

Registration for volunteers for the National Catholic Youth Conference (NCYC) is now open. Please read this information carefully before registering to minimize problems with the on-line system. You do not need to sign up for times in the *Inspiration Nook* but you must register to volunteer daily in the thematic village to have access in the *Nook* to promote vocations.

Know the places you want to volunteer daily before registering or your registration will be incomplete. Because your admission is waived as a volunteer, you must commit to serving at least once a day in the thematic village---no exceptions. There are three shifts, most begin on Thursday. The shifts may differ but most are:

Thursday - 11:30 - 2:00, 2:00 - 4:30

Friday - 10:30 - 1:00, 1:00 - 3:30, 3:30 - 6:00

Saturday - 10:30 - 1:00, 1:00 - 3:30, 3:30 - 6:00

There are 18 places to volunteer in the thematic village:

- *Art Alley*
- *Bishop's Area*
- *Called to Serve*
- *Coffee House (this is where the bands perform, it is not quiet)*
- *Created by God*
- *Games*
- *General Pool*
- *Helping Hands—this assists Catholic Relief Services to make meals to send to Africa)*
- *Inflatables*
- *Info Booth Gas Station*
- *Migrant's Journey*
- *Pray It and Play It*
- *Rest Area/Pop Squat*
- *Saint Mary Press*
- *Service*
- *Set Up and Tear Down*
- *Catholic Athletes for Christ*
- *Volunteer Central*

You can also volunteer in any of the following areas, after committing to the thematic village daily:

- *Adorers in the Adoration Chapel*
- *Bus Greeters @ Zoo*
- *Bus Greeters ICC Maryland Street*
- *General Volunteer Pool*
- *Inside Traffic Flow*
- *Outside Bus Traffic Flow*
- *Outside Foot Traffic Flow*
- *Pre-Conference Set up*

- *Reconciliation Room Assistant*

Before you register, gather the following information which is required for each registration:

1. Full legal name *including* middle initial.
2. Cell phone number (if no cell, use one a number of someone you know well).
3. Preferred name for name badge: include title (Sr. Br. Fr. Ms. Mr.) first name, and community initials.
4. Mailing address. Keep these U.S. based.
5. For (Arch)Diocese or N/A, write **N/A** since you are coming as a NRVC Vocation Team Member.
6. The next line asks for Parish Affiliation or **Religious Order**, write out the formal name of your religious institute. (If you are responsible for registering someone in initial formation or an associate, write the name of your religious institute here.)
7. For the Volunteer Type, choose the drop down **NRVC Vocation Team**.
8. You will check the **gender** and write date of **birth**-month, date, and year.
9. The next line asks about Delegate Status, choose **NO**.
10. **T-shirt size**, these are men's sizes, know your correct size, please.
11. When it asks for your **Safe Environment training**, choose either the Indianapolis Diocese if you completed their on-line training or plan to complete it OR if you are accredited through another Diocese or Praesidium, write in that information and make sure it is up to date. Be prepared to provide written documentation if you are trained in any other place except the Diocese of Indianapolis.
 - a. If you completed the Indianapolis Archdiocesan training for NCYC in 2015, you do not have to repeat the training.
 - b. To complete the Archdiocese of Indianapolis, use this link: <https://safeandsacred-archindy.org/login/index.php>
12. If you want to register others, choose *+Add a volunteer* by writing their email **AND** provide all the above information in a new form. Add as many emails of the volunteers you are registering.
13. Read the **Code of Conduct**, check the little box and write your name.
14. After you click **Sign Up to Volunteer** button you will be sent an email. If the registration form states you have not completed the form, look to see what is highlighted and complete the required information.
15. **VERY IMPORTANT:** You will be sent an email within five minutes confirming your registration. **YOU MUST CLICK ON THE LINK AT THE END OF THE EMAIL TO CONFIRM YOUR TIMES OR YOUR REGISTRATION IS INVALID.**
16. If you experience problems registering, contact NCYCVOLUNTEER@ARCHINDY.ORG
17. Lastly, send me an email with your name and any other names you registered, so I can verify your volunteer status as a member of NRVC. Thanks!

Here is the link to register as a volunteer: <http://www.archindyym.com/volunteer>

Ignore the password information. Begin by signing up for your volunteer shifts. You can volunteer anywhere in the thematic village at least one a day.

Click the **Volunteer Registration** button on the left side. (If you are a priest who wants to assist with Reconciliation and Liturgies, register first as a volunteer, then as a priest. You must also submit a letter of good standing to clergyncyc@archindy.org)

Please note that registration does not include meals, travel, or accommodations. These are at your own expense and should be arranged quickly as affordable hotel rooms are often sold out. Check in your Member Areas about car-pooling or hotel sharing options.