



# Bishop Hodges Pastoral Center

*Helping young people fall in love with Jesus Christ & His Church.*



To our school representatives:

Thank you for answering the call to develop and minister to the tenth graders of our Diocese at the Summit. The Bishop Hodges Pastoral Center is busy preparing for your school's arrival and we are excited to welcome you and your tenth graders soon!

To ensure that you are prepared for your time at camp, we have enclosed several documents with various degrees of time sensitivity. A brief description of each document and what action is required on your part with them follows:

- **Consent/Liability Forms for students and chaperones:** All students and chaperone must have a completed form turned into us by the start of your session of Summit. Any copies that the school needs to keep should be made prior to arrival. These forms may be mailed ahead of or brought at the time of your arrival.
- **Chaperone norms:** Each chaperone must read this over to understand their roles and expectations during the conference.
- **Packing list:** These items are needed for each participant. If participants bring any of the prohibited items on the list, they will be asked to turn them in to either the chaperones or the BHPC staff.
- **General Schedule:** Please keep in mind that the schedule is subject to change as we continue to make this the best event possible.

**Student and chaperone roster form:** The Student/Chaperone Roster will be completed online. The first step is to fill out the short form on our website (found below) ***by February 28<sup>th</sup>***. This form gives us your best estimate towards numbers, so we can begin planning rooms and other details. The contact will be given access to your school's online roster (using Google Sheets) and can be entered and edited as needed. Please have the roster filled out ***no later than March 21<sup>st</sup>, 2019.***

These forms are also available to view and print at <http://www.bishophodges.org/summit.html>

**Chaperones:** Each school is responsible for finding 1 Adult Chaperone for every 8 students of the same gender (ie. For a group of 9 girls and 4 boys, 2 female and 1 male chaperone would be required). All adults need to be VIRTUS-compliant and background checked. At least one (1) of the chaperones should be a school employee. Chaperones will stay in the direct vicinity of the students in the dorms. For additional adults that will not stay in the dorms, contact Joe in the BHPC Office.

If you have any questions about these forms or the information therein, please do not hesitate to contact us by calling 304-335-2165 or emailing [joe@bishophodges.org](mailto:joe@bishophodges.org).

In Christ,

Joe Peterson  
Program Coordinator, Bishop Hodges Pastoral Center

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