

# STEBENVILLE EAST

**January 15th** – Online Registration Opens, Pay Deposit to Reserve Spots

**May 15th** – Deadline for Dropping Spots, Housing Breakdown Due

**June 1st** – Final Balance Due, Safe Environment Form Due

**July 12th** – Remaining Paperwork Due at Check-In

## REGISTRATION INFORMATION

### PRICING/PAYMENT INFO

- Summary of Costs
  - Early Bird Cost: **\$240 (prior to June 1)**
  - Cost after June 1: **\$255**
  - 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 East  
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.

### CANCELLATION POLICIES

- Deposits are non-refundable and non-transferrable to the final balance.
- Parishes may drop unneeded spots until May 15. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before May 15.
- Unneeded spots should be dropped when housing numbers are submitted May 15.
- Parishes will be held responsible for payment in full for all spots not dropped by May 15.

### 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 2nd is the latest date we will be able to accept any new groups or any additions to groups. Any requested registrations or additions after housing deadlines are contingent upon housing availability.
- 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, and 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.

# STEBENVILLE EAST

## HOUSING INFORMATION

- In order to arrange housing for all conference participants, it is imperative that the following deadlines are met. Please help us help you by submitting information in a timely fashion!
- For Safe Environment reasons, 18 years olds cannot be housed with minors or with chaperones. They can only be housed with other 18 year olds. There are 3 age categories (minor, 18 yr old, chaperone) that must be considered when submitting housing numbers.
- You will need to submit the breakdown of gender and age category of all participants in your group so that housing can be blocked for your group **no later than May 15**.
- **After May 15, the breakdown of males/females and minors/18 year olds/chaperones in your group is final and cannot be changed.** If you have a participant who is no longer able to attend after the housing numbers have been submitted, you are welcome to replace that person with another person of the same gender and same age category.
- Once you receive your group's assigned rooming block, you will then assign individuals to specific rooms and submit a completed rooming list. This will ensure smooth and quick check-in upon arrival.
- Please note that in order to accommodate as many teens as possible at the conference, every bed available on campus will be used. This means that it is highly likely your parish will be sharing rooms and/or suites with participants from other groups attending the conference. Please embrace this opportunity to make new friends and encourage your participants to do the same.

## REQUIRED PAPERWORK

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

### 1. SAFE ENVIRONMENT COMPLIANCE FORM // **DUE JUNE 1**

- All chaperones (including the group leader) attending Steubenville East 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 (Arch) Diocesan Safe Environment Compliance Coordinator**.
- Download the form online, fill in all chaperone names, and send to your (Arch) Diocesan Safe Environment Compliance Coordinator. They must sign and send the form to Life Teen **no later than June 1**.
- 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.**
- If you substitute a chaperone, a Safe Environment Compliance Form with the new chaperone's name on it must be submitted immediately.

### 2. DIGITAL LIABILITY FORM // **DUE AT CHECK-IN**

- The participant agreement/liability form is online this year, complete with electronic signature. We piloted the digital paperwork platform at other locations last year and found that it made the lives of youth ministers 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.
- 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.**

### 3. UMASS LOWELL RESIDENCY AGREEMENT FORM // **DUE AT CHECK-IN**

- Every person attending (including adults!) must fill out this form.
- Forms for minors must be signed by a parent or legal guardian.
- These forms must be brought with you to the conference and turned in at check-in.