



Building Your PYT Delegation

First:

- **Be clear about the type of delegation you are building. Are you recruiting for a church based delegation? Or a presbytery based delegation?** This is important to know as you read ahead. A church based delegation is simply a group of youth and adults from an individual congregation who wish to send a group to Triennium. A presbytery - based delegation is a group of youth who are invited to come from a variety of churches in your presbytery. Both types of delegations have to have adult advisors (chaperones). Both types of groups must meet the Adult Advisor Ratio requirement of 1 adult per 10 youth of the same gender.

Church Based Delegation

- Determine who will go from your high school age youth group. You can send all of your high schoolers or you can choose to limit your group to those high schoolers you feel would best benefit from or engage with PYT.
- Once you have an idea of how large your group will be, recruit your adult advisors. Remember you need to have 1 adult per 10 youth of the same gender. So, if you have 5 girls and 8 boys. You will need at least, one female adult advisor and one youth adult advisor. It never hurts to have extra adults.
- Once you've established who is going to be in your delegation – begin to complete a Participant Information Form for each youth and adult. You will need these forms in order to complete the data entry for registration when it opens in 2016. This form is online under the REGISTRATION TAB.
- Have each participant complete the Participant Medical and Event Release Form. This includes having each youth participant obtain their parent or guardian's signature. Collect these forms. Review them to be sure all fields are completed. Alphabetize them. Make yourself a photocopied set or two. Then put the original completed and alphabetized forms in an envelope and mail to the national PYT office in Louisville, KY.
- Register your delegation using the online registration system found on the Triennium web page. *Registration portal will open in Winter 2016 – but you should begin all of the above steps NOW.
- Complete background checks on your adult advisors and submit a copy of the approved report to the National Registrar. Instructions for the Background Check Requirement will be available in Fall 2015.

Presbytery Based Delegation

- Determine how to promote PYT to the churches in your presbytery.
- Determine how you will build your delegation. Will you determine the size of your delegation first? And then disseminate an application to all of the churches from

which you will choose your participants? Or, will you “point recruit” meaning – you work with individual church staff and leaders to select appropriate youth participants for your presbytery delegation? This is up to you! You know your presbytery best. How it is organized. How it takes on youth ministry. How it receives information most effectively. You should work with your Executive Presbyterian or the appropriate committee in your presbytery to make these decisions.

- Once you have your delegation size and recruiting process determined – get to it! Give yourself a deadline for finalizing participants.
- Some presbyteries create a simple application or essay form that they use to help potential participants consider why they’d like to attend PYT. *We will post a sample application for a PYT Participant on the PYT website. Or, feel free to create your own.
- Once you’ve established who is going to be in your delegation – begin to complete a Participant Information Form for each youth and adult. You will need these forms in order to complete the data entry for registration when it opens in 2016.
- Have each participant complete the Participant Medical and Event Release Form. This includes having each youth participant obtain their parent or guardian’s review and signature. Collect these forms. Review them to be sure all fields are completed. Alphabetize them. Make yourself a photocopied set or two. Then put the original completed and alphabetized forms in an envelope and mail to the national PYT office in Louisville, KY.
- Register your delegation using the online registration system found on the Triennium web page.
- Complete background checks on your adult advisors and submit a copy of the approved report to the National Registrar. Instructions for the Background Check Requirement will be available in Fall 2015.

An Idea:

Use the Participant Information Form and the Parental / Medical Release Form as the top sheets of your application. Then, attach a page with 1-3 simple essay questions about leadership, interest in PYT, etc... This way you will already have one of the required forms you need for participants. Gets you ahead a few steps! This also ensures that parents are well aware of their child’s intent to apply for PYT and to abide by the community guidelines.

For registrars of both church based delegations and presbytery based delegations:

- Complete the delegation estimate form in December 2015 and send to the national PYT office.
- Consider forming a PYT “Go Team” to assist you with pre-event planning, gathering and communication.
- Have your delegation recognized, commissioned and prayed for at a worship service, presbytery meeting or through an electronic platform such as Facebook or Instagram.