

# Coordinator Checklist for Fired Up! Red Bluff

Conference Date: Sunday, November 17<sup>th</sup>, 2019

*This checklist is designed to make the planning process for attending Fired Up smoother and more efficient for you, plus it can help you keep track of where you're at in the process in a timely manner.*

## June/July/August

- [ ] Select the date that will work best with your calendar for your Year 2 Confirmation students to attend as a parish (reminder: there is no individual student registration for Fired Up).
- [ ] Estimate how many Year 2 students you will have in the 2019-2020 ministry year (e.g. how many Year 1 students did you have and guesstimate how many students typically drop or add to Year 2).
- [ ] Register right away for your preferred date with your estimated number of students and chaperones to reserve your spot (before spaces fill up – remember, you can adjust your final numbers as we get closer to Fired Up).

**Note:** Out of fairness to everyone, your preferred date is not confirmed until payment is received.

## August/September/October

- [ ] Get t-shirt sizes (adult unisex sizes) for all of your students and any food allergies/dietary restrictions. Year 2 Confirmation Registration is a good time to collect this information. **T-Shirt Sizes and Food Allergies information is DUE by September 30<sup>th</sup>.**
- [ ] Have your Year 2 families complete the permission form for Fired Up (which you will keep with you at the Confirmation Conference).
- [ ] Recruit chaperones for Fired Up (at **least** 1 chaperone for every 10 students; e.g. 23 students = 3 chaperones required, 7 students = 1 chaperone required; 105 students = 11 chaperones required, etc.)

Extra tip: this is also a good time to recruit drivers, if you are carpooling (which we recommend due to very limited parking and drop-off space).

- [ ] Submit t-shirt sizes and any food allergies/dietary restrictions by **September 30<sup>th</sup>** to Rochelle ([rgammad@scd.org](mailto:rgammad@scd.org))
- [ ] If you have to adjust the number of students/chaperones attending, submit to Rochelle ([rgammad@scd.org](mailto:rgammad@scd.org)) no later than **October 25<sup>th</sup>**.

### **Important Dates:**

- \* Registration Price increases to \$45/person on September 23<sup>rd</sup>.
- \* Last day to register is September 30<sup>th</sup> (by 11:59pm).
- \* T-Shirt sizes and food allergy information are due by September 30<sup>th</sup>.
- \* Final payments due by October 7<sup>th</sup>.
- \* Adjustment of final numbers due by October 25<sup>th</sup>.

## **1 month before Fired Up**

[ ] Check with your parish's safe environment coordinator to make sure ALL of your chaperones are fingerprinted, have completed Safe Haven training, and are otherwise in Safe Environment compliance/meet chaperone guidelines (check [www.scd.org](http://www.scd.org) for chaperone guidelines).

[ ] Hold a chaperone information session and/or send chaperone guidelines and make sure they have reviewed the policies and expectations (they need to be more than warm bodies to help all of the students get the best experience possible out of Fired Up).

[ ] Packet Pick-Up will be: November 9<sup>th</sup> 12pm-2pm at Sacred Heart, Susanville; November 12<sup>th</sup> 1pm-2pm at St. Anthony Parish, Shasta; November 13<sup>th</sup> 1pm-2pm at the Youth House, Chico; November 15<sup>th</sup> 1pm-2pm at Sacred Heart, Red Bluff. Plan to be there or ask for a chaperone/parent volunteer to pick-up your parish's shirts, lanyards, and packet.

### **Important Dates:**

\* Packet Pick-Up: November 9<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>, or 15<sup>th</sup>.

**Fired Up Red Bluff is November 17<sup>th</sup>, 2019**