

Group Leader Check list

March

- Ensure all individual group members have registered
- Confirm transport arrangements
- Confirm Package B accommodation arrangements
- Ensure all group leaders have thorough understanding of their role before, during and after Sydney
- Finalise all payments on transport and accommodation
- Develop and schedule program of spiritual and practical preparation for pilgrims

April - May

- Monitor payment of individual / group registration
- Produce, distribute and collect Medical Information Forms
- Formulate (collaboratively) a Code of Conduct or Pilgrim Community Agreement (distribute for signature and collect again)
- Conduct information session for parents of U18 pilgrims
- Compile all Medical Information Forms into accessible and manageable format for group leaders to carry at all times whilst in Sydney
- Produce, distribute and collect Parent Permission Forms for Under 18 pilgrims
- Complete Risk Assessment and Child Protection documentation
- Develop and distribute supervision rosters (esp U18 groups)
- Prepare emergency contact information for individual pilgrims to carry during WYD (group leader contact phone numbers; address of accommodation; etc)
- Finalise all payments for registration (prior to 1 June)

June

- 14 June Training Day (includes Commissioning by Archbishop of Pilgrimage leaders and presentation of Pilgrim Staff for each group)
- (Optional) Conduct inspection visit to Sydney to see accommodation venue, public transport accessibility, Catechesis site, nearby facilities
- Collaborate with local parish / community about involvement of pilgrim group in Days in the Diocese program
- Collaborate with local parish / community about farewelling / blessing / commissioning pilgrims on Sunday 13 July
- Plan for post-WYD events, celebrations and de-brief of pilgrims



Countdown to World Youth Day

for

LEADERS OF PILGRIMAGES

Date	Activity	Tasks
March	Meeting of Leaders	<ol style="list-style-type: none"> 1. Run off Activ8 the Parish and Building Communities of Witnesses 2. Copy readings and prayers for Pilgrims 3. Copy Medical Forms 4. Copy words of WYD song 5. Source DVD 6. Make checklist for payments for Pilgrimage
March	Meeting with Pilgrims – 1	<ol style="list-style-type: none"> 1. Give out Medical Forms and other print material 2. Provide a way for Pilgrims to return Medical Forms 3. Check on Payments 4. Invite parents
April	Meeting of Leaders	<ol style="list-style-type: none"> 1. Prepare materials for parents 2. Copy readings, prayer, Our Lady Help of Christians, John Paul II, Appendices II – VI- Book I, Supervision of U18s material 3. Finalise Code of Conduct and Agreement and print
April	Meeting with Pilgrims – 2	<ol style="list-style-type: none"> 1. Collect and follow up Medical forms 2. Check registrations
April	Meeting of Leaders	<ol style="list-style-type: none"> 1. Copy reading and prayer, St Maria Goretti, St Peter Goretti, Logistics – Part IX Book I, 2. Invite parents? If this is for meeting 4. 3. Follow up on Medical Forms, Code Of Conduct Forms, registrations etc
April/May	Meeting with Pilgrims – 3	<ol style="list-style-type: none"> 1. Follow up on paperwork
May	Meeting of Leaders	<ol style="list-style-type: none"> 1. Start ringing about forms not returned 2. Copy Footprints, “Look at the Shoes”, words of WYD song of Brisbane website, Blessed Mary MacKillop, Blessed Pier Giorgio, St Faustina Kawalski, Reading, Child Protection etc.
May	Meeting with Pilgrims – 4	<ol style="list-style-type: none"> 1. Include parents in this meeting (?)
June	Meeting of Leaders	<ol style="list-style-type: none"> 1. Copy Lectio Divina, readings, St Therese of Lisieux, Blessed Peter To Rot, Blessed Theresa of Calcutta 2. Discuss final celebration 3. Check all paperwork is in and all payments made
June	Meeting with Pilgrims	<ol style="list-style-type: none"> 1. As per plan
June	Meeting of Leaders	<ol style="list-style-type: none"> 1. Final celebration preparation
June/July	Final Celebration	<ol style="list-style-type: none"> 1. Give out Supervision rosters