



DIOCESE OF MALAYBALAY DIOCESAN COMMISSION ON YOUTH

Diocesan Pastoral Center, Brgy. 11 (Impalambong), Malaybalay City, 8700 Bukidnon
 0968-123-1992 | dcymalaybalay@gmail.com

YOUTH ORGANIZATION APPLICATION FOR AFFILIATION

Federation of Diocesan Youth Organizations

Registration Period: August 15 - September 30, 2026

This application is open exclusively to Catholic youth organizations, movements, ministries, communities, school-based groups, parish-based groups, and other recognized Catholic youth-serving organizations operating within the Diocese of Malaybalay. Submission serves as an expression of interest and does not automatically constitute affiliation. Applications may undergo verification, orientation, dialogue, evaluation, and formal approval.

ORGANIZATION PROFILE		
Name of Organization		
Organization Address <i>Building / No. / Street / Barangay / Municipality or City / Province</i>		
Official Organizational Email Address	Official Contact Number/s <i>Telephone / Mobile</i>	Official Facebook Page / Website
Date or Year Established	Current Number of Active Members	Primary Municipality / City of Operation
Major Classification ☐ Youth-Led Organization ☐ Youth-Serving Organization	Organizational Setting ☐ Parish-based ☐ School/Campus-based ☐ Catholic Movement/Community ☐ Religious Congregation-based ☐ Ministry-based ☐ Community-based ☐ Local Chapter ☐ Other: _____	Pastoral Reach / Level ☐ Single Parish ☐ Multiple Parishes ☐ Single School/Campus ☐ Municipal/City-wide ☐ Vicariate-wide ☐ Diocesan-wide ☐ Regional/National/International Chapter

Youth-Led Organization - a Catholic organization whose members and principal leaders are primarily young people.
 Youth-Serving Organization - a Catholic organization, movement, ministry, institution, or community whose principal programs serve, form, organize, or accompany young people, even when its membership or leadership is not limited to youth.

Primary Catholic Affiliation <i>Name of parish, Catholic school, religious congregation, movement, ministry, or institution</i>
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AREAS OF MINISTRY AND ADVOCACY		
☐ Faith Formation & Catechesis ☐ Prayer, Liturgy & Sacramental Life ☐ Leadership Development ☐ Vocation Promotion & Discernment ☐ Education ☐ Mental Health & Psychosocial Well-being	☐ Environment & Care for Creation ☐ Peacebuilding & Security ☐ Active Citizenship & Good Governance ☐ Social Action & Charitable Service ☐ Social Inclusion & Equity ☐ Economic Empowerment	☐ Sports, Recreation, Arts & Culture ☐ Digital Evangelization & Communications ☐ Missionary & Community Outreach ☐ Other: _____

BRIEF HISTORY, DESCRIPTION & OBJECTIVES (maximum of 300 words)
Empty space for text

CATHOLIC IDENTITY AND PASTORAL RECOGNITION		
Catholic Spirituality, Charism, Patron Saint, or Ecclesial Inspiration		
Name of the Recognizing / Supervising Catholic Institution		
Name of Pastoral Authority <i>Parish priest, chaplain, campus minister, religious superior, spiritual director, pastoral moderator, or competent ecclesial authority</i>		Position / Pastoral Role
Contact Number	Email Address	
Has the pastoral authority been informed? ☐ Yes ☐ No ☐ Pending consultation		
Describe how the organization is recognized, supervised, accompanied, or affiliated with the Catholic Church.		

LEADERSHIP AND MEMBERSHIP INFORMATION	
Name of Head / President of Organization <i>Family Given Middle</i>	Name of Adviser / Pastoral Moderator <i>Family Given Middle</i>
Contact Number / Mobile Number	Contact Number / Mobile Number
Email Address	Email Address
Official Federation Representative <i>Full Name and Organizational Position</i>	Alternate Federation Representative <i>Full Name and Organizational Position</i>
Contact Number / Mobile Number	Contact Number / Mobile Number
Email Address	Email Address

Age Groups Represented ☐ Below 13 ☐ 13-17 ☐ 18-24 ☐ 25-30 ☐ Above 30 as leaders/advisers	Meeting Frequency ☐ Weekly ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ As needed ☐ Other: _____	Term of Current Officers <i>Period Covered</i> <i>Example: January-December 2026 or School Year 2026-2027</i>
Parishes, schools, municipalities, or communities represented or served		

PROGRAMS, ACTIVITIES AND ORGANIZATIONAL LIFE		
☐ Prayer, Liturgy & Sacraments ☐ Faith Formation / Catechesis ☐ Leadership Formation ☐ Vocation Activities ☐ Community Outreach / Charity	☐ Social Action / Advocacy ☐ Environmental Activities ☐ Mental Health / Wellness ☐ Sports / Recreation ☐ Arts / Culture	☐ Academic / Professional Development ☐ Digital Evangelization ☐ Other: _____
Describe the organization's regular formation program for members and leaders.		
List or briefly describe the major activities conducted during the past twelve (12) months.		
Approximate number of young people reached during the past 12 months		Frequency of major activities
SAFEGUARDING AND RESPONSIBLE YOUTH MINISTRY		
☐ Adult supervision / accountable leaders ☐ Parent or guardian consent when applicable ☐ Code of conduct ☐ Safe transportation arrangements ☐ Online communication guidelines	☐ Incident reporting / referral procedure ☐ Coordination with parish, school, congregation, or institution ☐ Safeguarding orientation for leaders ☐ Other: _____	
Describe the organization's current practices for protecting minors, young people, volunteers, and vulnerable persons during meetings, activities, travel, and online engagement.		
ORGANIZATIONAL NEEDS AND CHALLENGES		
☐ Faith & Spiritual Formation ☐ Leadership Development ☐ Organizational Development ☐ Program Planning & Management	☐ Safeguarding Formation ☐ Mental Health Support ☐ Communications & Digital Ministry ☐ Networking & Partnerships	☐ Resource Mobilization ☐ Volunteer Management ☐ Other: _____
Principal needs or challenges at present		

PURPOSE FOR AFFILIATION
Why does your organization wish to join the Federation of Diocesan Youth Organizations?
What can your organization contribute to the federation and to diocesan youth ministry?
What formation, support, opportunities, or partnerships does your organization hope to receive?
What youth concerns, ministries, or advocacies would your organization like to help address?

COMMITMENTS AND PARTICIPATION	
The organization is willing to assign official representatives to federation meetings and consultations.	☐ Yes ☐ No ☐ Pending / Subject to approval
The organization is willing to participate in diocesan formation programs and collaborative activities.	☐ Yes ☐ No ☐ Pending / Subject to approval
The organization is willing to comply with approved federation policies, safeguarding standards, and communication procedures.	☐ Yes ☐ No ☐ Pending / Subject to approval
The organization is willing to complete verification, orientation, dialogue, and evaluation requirements.	☐ Yes ☐ No ☐ Pending / Subject to approval
The organization intends to participate in the upcoming 1Direction.	☐ Yes ☐ No ☐ Pending / Subject to approval

PREFERRED COMMUNICATION CHANNELS		
☐ Email ☐ SMS / Mobile Call ☐ Messenger	☐ Viber ☐ WhatsApp ☐ Official Federation Group Chat	☐ Other: _____

HOW DID YOU KNOW ABOUT THE DIOCESAN COMMISSION ON YOUTH?		
☐ Bukidnon Youth Facebook Page ☐ DCY Official Communication ☐ Parish / Chaplain / Campus Ministry	☐ Youth Organization / Movement ☐ Friend / Colleague ☐ Newspaper / Radio / Television	☐ Other: _____

Referred by (name and organization, if applicable)
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ATTACHMENTS / REQUIREMENTS
The application shall be accompanied by the following required documents: ☐ ORGANIZATION PROFILE, including vision, mission, and objectives ☐ CURRENT DIRECTORY OF OFFICERS AND ADVISERS / PASTORAL MODERATORS ☐ CERTIFIED SUMMARY OF ACTIVE MEMBERSHIP ☐ ENDORSEMENT OR RECOGNITION LETTER from the appropriate pastoral or ecclesial authority ☐ RECENT ACCOMPLISHMENT REPORT, annual report, or activity portfolio ☐ ORGANIZATION LOGO ☐ LETTER OF INTENT signed by the organization head and adviser / pastoral moderator When applicable, submit the following: ☐ Constitution and By-Laws ☐ Certificate of recognition from a Catholic school, campus ministry, or competent school authority ☐ Certificate or letter of recognition from the parish priest, chaplain, religious superior, or head of congregation ☐ Certificate of chapter recognition from the regional, national, or international organization ☐ Safeguarding / child protection policy or relevant institutional policy ☐ SEC, government, or other legal registration documents

SUBMISSION OF REQUIREMENTS	
The application and documentary requirements shall be submitted through the official Google Drive link during the registration period, or may also be hand-carried to the address below:	
Diocesan Commission on Youth - Diocese of Malaybalay 2nd Floor, Bakhita Trading and Services, Impalambong, Malaybalay City, Bukidnon Contact Number: 0930 246 5134 Email Address: dcymalaybalay@gmail.com	

APPLICATION AND REVIEW PROCESS	
1	Online submission of the completed application and documentary requirements.
2	Preliminary screening and verification of organizational and pastoral information.
3	Orientation and dialogue with qualified applicant organizations.
4	Evaluation by the designated committee or appropriate diocesan authority.
5	Formal notification of approval, conditional approval, request for completion, or non-approval.

Submission of this application does not automatically constitute affiliation or accreditation. The Commission may request clarification, additional documents, or a meeting with the organization and its pastoral authority.

UNDERTAKING AND DATA PRIVACY CONSENT	
We, under our free and informed desire, seek affiliation with the Federation of Diocesan Youth Organizations under the Diocesan Commission on Youth of the Diocese of Malaybalay. We certify that the information and documents submitted in this application are true, accurate, and complete to the best of our knowledge. We authorize the Diocesan Commission on Youth or its duly authorized representatives to verify the information provided with the organization's officers, adviser, pastoral moderator, or appropriate ecclesiastical authority. We understand that submission of this form does not automatically constitute membership, accreditation, or formal affiliation. Our organization may be required to undergo documentary verification, orientation, dialogue, evaluation, and formal approval. We consent to the collection, use, storage, and processing of the information submitted for legitimate purposes related to diocesan youth ministry, communication, organizational profiling, application evaluation, pastoral coordination, planning, federation administration, and preparation of the official directory of affiliated organizations. Personal information shall be handled only for authorized and lawful purposes. Directory Publication Consent ☐ We consent to the publication of the organization's official name, classification, area of operation, official email address, official contact number, and social media page in the diocesan directory. ☐ We do not consent to public directory listing, but authorize internal use of the information for diocesan coordination.	
_____ President / Head of Youth Organization <i>Printed Name and Signature</i>	_____ Adviser / Pastoral Moderator <i>Printed Name and Signature</i>
Date of Filing	Organization
Authorized Representative who completed the online form	Contact Number / Email Address

FOR DCY USE ONLY		
Date Received	Application Reference No.	Initial Screening Status
Remarks / Additional Requirements		
Reviewed by	Recommended Action ☐ Approve ☐ Conditional ☐ Complete Requirements ☐ Decline	Approved / Noted by