

STEUBENVILLE WEST

March 15th - Online Registration Opens, Pay Deposit to Reserve Spots
June 15th - Deadline for Dropping Spots, Final Balance Due
July 16th - Remaining Paperwork Due at Check-In

REGISTRATION INFORMATION

PRICING/PAYMENT INFO

- Summary of Costs
 - Early Bird Cost: **\$185 (prior to June 15)**
 - Cost after June 1: **\$200**
 - Deposit Amount: **\$50**
 - Deadline for Payment of Deposit: **2 weeks after registering online**
 - Deadline for Payment of Final Balance: **June 15**
 - Please note: The registration fee has been decreased from previous years because housing is not included in the registration fee this year due to the location change. See Housing Information below for further details.
- 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 West
 - 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 June 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 June 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 June 15th. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before June 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 June 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](#).

HOUSING INFORMATION

- The conference location has changed this year. It will be taking place at the DoubleTree Resort Paradise Valley in Scottsdale, AZ.
- Since the conference is not taking place at a college campus, we aren't able to provide dorm housing as we have historically done with this conference site. Several of our other Steubenville Conferences do not have housing included, so we are confident the conference will still be a great blessing for your teens!
- Because housing is not included, the registration fee has been decreased from previous years.
- Keeping housing separate from the conference registration enables groups to have the most flexibility. You have the option to commute to the conference each day or to book rooms on site for your group at the discounted room rates of \$79/room/night.
- It is completely up to you how many rooms you book, how many people you assign to each room, and whether or not you stay on site. Please be sure to keep in mind all Safe Environment requirements when booking and assigning rooms.
- To make your room reservations, please call the DoubleTree directly at 800-222-8733.
- If your group chooses to commute, it is preferable that your entire group arrives and departs all together each day. However, if this will not be possible for your group, we will work with you to arrange a designated drop off/pick up point specific to your group. Your entire group will need to gather at the designated spot before entering the conference space each day.

ST EUBENVILLE WEST

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 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.
- If the conference does not sell out prior to this, July 6th is the latest date we will be able to accept any new groups or any additions to groups.
- 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 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.

REQUIRED PAPERWORK

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

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

- All chaperones (including the group leader) attending Steubenville West 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 chaperone names, and have your pastor sign it. **You must bring this completed form with you to the conference to turn it in at registration.**
- 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.**

2. 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.
- 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.**