

Archdiocese of Portland Guidelines for NCYC Travel



1. All groups wishing to attend NCYC must register for NCYC through the Archdiocesan NCYC package, managed by the Office of Youth & Young Adult Ministry.
2. All groups attending NCYC from the Portland Archdiocese must follow the archdiocesan *Policy on Travel Involving Minors* (available on request from the archdiocese), as well as any additional travel policies for this particular event, including these guidelines.
3. Since NCYC involves overnight stays, a properly completed Travel Review Form must be completed by the parish group leader and signed by the pastor by date noted in NCYC Group Leader material.
4. Parishes have the responsibility to arrange and pay for travel to NCYC for all of their NCYC participants. Unless by special arrangement approved by the archdiocese, travel to the NCYC host city shall be done solely by commercial aircraft terminating at Kansas City International Airport (airport code MCI). The archdiocese will serve as a consultant and offer tips and suggestions for NCYC travel.
5. Parishes also have the responsibility to arrange and pay for both airport transfers, i.e., ground transportation for their group from the host city airport to our assigned hotel upon arrival and the reverse at time of their departure. The archdiocese will serve as a consultant and offer tips and suggestions for airport transfers.
6. Appropriate chaperone coverage shall be maintained at all times during travel including the time onboard flights. The ratio is at least one chaperone for every six youth. *Youth cannot fly to NCYC on their own or as unaccompanied minors.*
7. Travel plans and airport transfer plans must be submitted to and approved by the archdiocese. A form will be provided.
8. Whether the airline has assigned seating or open seating, youth must be seated in the proximity of their chaperones for proper supervision.
9. Parish groups can choose to purchase airline tickets as individuals, as a group airfare (if sufficient in numbers), or a combination that could include frequent flyer award tickets. It is the parish group leader's responsibility to arrange an itinerary to keep the group together as much as possible and to insure proper chaperone coverage at all times.
10. If a group is delayed or experiences travel problems, it should keep the archdiocesan leadership team (already in the NCYC host city) well-informed at all times (contact phone numbers will be provided). The archdiocese will assist with delayed or rerouted groups as much as possible including acting as a central communication hub. However, the parish adult leaders will remain responsible for managing their group's travel situations. Proper chaperone coverage must be maintained if the group is rerouted or split up.