



THE VIETNAMESE EUCHARISTIC YOUTH MOVEMENT IN THE U.S.A
NATIONAL EXECUTIVE COMMITTEE

MEMORANDUM

TO: Chaplains and Youth Leaders in the National Executive Committee;
Chaplains and Youth Leaders in Regional, League of Chapters, and Chapter Executive Committees;
Youth-Leader Trainers; Layperson Chaplain Assistants and; Youth-Leaders

SUBJ: POLICY ON APPLYING FOR PROMOTION, GRANTING CERTIFICATES/DIPLOMAS, SCARFS AND INSIGNIA BADGES

Peace and blessings to all in the name of Jesus in the Eucharist!

Based on the decisions from the last National Executive meeting on Monday the 15th of September, 2014, below are guidance on applying for promotion, granting certificates/diplomas, scarfs and insignia badges for Youth-Leaders, Youth-Leader Trainers and Chaplain Assistants.

Responsibility of All Training Camp Participants Who Passed in All Training Camps:

1. Complete the post-camp assignment as set forth by the Camp Master.
2. Be in compliance with the affiliated Parish or Diocese's policy on criminal background check and Protecting God's Children/Sexual Misconduct training.
3. Complete the Application for Promotion form with signatures from the Chapter President and Chaplain, or signatures from the affiliated Chaplain and Executive Committee if not affiliated to a local Chapter.
4. Send the **Application for Promotion File** (to include the application for promotion, a self-portrait picture, and proof of criminal background check and completion of Protecting God's Children/Sexual Misconduct training) to the designated Executive Committee as followed:
 - Level I, send to the League of Chapters Executive Committee or Regional Executive Committee when League of Chapters is not applicable.
 - Level II and Layperson Chaplain Assistant, send to the Regional Executive Committee
 - Level III and Youth-Leader Trainer, send to the National Executive Committee

Responsibility of Regional/League of Chapters Executive Committee:

1. Verify completion of post-camp assignment
2. Verify all information and create an **Application for Promotion File**
3. Send roster of all participants eligible for promotion and a copy of the **Application for Promotion File** of each individual to the National Executive Committee via email at bchtu@tntt.org, or postal mail to **7711 Garden Grove Blvd., Garden Grove, CA 92841** four (4) weeks before the scheduled promotion date.

Note: In particular with Youth-Leader Trainers, as announced by the Academy Headquarters on the 5th of August, 2014, the Academy Headquarters will review and approve all Applications for Promotion during their quarterly meetings scheduled for the third week of March, June, September and December. As such, all eligible participants are encouraged to submit your applications to the National Executive Committee one month prior to the scheduled meeting date.

Responsibility of National Executive Committee:

1. Receive and retain all Application for Promotion Files from all Regional and League of Chapters Executive Committees
2. Print and grant certificates/diplomas, insignia badges and scarfs for all servant leaders through the Regional/League of Chapters Executive Committees
3. For misplaced scarf/s, please contact with the affiliated Executive Committee to order new scarf/s from the National Executive Committee

The National Executive Committee appreciates your ongoing love and support for the movement, especially your cooperation in assisting the Headquarters Office manage this process. May the love and grace of Christ Jesus through the intercession of Mary bless you and your family!

In His Heart,
Attesting

Lm. Francis Xavier Nguyễn Thanh Bình, SVD
General Chaplain, VEYM-USA

Signed at West Covina, CA on the 5th of October, 2014

Joseph Đào Văn Đức
President, National Executive Committee