

STEUBENVILLE *NORCAL*

Steubenville NorCal Registration Info

January 16th – Online Registration Opens: Pay Deposit to Reserve Spots

June 1st – Deadline for Dropping Spots, Final Balance Due, Letters of Good Standing Due

July 27th – Remaining Paperwork Due On Site

Registration Information & Cancellation Policies

We will be adhering to the below registration and cancellation policies to allow as many people as possible to have the opportunity to experience Steubenville NorCal. Please be sure to read all the information thoroughly.

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 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
 - 6105 Blue Stone Rd. Ste. B
 - Atlanta, GA 30328
- Final balance payments must be received in the Life Teen offices by June 1, 2018 in order to receive the early bird pricing. After that date, the increased pricing will be applied.

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.
- Unneeded spots should be dropped by emailing Leanne at lbergsieker@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.
- The required chaperone to youth ratio is 1 chaperone for up to every 8 youth.
- Chaperones must be 21 years of age or older.
- Youth participants must be age 18 or younger and incoming freshman 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.

STEUBENVILLE *NORCAL*

Steubenville NorCal Required Paperwork

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-norcal/>.
- Completed paperwork should be emailed to Leanne Bergsieker at lbergsieker@lifeteen.com or mailed to:

Life Teen

ATTN: Steubenville NorCal

6105 Blue Stone Rd. Ste. B

Atlanta, GA 30328

1. Electronic Participant Agreement Forms (Due Prior to Conference Check-In)

- The participant agreement/liability form is online this year, complete with electronic signature. We hope this will make your life as a youth minister much easier.
- In the spring, you will receive a link to our online liability platform. This link will be specific to your group and will enable you to view and manage the forms for your participants. You'll fill out your own form on the platform and will have access to a 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.
- 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!
- ***You will not be able to complete conference check-in until all forms are completed online.***

2. Letter of Good Standing for Priests & Deacons (Due June 1)

- All priests and deacons attending the conference with your group must have a letter of Good Standing on file prior to the conference.
- The completed Letter of Good Standing should be from your (Arch) Diocese and mailed to Life Teen at the address above no later than June 1.
- In addition, a copy should be brought with you to registration the day of the conference.

3. Safe Environment Compliance Form (Due On Site)

- 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 registration.***
- The form must contain the name of ALL adults attending with your group. ***If a name is missing, that individual will not be admitted to the conference.***