



WorkCamp

200 North Glebe Road, Ste. 540 Arlington, VA 22203 • 703.841.2559

Parish Packet of Information

Registration

- Parishes will be notified when Stakeholder registration is open prior to the November Stakeholder meeting.
- Registration for youth and adult participants will open December 6.

Meetings & Due Dates

- **Nov. 16** **Stakeholder Meeting #1** • *Stakeholder Covenant due.*
 St. Mary of Sorrows • *Parish Preparation Manuals distributed.*
 Fairfax, VA
 7:30 p.m.- 9:30 p.m. .
- **Feb. 17** **Stakeholder Meeting #2** • *Mandatory for Stakeholders; all Adults*
 Zoom: 7:00 p.m.- 9:00 p.m. *encouraged to attend.*
- **TBD** **Stakeholder Meeting #3** • *Mandatory for Stakeholders; all Adults*
 Location to be determined *encouraged to attend.*

Adult Training Options

All adult crew leaders and each Stakeholder are required to meet training guidelines. Adult Crew Leader training opportunities will be offered in February, March, April, and May, 2022. This year, Adult Crew Leader training will be conducted via zoom. See www.arlingtondiocese.org/workcamp/meetings---training for more detailed information.

WorkCamp

- June 18–24, 2022. Frederick County, VA.

Standard Cost

- **\$525** for each teen participant and Adult Crew Leader.
- No fee is required for contractors or parish security volunteers.



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Parish Requirements

1. Adult Crew Leaders must be 25 years of age or older. You must have one male adult leader per 5 male Youth; **for the 6th to 10th youth you need a second male adult leader.** The requirements are the same for female Youth. Adult Crew Leaders must be OPCYP compliant. This means that each adult leader must complete VIRTUS training *and* submit **all** required forms and documents. All adult crew leaders must also be *authorized diocesan drivers*.
2. Monthly meetings with all Youth & Adults from your parish to address the following topics:

January: Commitment and Fundraising	April: What to bring to WorkCamp
February: Social Justice	May: Tool and Site Safety
March: Spirituality and Confidentiality	June: Tying it all together
3. For every 5 young people you must have one minivan (minimum of 7 seat belts) or larger van (no 15 passenger vans allowed). Each van must be equipped with two (2) 5-gallon water coolers and 1 case of bottled water.
4. Contractors/Project Leaders are adults who are proficient in-home repair skills and can work well with young people. For every 5 young people you must provide one lead Contractor that can perform all four days of work. The Contractor leads/teaches the work on the work site; the Adult Crew Leader leads the youth and is in charge of safety at the work site and at Homebase. It is recommended that Contractors be OPCYP compliant however they must submit an *authorization for background check* form.
5. WorkCamp Youth participants must be in high school during spring 2022 to attend WorkCamp 2022.
6. Each parish will provide adult volunteers for afternoon/evening security for one evening during the week (Sunday thru Thursday) of WorkCamp. These volunteers must be OPCYP compliant. *Approx. numbers:*

1-10 Youth: 2 men, 2 women	31-40 Youth: 3 men, 4 women
11-20 Youth: 2 men, 3 women	41-50 Youth: 4 men, 4 women
21-30 Youth: 3 men, 3 women	51-60 Youth: 4 men, 5 women
7. A parish tool list will be provided in the Parish Preparation Manual handed out at the November meeting. The final parish tool list will be distributed in June, after the final number and type of projects have been established.
8. Each parish will be responsible for preparing approximately 200 lunches to be delivered to WorkCamp. This final number will be published in May once the number of WorkCampers has been established.



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WorkCamp 2022 Stakeholder Commitment

Prior to WorkCamp, a Stakeholder will...

- Attend every WorkCamp Stakeholder meeting!
- Meet with young people and adults on a regular basis. This should be separate from other parish youth meetings. These meetings are important in order to communicate information and build community.
- Submit all fees by the established due dates.
- Be completely familiar with the Parish Preparation Manual and train all parish adults.
- Read and understand both the Adult and Youth WorkCamp Code of Conduct
- Serve as the single point of contact with the WorkCamp team. (Including reading & replying to emails)
- Be responsible for meeting all requirements as outlined in the Parish Preparation Manual.
- Manage the online registration for the parish and assist all parish participants in this process.
- Ensure the OPCYP compliance of all adult volunteers, including Adult Crew Leaders, homebase volunteers, and security personnel; work with parish OPCYP liaison to check-in on status and follow-up with volunteers to ensure compliance.
- Become an active part of the WorkCamp team by assisting other parishes to meet their requirements.
- Pray with and for your group, pray for the residents we serve, and pray for all of WorkCamp!
- Promote WorkCamp within your parish!

During WorkCamp a Stakeholder will...

- Be present from Saturday at 6:30 p.m. until 2:00 p.m. on Friday.
- Serve as the single point of contact with the WorkCamp staff.
- Check in with *every* young person from the parish, *every* day.
- Check in with *every* adult from the parish, *every* day.
- Be responsible and able to manage all concerns that may arise with your parish.
- Fully participate in program with your youth and adults. This involves participating with them! Ensure that all of your adults are also attending and fully participating.
- Address all parish problems and questions as they arise. Try to motivate young people or adults who need a little extra push.
- Pray with and for your group, the residents, and all of WorkCamp!



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Participant Registration, Deposits, & Payments

As WorkCamp continues to grow in popularity, we have had to continually update our procedure to most fairly assign 800 spaces to over 1,000 teens who are eager to attend.

All youth registrants are placed on a list in order of date of registration or date of deposit received, *whichever is the later date*.

The first 700 are guaranteed a spot at WorkCamp assuming their parish has the required number of trained adults crew leaders. We'll ultimately take approx. 800 teens.

The remaining 100 teens are allocated according to the discretion of the Office of Youth, Campus, and Young Adult Ministries (parishes that are completely shut out; needing a mix of genders, etc.)

Please remember that this is a Diocesan event and our goal is to support *all* parishes while also being as "fair" as possible.

Deposits and Final Payment

The deposit amount for each teen is \$50. (no deposit is required for adult volunteers) It is best to get a check to us as soon as possible. If, for example you have 15 teens listed on your covenant to attend WorkCamp, send a \$750 check. If you wind up taking less than 15 teens, all deposit amounts will be applied to your final bill. Unfortunately, we cannot except electronic payments at this time.

All payments to the Diocese for WorkCamp will be paid by the parish. We do not accept payments directly from volunteers, teen participants, or families. In May, the diocese will bill the parish \$525 for each teen and adult crew leader and all deposit money received will be deducted from that bill.

Each parish is welcome to require deposits from their participants in the amount they choose. Note that we will not send you a *bill* for deposits. Your parish will simply send \$50 x (number of teens).

All WorkCamp payments, deposits and final payments, shall be made payable to Catholic Diocese of Arlington and sent to:

Office of Youth, Campus, & and Young Adult Ministries
c/o Catholic Diocese of Arlington
P.O. Box 1960
Merrifield, VA 22116-1960