

# Coordinator Checklist for Fired Up! Vallejo

Conference Date: Sunday, February 16<sup>th</sup>, 2020

*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.

## September through December

[ ] 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.

[ ] 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 **December 9<sup>th</sup>** to Rochelle ([rgammad@scd.org](mailto:rgammad@scd.org))

### **Important Dates:**

\* Registration Price increases to \$45/person on November 18<sup>th</sup>.

\* Last day to register is December 2<sup>nd</sup> (by 11:59pm).

\* Final payments due by December 9<sup>th</sup>.

\*T-shirt sizes and food allergy information due by December 9<sup>th</sup>.

## January

[ ] If you have to adjust the number of students/chaperones attending, submit to Rochelle ([rgammad@scd.org](mailto:rgammad@scd.org)) no later than **January 13<sup>th</sup>**.

[ ] 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: February 12<sup>th</sup>, 4pm-7pm and February 13<sup>th</sup>, 9am-12pm at St. Basil School, Vallejo. Plan to be there or ask for a chaperone/parent volunteer to pick-up your parish's shirts, lanyards, and packet.

**Important Dates:**

\* Adjustment of final numbers due by January 13<sup>th</sup>.

\* Packet Pick-Up: February 12<sup>th</sup> or February 13<sup>th</sup>.

**Fired Up Vallejo is February 16<sup>th</sup>, 2020**