

2027 Group Leader Information Packet

The Presence Kalamazoo February 26 - February 28, 2027

Camp Geneva
3995 Lakeshore Dr. N, Holland, MI 49424

Dear Group Leaders,

We're so excited to host The Presence Kalamazoo at Camp Geneva in Holland, celebrating the retreat's fifteenth year!.

Our intent for the retreat remains the same: to focus on Jesus Christ, present Body, Blood, Soul, and Divinity in the presence of the Blessed Sacrament. He remains our goal, our desire, and the fire in our hearts.

This year, we are transitioning to the diocesan online registration process. The link is available on the website. All Registration Questions: contact Jennifer Metzger Only: jmetzger@diokzoo.org/715.490.4362

The cost is \$150 per person (for both students and adults). Please complete your online or paper forms with payment early to secure your spots.

Please read this packet carefully. As you read and plan, please don't hesitate to reach out if you have any questions.

We understand the time, effort, and sacrifice to bring a group of teens to The Presence Kalamazoo. We thank you. We look forward to seeing you at the retreat.

Our Lady, Mother of Divine Grace, pray for us!

The Presence Team

Fr. Derda, Chair and Chaplain | Susie Boone, Vice-Chair

Email thepresencekalamazoo@gmail.com
www.thepresencekalamazoo.com

Group Leader Information

- ❑ Make your due date at least one week before the **final due date of January 13 at 2:00 pm**. We must receive registrations on or before January 13 at 2:00 pm. **Send your forms early to secure your spots! Registration Questions: contact Jennifer Metzger Only: jmetzger@diokzoo.org/715.490.4362**

- ❑ Make check payable to Diocese of Kalamazoo -- with 'THE PRESENCE' in the memo
- ❑ Please note that the adult chaperone-to-student ratio is determined by the overnight cabins. For each group, there must be a minimum of two chaperones. Please refer to the FEMALE and MALE CABIN forms to confirm the appropriate chaperone-to-student ratio.

The following ratios apply to the ten beds in the Male cabins:

- 1-4 boys: 1 male chaperone (another group will be assigned to share a 10-person cabin)
- 5-8 boys: 2 male chaperones

The following ratios apply to the twelve beds in female cabins:

- 1-5 girls: 1 female chaperone (another group will be assigned to share a 12-person cabin)
- 6-10 girls: 2 female chaperones

- ❑ If your group decides to merge with another group and share chaperones, you will become one group. In this case, all forms and fees should be sent under one group name.
- ❑ If your group does not fill half of the cabin, another group will be assigned to that cabin to fulfill the adult/student ratio. However, the groups will not merge; they will merely share cabins to achieve the required ratio.
- ❑ Last-minute cancellations will not have their registration fee refunded. If a student cancels after your group has registered, you can fill that spot with another student. Email thepresencekalamazoo@gmail.com or call Susie at 269-226-0064 to make the change.
- ❑ A fine of at least \$100 will be issued to the Group if any one person in the group damages the property.
- ❑ The retreat ends AFTER Sunday Mass, at approximately 12:30 pm. The Sunday 11:00 am Mass is for retreat attendees only.
- ❑ If you have questions, please do not call Camp Geneva. Our volunteer team is ready to answer your questions and make the retreat experience phenomenal. Simply contact the team at thepresencekalamazoo@gmail.com or Susie at 269-226-0064.

DETAILS

WELCOME

- High School students, grades 9th - 12th, and Adult Chaperones.
- High school students attend with an organized group facilitated by chaperones.

COST

- \$150 per person.
- Registration closes on February 3 at 2:00 pm.

WHERE

- CAMP GENEVA, 3995 LAKESHORE DR N, HOLLAND, MI 49424
- The address for Camp Geneva is for mapping/direction purposes only.
- **Registration Questions: contact Jennifer Metzger Only:**
jmetzger@diokzoo.org/715.490.4362
- Any other questions or comments are to be directed to The Presence Committee at thepresencekalamazoo@gmail.com.
- Please do NOT call Camp Geneva with questions regarding the retreat. Do NOT mail forms to Camp Geneva.

WHEN

- 6:00 pm, Friday, February 26, through 1:00 pm, Sunday, February 28.
- All students and chaperones are required to stay on the premises for the entire retreat.
- Students cannot leave the premises and re-enter under any circumstances.
- Chaperones are required to stay with students the entire retreat, 6:00 pm Friday - 1:00 pm Sunday. All day and all night.
- No late arrivals, such as planning to arrive at 10:00 pm or arriving during the day on Saturday. Participants may not leave to attend to another obligation and then come back.

MEALS

- Snack served at 10:00 pm on Friday.
- All Saturday meals will be provided.
- Breakfast is served on Sunday.
- Please list dietary requirements on the Medical Form.

CLOSING MASS

- Sunday at 11:00 am
- This Mass is only for retreat attendees. This Mass will not be open to the public.

CHECK-IN

- Friday at 6:00 pm.
- No late arrivals.
- Balance must be paid in full, and all required documents must be submitted to The Presence Registration before the retreat.

SLEEP AREAS

- Every group is required to have a chaperone of the same gender.
- Everyone will sleep in bunks. Bring bedding. Do NOT bring cots or air mattresses.
- Groups will be split by gender. There will be female cabins and male cabins.

SHOWERS

- Girls have a full bathroom and shower in the bunkhouse.
- Boys have a full bathroom and shower in the bunkhouse.

PACKING LIST

- Sleeping bag or bedding for a twin-size bed
- Pillow
- Towel
- Toiletries
- Comfortable change of clothes
- Clothing for walking outdoors
- Kneeler pad/bleacher seat cushion
- Rosary
- All medications must be carried by the Group Leader or Chaperone.

ATTIRE

- Please dress comfortably in indoor attire.
- Bring a coat! We will be going outside during transitions.
- In general, we ask that participants dress in a general sense of Christian decency.
- No tight yoga pants, please.

CELL PHONES

- The Presence Kalamazoo Retreat strongly encourages participants to leave their cell phones at home.
- We believe a phone-free environment helps teens step away from daily distractions and fully focus on God.
- If bringing a phone is necessary, the retreat asks that you:
 - Keep it put away and out of sight during all retreat activities.
 - Use it sparingly so you can focus entirely on your faith and the experience.
- The Presence is not responsible for any lost items.

MEDICATIONS

- The Presence volunteers will not dispense medication during the retreat.
- Chaperones are responsible for dispensing medication to their students. Students may not carry medications per Diocesan policy.

Who is Who?

A STUDENT is...

- 9th - 12th grader
- Not an 8th grader. Sorry, no exceptions.
- Committed to arriving by 6:00 pm on Friday and staying until 1:00 pm Sunday.
- Someone who understands, except in an emergency, that they cannot leave the premises during the retreat.
- Someone who will not leave to attend another event and return to the retreat.

The GROUP LEADER is...

- The person in communication with The Presence Committee.
- Responsible for communicating information and policies to Chaperones and Students.
- Responsible for verifying Chaperone Virtus certification and Criminal Background Check.
- Responsible for securing an adult-to-student ratio.
- The Group Leader does not have to attend but must be available by phone during the retreat.
- The Presence Committee will not secure chaperones for your group. If you connect with another group to share chaperones, then you merge as a group. All the forms and fees should be entered under ONE group name. Upon arrival at the retreat, everyone in your group (the merged group is ONE group) must be in attendance before entering the retreat.

CHAPERONES are...

- 21 years and older and must be verified by their parish Safe Environment Coordinator.
- Must stay with students the entire retreat, 6:00 pm Friday - 1:00 pm Sunday. All day and all night.
- Aware of the students in their group and the students' whereabouts during the retreat.
- Prepared to lead small groups.
- Aware of the medical needs of students and properly dispense meds to individuals in the group.
- Required to stay on the premises for the entire retreat.
- Cannot leave to attend to other obligations and return.
- The Presence Committee will not secure chaperones for your group. If you connect with another group to share chaperones, then you merge as a group. All the forms and fees should be mailed under ONE group name. Upon arrival at the retreat, everyone in your group (the merged group is ONE group) must be in attendance before entering the retreat.

QUESTIONS?

- Contact the Presence team at thepresencekalamazoo@gmail.com, or Susie at 269-226-0064.

CHECKLIST

INVITE, INVITE, INVITE

- ☐ Pray
- ☐ Provide attendees with a DUE DATE before Feb 3.
- ☐ Provide attendees with WHO to make the check to and WHERE to turn forms in (Parish office? YM office? Next youth meeting?) or opportunity to enter registration online..
- ☐ Provide attendees with the COST of attending.
- ☐ Provide attendees with "What to Bring".
- ☐ Provide Student and Chaperone Registration Forms or access to online registration..
- ☐ Make a travel plan - See "Volunteer Driver Form". Do NOT turn this form into The Presence. This form is for your records.
- ☐ Get Chaperones.
- ☐ Pray

MAIL paper forms or register ONLINE ON OR BEFORE FEBRUARY 3 at 2:00 pm.

FEMALE Cabins | GROUP NAME _____

DO NOT TURN THIS IN. THIS IS FOR YOUR HELP ONLY.

If your group has 6 or fewer females in a cabin, we will put another group in the cabin to meet the Diocese requirement of 2 adults.

GIRLS' cabins have 12 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	Student name
7	CHAPERONE name
8	Student name
9	Student name
10	Student name
11	Student name
12	Student name

GIRLS' cabins have 12 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	Student name
7	CHAPERONE name
8	Student name
9	Student name
10	Student name
11	Student name
12	Student name

GIRLS' cabins have 12 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	Student name
7	CHAPERONE name
8	Student name
9	Student name
10	Student name
11	Student name
12	Student name

GIRLS' cabins have 12 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	Student name
7	CHAPERONE name
8	Student name
9	Student name
10	Student name
11	Student name
12	Student name

MALE Cabins | GROUP NAME _____

DO NOT TURN THIS IN. THIS IS FOR YOUR HELP ONLY.

If your group has 5 or fewer males in a cabin, we will put another group in the cabin to meet the Diocese requirement of 2 adults.

BOYS cabins have 10 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	CHAPERONE name
7	Student name
8	Student name
9	Student name
10	Student name

BOYS cabins have 10 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	CHAPERONE name
7	Student name
8	Student name
9	Student name
10	Student name

BOYS cabins have 10 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	CHAPERONE name
7	Student name
8	Student name
9	Student name
10	Student name

BOYS cabins have 10 beds

1	CHAPERONE name
2	Student name
3	Student name
4	Student name
5	Student name
6	CHAPERONE name
7	Student name
8	Student name
9	Student name
10	Student name