

Chaperones JOIN US!

thepresencekalamazoo.com | The Presence Kalamazoo 2027

WELCOME

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

COST

- See your Group Leader for the registration fee and whom to make checks payable to.
- See your Group Leader for a deadline for registration.

WHERE

- CAMP GENEVA, 3995 LAKESHORE DR N, HOLLAND, MI 49424
- The address for Camp Geneva is for mapping/direction purposes only. Any questions or comments are to be directed to The Presence Committee at thepresencekalamazoo@gmail.com or Susie at 269-226-0064.
- 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 of the entire retreat.
- Students cannot leave the premises and reenter 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 cannot leave to attend to another obligation and then come back.

MEALS

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

CLOSING MASS

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

CHECK-IN

- Friday 6:00 pm.
- No late arrivals.

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 cushions
- 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.

MEDICATIONS

- Chaperones are responsible for dispensing medication to their students.

CHAPERONE RESPONSIBILITIES

- 21 years and older, Virtus certified, with a current Criminal Background Check.
- Chaperones must supervise minor children at all times and are to refrain from any activity that would interfere with this obligation. Minor children are not allowed to walk around unsupervised.
- Chaperones are responsible for the actions of minor children at all times. Ultimately, the leader of the trip is responsible. Chaperones must be notified that they are responsible for the youth, even during sleeping times. All guidelines are to be followed even during the nighttime hours
- Must stay with students the entire retreat, 6:00 pm Friday - 1:00 pm Sunday: all day and all night.
- Aware of the medical needs of students and properly dispense meds to individuals in the group.
- Prepared to lead small group discussions.
- Required to stay on the premises the entire retreat.
- Cannot leave to attend to other obligations and return.
- Submit the "Chaperone Registration Form".

Chaperone Registration Form

Name: _____ Email: _____

City: _____ Zip: _____ Phone: _____

Male: ___ or Female: ___ Age: _____ T-Shirt Size: SM ___ M ___ L ___ XL ___ XXL ___

List dietary needs/requirements: _____

Emergency Contact Name: _____ Phone: _____

By signing this form, I acknowledge that the Group Leader has spoken with me and I understand the sleeping arrangements, conditions, and responsibilities as a chaperone. I have read and agree to abide by all rules and policies as outlined in the Student Code of Conduct.

The undersigned hereby releases Camp Geneva, The Presence Team and The Roman Catholic Diocese of Kalamazoo, and any and all affiliated organizations, their employees, agents, and representatives, including volunteer drivers (collectively "Releasees"), from any and all claims, including negligence, which may be asserted by my participation in The Presence Retreat. In the event this release on behalf of myself is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me arising from or relating to my participation in The Presence Retreat. This release or indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

The participant agrees not to transmit, distribute, or sell (or aid in transmitting, distributing, or selling) any description, account, picture, video, audio, or other forms of reproduction of this event (in whole or in part). The participant grants permission to The Presence and the Diocese of Kalamazoo to utilize the participant's image, likeness, actions, and statements in any live or recorded audio, video, or photographic display or other transmission or reproduction, in whole or in part, of The Presence Retreat event.

Signature

Date

This section is verified by YOUR Safe Environment Coordinator in the Diocese of Kalamazoo.

I have reviewed _____ application as a chaperone and I confirm they meet the Diocese of Kalamazoo Safety Environment protocols on February 26-28, 2027.

Signature of Safe Environment Coordinator: _____

Date: _____

Chaperones from a Diocese OTHER than Kalamazoo, please attach a letter from your Diocese's Office of Safe Environment that includes verification that on 2.28.27:

1. Name of Chaperone, 2. Parish, 3. Date of Virtus training, 4. Date of most recent state background check, 5. Date of the most recent national background check.