

Group Application Procedures for Notre Dame Vision (*high school program only*) Updated for 2012 Summer Conferences

Notre Dame Vision offers a discount of \$25 per participant for those who apply for a summer conference as part of a group. Groups are comprised of at least five (5) high school participants who apply to the program together, though they may not necessarily attend the same conference session during the summer. Each group must have one and only one **Group Organizer** with whom Notre Dame Vision will communicate. The group discount is offered due to the fact that group applications are easier to process administratively than individual applications from the same number of prospective participants. Thank you for considering organizing a group of high school students to attend Notre Dame Vision in 2012.

A “Group Organizer” might be any of the following:

- High school student
- Parent/guardian of a high school student
- Diocesan Leader
- Parish Youth Minister, Pastor, or other parish ministry person
- Campus Minister, Religion Teacher, or other high school staff member

In order for our office to accept and duly process group applications, please follow these guidelines:

1. **All groups of high school students must have one and only one “Group Organizer.”** This person’s name should appear on the top of each group member’s application. The “Group Organizer” is the only person from the group with whom our office will communicate.
2. **Each “Group Organizer” must complete and submit the “Group Organizer Information” form.** This form is available both for electronic and paper submission on our website: vision.nd.edu. The Group Organizer form does not stand in place of an application to either Notre Dame Vision or CYM – it solely relates to the organization of the group.
3. **The “Group Organizer” is responsible for paying the deposit and balance fees for the entire group.** Your group will be treated as a whole, which means that the deposit money for your entire group (\$100 multiplied by # of group members) must be received before any of the group members’ applications are processed. Notre Dame Vision will create one account for your entire group, rather than one for each individual member of your group. Balance payments will likewise be for the group as a whole, rather than for individual members. *Payments from/for individual participants will not be accepted.*
4. **As “Group Organizer,” you should field questions about your group members’ applications, registration, and balance payments,** then contact the Notre Dame Vision office, when necessary, for answers.
5. **In order to create a group, you must have at least five (5) high school participants** – these students do not necessarily have to attend the same session of Notre Dame Vision. Additional students may be added to the group at a later date *provided that space is available in the given session*. However, if a group is formed prior to the March 31 early deadline and thus receives the early application discount, any members who are added on or after April 1 will only receive the group discount (\$25), not the early application discount (\$25). Students who have already applied to Notre Dame Vision as individual applicants may not be included in a group.
6. **If a group member must be replaced, “Group Organizers” may substitute another student of the same sex for the same session at no additional charge.** For example, if a female student from your group must withdraw from session #1 (June 18-22), you may substitute another female student for that same session. If you wish to replace a student with someone of the opposite sex or with someone who wishes to attend another session, then another \$100 application fee will be required. All group rosters are deemed finalized on May 23, 2012 – after this date, free substitutions are not permitted.
7. **Registration for a group is not complete until all registration forms are submitted (waivers, medical forms, permission forms) and the group’s balance is paid.** Information regarding the forms and balance will be sent to the Group Organizer after Notre Dame Vision receives your group’s applications.

Thank you for your cooperation! We look forward to hosting your group this summer!