



The Catholic Association

Young Helpers Group

Tina Walker

444 Aureole Walk

Newmarket

Suffolk, CB8 7BD

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Dear Applicant,

Please find attached an application form and guidance notes for the Young Helpers Group for the Catholic Association Pilgrimage to Lourdes 20th – 27th August 2010.

Please note that there will be a coach to Lourdes from central London. It is preferable that you book this route of travel, as places on flights will be very limited. Coach travel will leave at approx 10pm on **Thursday 19th August**, from central London, arriving in Lourdes in the early afternoon on Friday 20th. Departure from Lourdes will be the morning of Friday 27th August, arriving in central London on the morning of **Saturday 28th August**.

Coach travel (costing £455 + £26 travel insurance) includes full-board at the Hotel Alba and all transfers from central London to the Hotel Alba in Lourdes, and return.

We will be holding a **preparation day on 26 June 2010 in London for ALL volunteer helpers.**

Please make a note of this date and keep the day free and we will send further details in due course. The day will provide information about the work involved and the wider pilgrimage and enable you to meet other helpers and organisers. We also try to complete the CRB Application Form at this time. **Experienced helpers should please note** that we are only holding one preparation day this year and will hold the **usual experienced team discussion** in the morning, with new helpers joining in the afternoon. There will be an **evening social event** afterwards for those who are able to stay.

Please complete the tear off slip below and return with you application form, deposit cheque and medical form. **N.B. Closing date for applications is June 4th. Balance due 1st July 2010.**

Many Thanks

Tina Walker (Ms)

DETACH HERE

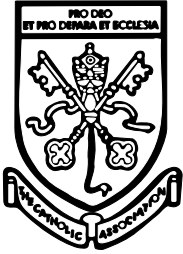
Name:

I enclose:

- Application form
- £75 deposit cheque made payable to C.A. YOUTH ACCOUNT
- Medical form
- I will be attending the Preparation Day on June 26th in London

Signed: Date:

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www.catholicassociation.co.uk

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Newmarket
Suffolk, CB8 7BD
Tel: 01638 560071
E-mail: ca_youth@hotmail.com

Dear Applicant

Thank you for expressing an interest in coming to Lourdes as a Volunteer Helper. I hope that this information will help answer some of your initial questions.

Lourdes lies in the foothills of the Pyrenees in South West France. Here Bernadette Soubirous saw apparitions of the Virgin Mary, and this is why Lourdes has grown into a pilgrimage centre. As a volunteer helper with the "sick" or "disabled", you will need to understand the terminology of Lourdes. The building where many of them reside is called: "**Accueil Notre Dame**". This is not a hospital, as you would recognise it. The word **Accueil** roughly translates as Welcome. It is a large, modern building, a cross between a hotel and a hospice. They tend to be referred to as our "guests", "Residents of the Accueil" or Assisted Pilgrims (A.P.'s). Other pilgrims stay in Hotels.

Volunteer work generally falls into three categories (see also www.catholicassociation.co.uk):

- **Rolling duty** - helping people to move from the Accueil or hotels to the events of the pilgrimage (e.g. masses, processions), or to shops, cafes etc. Usually this involves pushing wheelchairs.
- **Accueil Care duty** - assisting the nurses with the care of the guests, e.g. helping them to wash and dress, making beds, and cleaning their rooms.
- **Other duties** – include helping in the Accueil dining room, and the vital job of ensuring a steady supply of tea and coffee from our kitchen (but not cooking, as the food is provided).
- Another key role is to spend time with our guests, chatting, socialising, shopping etc.

Male volunteer helpers are called "Brancardiers" meaning "stretcher-bearers", and wear the official blue pilgrimage polo shirt when on duty, to help identify them as workers in our group. **The female volunteers are called "Handmaids"**, and are all provided with a uniform (blue dress).

Most of you will work in teams comprising a mixture of Handmaids and Brancardiers and will participate in a mixture of Accueil Care and Rolling duties, under the supervision of experienced team leaders. Other helpers will be assigned to specific roles for the whole week, where continuity is required.

Volunteer **musicians and singers** are also required. This can be fitted alongside other duties – please complete the relevant section on the form.

The variety of duties should enable all people aged 17 and over with differing capabilities and experience to volunteer. The information that you give us on the Application Form will allow us to place you in the most appropriate job. We hope that you do not think that any questions are too intrusive, but we do need this information to plan the duties and form suitable teams. We also have a duty of care to all pilgrims who travel with us to Lourdes.

In June we will hold a Preparation Day in London, as specified on the first letter. This is essential for new helpers, to learn more about the work and the pilgrimage as a whole, and to meet more experienced volunteers, including some of the organisers. We also complete the CRB application form on this day.

Lourdes is a stimulating experience, where volunteers like you work in the service of others and make friends for life. You are guaranteed a week of your life you will never forget! I look forward to receiving your application.

Tina Walker

Guidance notes for filling in the Catholic Association Young Helpers Application form.

Section 1: Relevant details

It is important to fill in all these personal details, as we may need to access people when we are in Lourdes. You have to be at least 17 years of age by the 20th August 2010 and under 25 years of age otherwise we are unable to accept your application. **Please ensure your address is where you would like your tickets to be sent to 1-2 weeks before departure.** We will also need to send you further paperwork. **Please make sure your email address is clearly written and NOT a school or university one as we will be using this to send information after term has finished.** We may need to contact your next of kin whilst in Lourdes so please ensure contact details are clear.

Section 2: Duty choice

If you have been to Lourdes on the Catholic Association Pilgrimage before we would like you to indicate which of the available duties you would prefer. If it is your first time you will be allocated your duty.

Section 3: Uniform

All young helpers must wear uniform when on duty.

Section 4: Education/experience/skills

Please indicate current occupation or full-time education information. Please include all relevant experience and skills.

Section 5: Travel & Preferences

Please state how you intend to travel to Lourdes.

Section 6: Reference

It is necessary for us to obtain a personal reference for all new helpers. Please include the FULL address and email details wherever possible as we prefer to use emails for taking references.

Section 7: Medical/dietary information

Please let me know if there are any medical or dietary issues we should know about. All information that you give us is kept strictly confidential. If you feel the need to give more details and your Doctor's name then please do so on the back of the application form. We need to know in case of emergencies. You MUST also complete the medical form, which will be held by the Chief Doctor whilst in Lourdes.

Section 8

Please sign to indicate you are prepared to work in Lourdes in the service of the sick, or your Parent/Guardian if you are under 18 years of age.

PAYMENT

Your £75 deposit should be sent A.S.A.P – no later than **4th June**.
The balance of £380 to travel by coach or £587 to travel by air (+ £26 travel insurance if required) should arrive no later than **1st July**. The balance can be paid in instalments prior to this.
Please make cheques payable to: **C.A. YOUTH ACCOUNT**.

The application form should be detached, a passport photo attached, and returned with your medical form to:

Tina Walker, 444 Aureole Walk, Newmarket, Suffolk, CB8 7BD.

If you have any queries, please contact me at the above address.

CATHOLIC ASSOCIATION

ANNUAL PILGRIMAGE TO LOURDES 20th – 27th AUGUST 2010

Application form for the Young Helpers Group, age 17-25, staying in the Youth Hotel only.

Please complete all relevant details in BLACK INK using BLOCK CAPITALS THROUGHOUT

FIRST NAME:..... SURNAME:.....
(As it appears on your passport) (As it appears on your passport)

Passport Number: Expiry Date:.....

Country of Issue:..... Nationality:.....

ADDRESS: (Where your tickets will be sent 1 – 2 weeks before departure and all correspondence will be sent before then)

..... DATE OF BIRTH:.....

..... AGE ON 20th AUGUST 2010:.....

POSTCODE:.....

TEL. NO.....

MOBILE NO:.....

We will use email wherever possible to communicate – please print clearly

E-MAIL:.....

ARE YOU ON FACEBOOK? YES/NO

PARISH:..... PRIEST/CHAPLAIN:.....

RELIGION: DIOCESE:.....

NEXT OF KIN:.....

ADDRESS:.....

POSTCODE:..... TEL.NO.....

Please affix passport photograph here.

Have you been to Lourdes with the Catholic Association before: YES/NO

If YES please answer this section:

Previous experience - When, and with which group?.....

Please indicate your preferred duties: (please tick relevant box)

Mixed (Care & rolling) Dining Room Accueil Care No preference

Is there a reason why you cannot do a Night Duty on the Pilgrimage? YES/NO

Experienced helpers – would you consider working (part-time) in the Piscines? YES/NO

Experienced helpers – are you prepared to be a Team Leader/Deputy? YES/NO

UNIFORM (please circle)

Male Polo Shirt size: Small Medium Large Extra-Large I have my own

Female Uniform size: 8 10 12 14 16 18 20 22 24 26 28 I have my own
circle size as applicable & state height if shorter than 5'2" (1.57m) or taller than 5'6" (1.68m).....

Current occupation:

If you are in full-time education please give name of school/college/university, qualifications being studied, and stage reached.....

Do you have other experience of working with sick or disabled people ?

Any other relevant skills?.....

Please give us any further information that you think may be relevant on an attached sheet.

If you are intending to join the music group, what instrument(s) do you play?.....

1. Will you be travelling by coach (£455)? YES/NO
(Thursday 19th – Saturday 28th August)

2. Will you be travelling by air (£662 – includes Air Passenger Duty)? YES/NO
(Friday 20th – Friday 27th August)

Preferred Airport: STANSTED MANCHESTER

3. Do you require travel insurance (£26)? YES/NO

If NO, you MUST enclose a photocopy of your own travel insurance for the dates of travel.

4. ALL TO COMPLETE:

TOTAL AMOUNT PAYABLE: £455 OR £662 (Delete as applicable)
+ £26 (Travel insurance – Delete if not required)
=====

TOTAL:

PREFERENCES (we will try to accommodate your preferences, but cannot promise)

I would like to share a room with:

I would like to be on the same shift as:

1:.....

.....

2:.....

.....

3:.....

.....

New volunteers, and those who have not worked with the CA in the past three years (since 2007), please give the name and address of someone who knows you well, and can give a personal reference. The referee ideally should not be a relative, but may be an established CA volunteer. **We prefer to do this by email wherever possible.**

Name of referee..... Tel No:.....

Address.....

Postcode..... Email.....

How long have you known the referee?

In what connection (e.g. teacher, work colleague etc)?

As a volunteer with the Catholic Association you will be responsible for the care of vulnerable adults, and possibly young people. Therefore, please give details of any criminal convictions, cautions, or pending criminal proceedings on a separate sheet. This information will be treated in strictest confidence, and may well not have any bearing on your suitability to work with the pilgrimage. Please also disclose whether you are the subject of any investigation and/or disciplinary proceedings by a professional body or employer.

TO BE COMPLETED BY ALL

Have you any medical condition that we should know about (i.e. asthma)?

.....
.....
.....

Do you take any medication? (If yes, you MUST specify name, dosage, frequency)

.....
.....
.....

Do you have any special food requirements/allergies?

.....
.....

To be completed if you are under 18 years old when in Lourdes

This section should be signed by a parent or guardian (This consent is for Emergency Medical Treatment and is required by French Law).

I hereby consent to the helper named overleaf receiving in addition to routine treatment any emergency medical treatment including surgery and anaesthesia. This will be decided upon by a French Specialist after consultation wherever possible with one of the Catholic Association's Medical Officers.

Below is a French translation of the previous paragraph for the French Doctors.

Par ce document, je donne mon accord pour que l'aide, désigné ci-dessus, reçoive, en plus de son traitement habituel, tout traitement médical d'urgence, comprenant éventuellement intervention chirurgicale et une anaesthésie. Ce traitement sera décidé par un spécialiste français, après consultation, quand ce sera possible, par l'un des médecins accrédité par The Catholic Association.

I hereby apply for the helper named overleaf to go on a Pilgrimage to Lourdes and I give the Catholic Association full consent to take the above named out of the United Kingdom for this purpose.

Parent/Guardian signature:

Name in Block Capitals:

Date:

To be completed by all volunteer helpers.

I declare that all the details given on this form are correct on the date given below. I undertake to provide my Head of Service within the Catholic Association with any further relevant information, and to notify them of any changes prior to the departure of the pilgrimage.

I commit myself to working with the Guests at the Accueil and understand the responsibilities that this carries.

SIGNATURE:.....(Or Parent/Guardian if under 18).

DATE:.....