-Up
3:30 p.m.	High school volunteers and chaperones gather and receive instructions (<u>Dinner tickets required</u>)
5:00 p.m.	Be in place to begin welcoming guests / Private Reception begins
6:30 p.m.	Bishop's Pro-Life Dinner begins
10:00 p.m.	Dinner is over and clean-up begins
	All volunteers should expect to stay until at least 10:00 p.m. Clean-up takes about 30 minutes following the end of the program.



Don't forget to read the fine print...

◆ Any adult, age 18 and up, who will be working with youth must submit proof by March 31, 2016, that they have been cleared by the Safe Environment Program at their parish or school.

- ◆ In the morning there must be at least 2 chaperones for every 10 youth and in the evening 2 chaperones at each table (2 chaperones + 8 youth). You are responsible for providing chaperones for your group. Chaperones must be 21 or older. Adults age 18-20 do not count as chaperones.
- ◆ For all shifts, youth must attend with a group. Youth For Life and the CPLC are not responsible for individual youth. They are to be under the direction of their chaperones at all times.
- ◆ Morning volunteers should register by contacting YFL Director Jacquelyn Smith with the names and contact info for all chaperones and the number of youth that will be volunteering by March 31st.
- ◆ There will be a Mandatory Chaperone/Group Contact meeting at 7:30 p.m. on Tuesday, April 12th at a TBD location. At least one adult representative from each group volunteering in the evening must attend this meeting to receive instructions and information concerning youth volunteers.
- ◆ Each youth, middle or high school, must complete a general Catholic Pro-Life Committee Release Form and Code of Conduct.
- ◆ CPLC youth forms may be mailed with the reservation, emailed, or brought to the event. No youth will be permitted to volunteer unless the form has been turned in; therefore, we strongly recommend that they be turned in prior to the day of the event!
- ◆ Detailed Safe Environment Instructions and all necessary forms may be found online at www.prolifedallas.org/youthvolunteers.
- ◆ Volunteering in the evening requires dinner reservations. Reservations are due April 4th and should be made according to the instructions online after you have called or e-mailed Jacquelyn Smith to indicate that you are interested in having your youth volunteer. Your reservations may be made at www.prolifedallas.org/dinner and must include the name of each person attending.
- ◆ Mark on the reservation form that they are youth volunteers and be sure to list the adult contacts.
- ◆ Limited scholarships and partial scholarships may be available; however, we recommend that you ask your school, Knights of Columbus, pastor, parish pro-life group or other parishioners to sponsor the youth for \$50 per student volunteer. Chaperones attending with volunteering youth also receive the student volunteer discount.
- ◆ Early shift volunteers should arrive for set-up wearing casual clothes.
- ◆ Evening volunteers should arrive wearing "Sunday Best" or their school uniform. "Sunday Best" means slacks and a button-down shirt for the young men and dresses or skirt and blouse for the young ladies. Short skirts or strapless outfits are not appropriate. Ladies should bring a sweater because it tends to be cold.

For more information, contact CPLC Youth For Life Director Jacquelyn Smith at **469-399-7495** or jsmith@prolifedallas.org.