

2025 Group Leader Information Packet

The Presence Kalamazoo February 28 - March 2, 2025

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

Dear Group Leaders,

In 2024 we had an outstanding retreat at Camp Geneva and we are excited to go back in 2025!

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.

The cost is \$145 per person (student, and adult). We have limited space available so send your forms in early.

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 on the last day of February.

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

The Presence Team

Fr. Derda, Chair and Chaplain | Santiago Banda, Diocese Rep | Susie Boone, Co-Chair

Email thepresencekalamazoo@gmail.com

Call Susie at 269-226-0064

www.thepresencekalamazoo.com

Group Leader Information

- ❑ Make your due date at least one week before the **drop-dead due date of February 12 at 2:00 pm**. We must receive registrations on or before Feb. 12 at 2:00 pm. **We have a limit of available spaces, send your forms early to secure your spots!**
- ❑ Keep copies of all the registration forms.
- ❑ Make check payable to Diocese of Kalamazoo -- with 'THE PRESENCE' in the memo
- ❑ Send all forms together with payment to:
Diocese of Kalamazoo - THE PRESENCE
215 North Westnedge Ave.
Kalamazoo, MI 49007
- ❑ 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 Male cabins:

- 1-4 boys: 1 male chaperone (a 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 (a 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.
- ❑ As the GROUP LEADER, you are responsible for submitting the "Chaperone Verification Form". The Group Leader must secure the signature of the Parish Safe Environment Coordinator verifying each adult chaperone. The Chaperone Verification Form is included in this packet.
- ❑ The retreat ends AFTER Sunday Mass, at approximately 12:30 pm. Because of space limitations, we can not open Mass to the public. 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 the Santiago Banda at the Diocese at 269-349-8714 ext. 1237 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

- \$145 per person.
- Registration closes on February 12 at 2:00 pm.
- Make check payable to DIOCESE OF KALAMAZOO -- with "THE PRESENCE" in the memo.

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 in regards to the retreat. Do NOT mail forms to Camp Geneva.

WHEN

- 6:00 pm, Friday, February 28 through 1:00 pm, Sunday, March 2.
- 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 come back.

MEALS

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

CLOSING MASS

- Sunday at 11:00 am
- This Mass is only for retreat attendees. This Mass will not be open to the public. Sorry, there is not enough room for additional people to attend.

CHECK-IN

- Friday 6:00 pm.
- No late arrivals, except for circumstances beyond our control: getting lost, car trouble, weather, etc.
- Balance must be paid in full and all required documents submitted to The Presence before the retreat.
- Send a CHAPERONE to the registration desk to confirm attendees and pick up name tags.

SLEEP AREAS

- Every group is required to have a chaperone(s) 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
- Cinch Sack
- 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 following a general sense of Christian decency.
- No tight yoga pants, please.

CELL PHONES

- Cell Phones or any other electronic devices are not allowed while program activities are in session.
- 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 for 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 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.

CHAPERONE'S are...

- 21 years and older, must be verified by the 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 student 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 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, call Santiago at the Diocese at 269-349-8714 ext 1237 or Susie at 269-226-0064.

CHECKLIST

INVITE, INVITE, INVITE

- Pray
- Provide attendees with a DUE DATE before Feb 12.
- Provide attendees with WHO to make the check to and WHERE to turn forms in (Parish office? YM office? Next youth meeting?).
- Provide attendees with the COST of attending.
- Provide attendees with "What to Bring".
- Provide Student and Chaperone Registration Forms.
- Make a travel plan - See "Volunteer Driver Form". Do NOT turn this form into The Presence. This form is for your records.
- Get Chaperones.
- Secure signature of Parish Safe Environment Coordinator.
- Pray

MAIL or DROP OFF the following forms ON OR BEFORE FEBRUARY 12 at 2:00 pm:

- Group Registration Form
- Adult Chaperone Verification Form
- Female Cabins Form
- Male Cabins Form
- Chaperone Registration Form - 1 form per chaperone.
- Student Registration Forms - 2 forms per student.
 - Student Registration Form
 - Code of Conduct
- \$145 per person. Make a check payable to:
 - Diocese of Kalamazoo -- with 'The Presence' in the memo
- Mail or drop all of the above to
 - Diocese of Kalamazoo - THE PRESENCE
 - 215 North Westnedge Ave.
 - Kalamazoo, MI 49007

Group Registration Form

Return this form on or before February 12 at 2:00 pm

Group Leader Name: _____

Email: _____ Phone: _____

Group Name: _____ City: _____

_____ Yes, as the Group Leader I have reviewed the Information Packet with Chaperones and Students.

_____ Yes, as the Group Leader I have read and understand the Diocesan policies and guidelines for administering medications to students.

Chaperone Breakdown:

Female: _____ + Male: _____ = Total Chaperones: _____

If you are bringing students of both genders, you must have adult chaperones of both genders.

Student Breakdown:

Female: _____ + Male: _____ = Total Students: _____

Registration Fees:

of Chaperones + # of Students _____ **X** \$145 = \$ _____

Make the check to the Diocese of Kalamazoo -- with "THE PRESENCE" in the memo.

FEMALE Cabins | GROUP NAME _____

Return this form on or before February 12 at 2:00 pm.

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. Fill in with the names of chaperones and students.

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 _____

Return this form on or before February 12 at 2:00 pm.

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. Fill in with the names of chaperones and students.

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

Adult Chaperone Verification Form

Diocese of Kalamazoo

Return this form on or before [February 12 at 2:00 pm.](#)

Group Leader: _____ Group Name: _____

Step 1: Give this form to the Safe Environment Coordinator (SEC) at the parish in the Diocese of Kalamazoo that the Chaperone belongs to. Each Chaperone must have their Safe Environment history validated by the SEC. If Chaperone "X" belongs to St. Monica's, then give this form to the SEC at St. Monica and have them validate compliance. If Chaperone "Z" belongs to St. Ann's, then give this form to the SEC at St. Ann and have the SEC validate compliance. You can have multiple people from the same parish on one form.

Step 2: Make sure each Chaperone is current. Individuals can not chaperone if they are not up to date with requirements. Once your list of chaperones has been validated by the SEC on this form, return this form with your GROUPS paperwork on or before [February 12 at 2:00 pm.](#)

[This section is to be verified by the parish Safe Environment Coordinator](#)

Name of Safe Environment Coordinator: _____ Date: _____

Parish: _____

1. Name of Chaperone: _____

ICHAT Current: _____YES National BGround Check: _____YES Virtus Current: _____YES

2. Name of Chaperone: _____

ICHAT Current: _____YES National BGround Check: _____YES Virtus Current: _____YES

3. Name of Chaperone: _____

ICHAT Current: _____YES National BGround Check: _____YES Virtus Current: _____YES

4. Name of Chaperone: _____

ICHAT Current: _____YES National BGround Check: _____YES Virtus Current: _____YES

5. Name of Chaperone: _____

ICHAT Current: _____YES National BGround Check: _____YES Virtus Current: _____YES

Adult Chaperone Verification Form

Groups from a Diocese other than Kalamazoo

Return this form on or before February 12 at 2:00 pm.

Group Leader: _____ Group Name: _____

Group Leader phone & email: _____

Arch/Diocese of _____

Include/attach a letter from your Diocese's Office of Safe Environment that includes:

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

Each diocese can send one letter for the Group attending or individual letters for each Chaperone.