

NCYC 2011

Instructions for filling out forms

Most forms are self explanatory. IF however you have any questions, please do not hesitate to call or e-mail me at 402-554-8493 or rmramos@archomaha.org

1. The first thing to remember is in regards to the deadline. They are written in stone and must be met. The diocesan deadlines are set based upon the national deadlines. Therefore you should set your deadlines based upon the diocesan deadlines. Allow yourself some time to look at each form carefully before sending in. Missed deadlines may result in additional fees for you and may risk losing your spots depending on where we are in the process.
2. Do not send forms in as you get them. Collect from all of your participants and then send in as a group.
3. Send one check for your group. (i.e. not individual checks)
4. Make the appropriate copies for each document sent in to the office. If more than one copy is necessary it is indicated on the form.
5. Form 13 and 14 must be notarized. Some group leaders have called in a notary and have everyone come to the parish at that time and get it notarized.
6. Before sending anything, please look over all the forms carefully and make sure everything is completed. Especially on Forms 13 and 14, the Insurance question must be checked. I cannot do this by phone. IF it is not checked it will hold up your entire group.
7. There may be additional information put up on the website as I receive it, so check back periodically.