

Planning Notes for Parishes

- **Invite and Publicize**
 - advertising: bulletin, personal invitation, posters
 - ask your Religious Education Department if they know of teens who may be interested in participating in Convention

- **Family Involvement**
 - family letter – see the sample letter
 - family and youth delegate meeting
 - give families the “*Helpful Hints for Families Sheet*”

- **Fundraising and Scholarships**
 - meet with your Pastor to see if the parish has funds to help defray the cost
 - Convention Gift Certificates – see the Publicity Samples
 - Youth Department Convention Scholarships
 - talk to Holy Name, Knights of Columbus, Altar Rosary Society to see if they would sponsor a young person

- **Prepare the Group**
 - prayer pilgrimage
 - retreat/reflection
 - make the parish banner
 - review behavior expectations

- **Details for Parish Group Leaders**
 - set registration and fee deadline (remember to set this date so that you have time to complete the paperwork and get it to the Youth Department by our deadline).
 - remember to keep copy of permission slips
 - remember the Youth Department deadlines for scholarships, awards, registration
 - set up parish dinner

- **Parish Connection**
 - bulletin announcements before and during
 - Prayer of the Faithful – include a petition for the delegates
 - bless participants at Mass the week before
 - following Convention, have the participants speak at Mass
 - connect with parish ministries
 - display teens’ banner and photos
 - bulletin or parish newsletter – articles written by teens