

ST EUBENVILLE ATL

March 15th - Online Registration Opens, Pay Deposit to Reserve Spots
May 15th - Deadline for Dropping Spots, Final Balance Due
July 9th - Remaining Paperwork Due at Check-In

2021 REGISTRATION INFORMATION

PRICING/PAYMENT INFO

- Summary of Costs
 - Early Bird Cost: **\$185 (prior to May 15)**
 - Cost after May 15: **\$200**
 - Deposit Amount: **\$50**
 - Deadline for Payment of Deposit: **2 weeks after registering online**
 - Deadline for Payment of Final: **May 15**
- 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 your spots.
- Checks should be made out to Life Teen and mailed to:
 - Life Teen
 - ATTN: Steubenville Atlanta
 - P.O. Box 117299
 - Atlanta, GA 30368-7299
- To use existing credit as payment for this event, please select that option during the registration process.
- Final balance payments must be received in the Life Teen offices by May 15, 2021. Increased pricing of \$15/spot will be applied to all registrations that are not paid in full by the deadline
- For registrations submitted after May 15th, full payment must be submitted immediately

CANCELLATION POLICIES

- Deposits are non-refundable and non-transferrable to the final balance, but in some cases may be eligible to become credit per our Summer 2021 Cancellation Policies.
- Parishes may drop unneeded spots until May 15th. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before May 15th.
- Spots may be dropped by emailing Mary Zitelli at mzitelli@lifeteen.com
- Parishes will be held responsible for payment in full for all spots not dropped by May 15th.
- To provide more flexibility and help alleviate financial concerns related to any potential COVID-19 cancellations, we have implemented revised cancellation policies for this summer. View the full details of our [Summer 2021 Cancellation Policies](#).

IMPORTANT INFORMATION

- Life Teen is committed to keeping the health and safety of our event participants and staff a top priority. Please read the [Life Teen COVID-19 Safety Plans](#) for the details on what to expect and be sure to communicate this important information to all members of your group. Additional information about how these plans will be implemented at this event can be found on the FAQ section of the event webpage.
- We will have reduced capacity at the event to accommodate for social distancing. Because of this the conference may sell out more quickly than in prior years.
- 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, June 29th 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.

STEBENVILLE ATL

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.

REQUIRED PAPERWORK

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-atlanta/>
- If you have questions regarding paperwork, email Mary Zitelli at mzitelli@lifeteen.com

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

- The participant agreement/liability form is online again this year, 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 Atlanta 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.**