

STEBENVILLE NORCAL

January 15th - Online Registration Opens, Pay Deposit to Reserve Spots
June 1st - Deadline for Dropping Spots, Final Balance Due
July 26th - Remaining Paperwork Due at Check-In

REGISTRATION INFORMATION

PRICING/PAYMENT INFO

- Summary of Costs
 - Early Bird Cost: **\$190 (prior to June 1)**
 - Cost after June 1: **\$205**
 - Deposit Amount: **\$50**
 - Deadline for Payment of Deposit: **2 weeks after registering online**
 - Deadline for Payment of Final Balance (to receive Early Bird rate): **June 1**
 - All balances must be paid no later than 2 weeks prior to the start of the conference.
- If the deposit has not been paid online by credit card, a deposit check must be received in the Life Teen offices no more than 2 weeks after the date you registered online to secure and confirm your spots.
- Checks should be made out to Life Teen and mailed to:
 - Life Teen
 - ATTN: Steubenville NorCal
 - P.O. Box 117299
 - Atlanta, GA 30368-7299
- Final balance payments must be received in the Life Teen offices by June 1, 2019 in order to receive the early bird pricing. After that date, the increased pricing will be applied.
- For all registrations after June 1, payment in full is due within 2 weeks of registering.

CANCELLATION POLICIES

- Deposits are non-refundable and non-transferrable to the final balance.
- Parishes may drop unneeded spots until June 1. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before June 1.
- Spots may be dropped by emailing TJ Poynor at tpoynor@lifeteen.com.
- Parishes will be held responsible for payment in full for all spots not dropped by June 1.

IMPORTANT INFORMATION

- All participants must be registered as part of a group with a group leader taking responsibility for adhering to the payment, cancellation, and paperwork policies.
- If the conference does not sell out prior to this, July 16th is the latest date we will be able to accept any new groups or any additions to groups.
- The required chaperone to youth ratio is 1 chaperone for up to every 8 youth of the same gender.
- Chaperones must be 21 years of age or older.
- Youth participants must be age 18 or younger and incoming freshmen through just graduated seniors.
- Since it is a high school youth conference, young adults ages 19 & 20 who wish to attend the conference should apply to volunteer at the conference as they cannot be registered with a group.
- The exchanging of spots between parishes is not allowed. You may choose to bring participants from other parishes to fill spots you purchased, but, by doing so, you assume all responsibility for them as they are considered part of your group. They will be seated with your group, you must have enough chaperones to meet the required ratios, & their paperwork must be completed using your group's code.

PRIEST REGISTRATION

- We love having priests attend the conference with their parishes!
- Registration for priests is being handled separately from group registration this year. All priests must register via Priest Registration. Do not include your priest in the numbers reserved for your group.
- If you have a priest that would like to attend the conference with your group, please visit the Priest Registration section of the conference website to read about the required priest paperwork and to get him registered.
- The registration fee for priests is waived in gratitude for their willingness to hear confessions, concelebrate mass, and be present to the teens during the conference.

STEUBENVILLE NORCAL

REQUIRED PAPERWORK

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-norcal/>
- If you have questions regarding paperwork, email TJ Poynor at tpoynor@lifeteen.com

1. DIGITAL LIABILITY FORM // **DUE AT CHECK-IN**

- The participant agreement/liability form is online again, complete with electronic signature to make your life as a youth minister much easier.
- After registering your group for the conference, you will receive access to our digital paperwork platform where you'll be able to view and manage the forms for your participants.
- If you've used our digital paperwork platform before, after you have registered for spots online, simply log-in to your existing account to access the paperwork link for your group.
- Once you fill out your own form on the platform, you will then have access to a unique link to pass along to all of your participants so that they/their parents can fill out their forms online.
- Every person attending (including adults!) must fill out this form online prior to conference check-in.
- Forms for minors must be signed by a parent or legal guardian.
- If you have participants cancel, you will be able to delete their form from the platform and should have the substitute fill out an online form.
- Please ensure that all last-minute substitutions complete a liability form!
- **Participants with food allergies must complete this form prior to June 15** in order for their dietary restrictions to be accommodated.
- **You will not be able to complete conference check-in until all forms are completed online.**

2. SAFE ENVIRONMENT COMPLIANCE FORM // **DUE AT CHECK-IN**

- All chaperones (including the group leader) attending Steubenville NorCal with your group must be compliant with your (Arch) Diocese's Safe Environment policies and must have cleared a background check performed by your (Arch) Diocese. Proof of this must be submitted to us via the provided Safe Environment Compliance Form **signed by your pastor**.
- Download the form online, fill in all required names, and have your pastor sign it. **You must bring this completed and signed form with you to the conference to turn in at check-in.**
- The form must contain the names of ALL adults attending with your group. **If a name is missing, that individual will not be admitted to the conference.**