

Steubenville Main Campus – Youth Conferences

2018 GROUP LEADER INFORMATION PACKET

REVEALED

✝
1 John 4:9
✝

*All the following information is applicable to the 2018
Main Campus Youth Conferences only.*

If you plan to attend a Youth Conference at one of our Regional
Sites, please contact them directly for detailed information.
Regional Site contact information enclosed.

Questions or concerns can be directed to
youthconferences@franciscan.edu or 740-284-5888.



STEUBENVILLE
CONFERENCES



FRANCISCAN
UNIVERSITY
OF STEUBENVILLE

Table of Contents

Letter to Group Leaders	- 3 -
2018 Steubenville Conference Dates	- 4 -
Main Campus (MC) – Franciscan University of Steubenville.....	- 4 -
Regional Sites – Locations Vary.....	4
Registration Information & Requirements	5
Pricing Information	5
Dropping Spots – April 17, 2018	5
Chaperone Policies	5
Payment Methods & Requirements	5
Adding Spots	5
Group Leader Responsibilities	6
Christian Outreach Office Hours	6
Due Date Check List	6
Rules and Regulations	7
Conference Attendance	7
Required Forms.....	7
General Campus Rules	7
Housing Rules.....	7
Reporting an Incident.....	7
Safe Environment.....	7
Policies and Practices	8
Strike Policy	8
Wristbands	8
Priests: New Information for 2018 Included	8
Allergies and Dietary Needs	8
Housing Practices	8
The Conference Weekend	9
Arrival.....	9
Check-in.....	9
Meals.....	9
First Aid	9
General Session Entry – “Quick Pass”	9
Items of Note	10
Franciscan LEAD	10
Group Leader & Chaperone Meeting.....	10
Special Needs:	10
Saturday Night – Ministering to your Youth	10
The Team of Prayer Ministers	10
Small Groups.....	10
Emergency Evacuation	10
Liability Forms	11
Liability Forms	11
Liability Platform	11
Instructions	11
Group Leader Dashboard	11
2018 Packing List	12
Payment Form	13
Adult Chaperone Application	14
Group Information Form	15
On-Site Breakdown Form	16
Regarding Sunday-Lunch	17
Sunday-Lunch Order Form	17
Letter of Good Standing Template	18
Campus Map	19

Letter to Group Leaders

October 30, 2017



Dear Group Leaders:

For the past 40 years, high school youth from across the United States and Canada have had their faith awakened and their hearts set on fire through personal encounters with Jesus at a Steubenville Conference.

In the summer of 2017 the Steubenville Conferences served over 50,000 youth across the continent at our various Steubenville Youth Conference locations. This summer simply could not have been possible without the participation of Group Leaders like yourselves.

The Steubenville Conferences are organized by the Christian Outreach Office, an outreach of Franciscan University of Steubenville. We have partnered with 19 organizations and diocese across the United States and Canada in an attempt to reach as many youth as possible. The purpose of our office is "Go, Rebuild My Church," the same charge that St. Francis of Assisi was given by Christ on the Crucifix. Each and every one of you partakes in this mission when you take on the responsibility to bring a group to one of our youth conferences. We thank you for that. Without Group Leaders, our mission would be a mere dream, rather than the reality it is. With your help, the Steubenville Conferences have been uplifting teens, providing for them an encounter with the living God, and thus nourishing the young church today.

We fully understand the time, effort, and sacrifice that each youth minister, volunteer, and parent puts in to bringing a group to our conferences. Again, we thank you! In an effort to make this process as easy and as stress free as possible, we are here to help you in any way that we can. If you are not sure if you should bring a group, if you have doubts because of the work load, or simply do not think you have the time, all I ask is that you take this decision to prayer. If you are looking for inspiration, visit our website to read and listen to the numerous witnesses from youth, chaperones, group leaders, and priests alike. The responsibility of the Group Leader is no small task, but the reward is great!

Help us to reach the youth of today so that they might be set on fire for their Catholic faith. Help us to spread the good news of the Gospel!

We hope to see you here on Main Campus in the summer of 2018.

May God bless you, your families, and your ministries.

Peace in Christ,

Catherine Welker
Coordinator of Youth Registration
Christian Outreach Office
Franciscan University of Steubenville



2018 Steubenville Conference Dates

MAIN CAMPUS (MC) – FRANCISCAN UNIVERSITY OF STEUBENVILLE

- MC 1 – June 15-17, 2018
- MC2 – June 22-24, 2018
- MC3 – June 29-July 1, 2018
- MC4 – July 13-15, 2018
- MC5 – July 20-22, 2018

REVEALED

+
† John 4:9
+

REGIONAL SITES – LOCATIONS VARY

- **Atlanta** – July 6-8, 2018
Duluth, GA
800-809-5888
mhall@lifeteen.com
- **Atlantic** – July 6-8, 2018
Halifax, NS, Canada
(902) 429 - 9800 ext. 331
Steubenville@halifaxymouth.org
- **On the Bayou** – June 15-17, 2018
Houma, LA
985-850-3171
SteubenvilleOnTheBayou@gmail.com
- **East** – July 13-15, 2018
Lowell, MA
800-809-3902
JPatten@lifeteen.com
- **Florida** – July 27-29, 2018
Orlando, FL
855-446-5261
info@steubenvilleflorida.com
- **On the Lake** – July 20-22, 2018
Kenosha, WI
952-224-0333
info@partnershipforyouth.org
- **Lone Star** – June 22-24, 2018
Dallas, TX
800-809-3902
Steub_LoneStar@lifeteen.com
- **NorCal** – July 27-29, 2018
Fremont, CA
480-820-7001 ext. 105
steubenville@lifeteen.com
- **Northwest** – July 27-29, 2018
Spokane, WA
360-789-1265
spiritusministries.peggy@gmail.com
- **New York** – July 20-22, 2018
Queens, NY
800-809-3902
JPatten@lifeteen.com
- **Orange County** – July 6-8, 2018
Orange, CA
619-582-4571
info@allforgod.com
- **Rochester** – July 13-15, 2018
Rochester, MN
952-224-0333
info@partnershipforyouth.org
- **Of the Rockies** – June 22-24, 2018
Denver, CO
303-715-3245
kim.perez@archden.org
- **San Diego** – July 27-29, 2018
San Diego, CA
619-582-4571
info@allforgod.com
- **South** – June 22-24, 2018
Alexandria, LA
318-445-2401 Ext: 221
centraloffice@steubenvillesouth.com
- **St. Louis Mid-America 1** – July 13-15, 2018
Springfield, MO
314-792-7650
amyeschelbach@archstl.org
- **St. Louis Mid-America 2** – July 20-22, 2018
Springfield, MO
314-792-7650
amyeschelbach@archstl.org
- **St. Paul** – July 27-29, 2018
Saint Paul, MN
(952) 224 – 0333
info@partnershipforyouth.org
- **Toronto** – July 13-15, 2018
Toronto, ON, Canada
416-599-7676
infor@steubenvilletoronto.com
- **West** – July 13-15, 2018
Tucson, AZ
800-809-3902
steubenvillewest@lifeteen.com

Registration Information

Registration for the 2018 conference season opens:

November 6, 2017

8:00 am EST

To register, visit

steubenvilleconferences.com/youth/main-campus/.

Select your desired weekend and click "Register Now."

- *We do not accept individual registrations.*
- *All Guests must attend in groups – youth accompanied by Adult Chaperone(s).*
- *No on-site registrations permitted*
- *Registration is done on a first-come, first-serve basis until the conference is sold out.*
- *If a conference is sold out, you may request to be added to a waiting list.*

Registration Requirements

Youth must be in high school in order to attend a Main Camps Youth Conference.

- Those who graduate(d) 8th grade or high school in the Spring of 2018 are permitted to attend.
- Those who will still be in high school as of the fall of 2018 are permitted to attend.

Adult Chaperones must be at least 21 years of age.

Pricing Information

Conference Pricing is by individual.

On-Campus Registration: \$207.00

Off-Campus Registration: \$182.00

All payments must be submitted to the below standards, unless paid in full at the time of registration:

- Deposit: \$40.00/person
 - Required at the time of registration to ensure spots are reserved.
- Remaining Balance – due by April 17, 2018
 - On Campus: \$167.00
 - Off Campus: \$142.00

Programming and meals included.

Off Campus registrants must find their own housing.

Priests attend FREE of charge.

Dropping Spots – April 17, 2018

All requests must be submitted via email.

A Group Leader may request to drop spots at any time until the Dropping Spots Deadline

- *Spots that are dropped will not receive a refund for the \$40.00 Deposit*
- *The Remaining Balance will not be owed on any spots dropped prior to the Dropping Spots Deadline.*

Chaperone Policies

1. Youth may not attend the conference unless accompanied by an Adult Chaperone.
2. Chaperone Ratio:
 - a. A group must have at least one (1) Adult Chaperone for every ten (10) youth, of the same gender.
 - b. A group is permitted to have no more than two (2) Adult chaperones for every ten (10) youth, of the same gender.
 - c. Priests do not count as chaperones.
3. An Adult Chaperone must be at least 21.
4. Every Adult Chaperone must complete a Liability Form AND an Adult Chaperone Verification Form (pgs. 14 & 16).
5. Priests must submit a Letter of Good Standing (p. 18) in addition to their Liability Form.
6. A Group Leader is also an Adult Chaperone.
7. Responsibilities:
 - a. Knowing all Rules, Regulations, Policies, and Practices stated here and all posted signage pertaining to the conference on the campus of Franciscan University.
 - b. Assist the Group Leader in ensuring that all youth follow said procedures.
 - c. Lead small groups and attend to the needs of the youth throughout the duration of the conference weekend.

Payment Methods & Requirements

We accept the below forms of payment.

Credit Card (Visa, MasterCard, or Discover)

- Submitted via our online portal or over the phone with a Christian Outreach Office Representative.

Personal/Parish Check or Money Order

- Made payable to "Franciscan University"
- See "Payment Form" for further details.

Franciscan University accepts U.S. funds only.

All payments must be drawn from a U.S. bank.

We do not have automatic payment capabilities and must receive prior authorization before any credit card charge can be applied.

All payments submitted to Franciscan University for the purposes of Youth Conference Registration are non-refundable.

There is a \$25 fee for a Non-Sufficient Funds check.

All payments must be submitted with a Payment Form.

Adding Spots

All requests must be submitted via email.

A Group Leader may request to add spots at any time.

- *Spots that are added must be paid for immediately.*
- *If the conference is sold out, spots cannot be added, but can be placed on a waiting list.*
- *Should spots become available, the Conference Office will contact anyone who is on the waitlist.*

Group Leader Responsibilities

Each group must have a designated Group Leader, whose responsibilities are as follows:

1. Remain the primary point of contact for the Christian Outreach Office.
2. Read and be responsible for the Group Leader Information Packet and any email correspondence from the Christian Outreach regarding registration and conference attendance.
3. Register and pay for the number of spots required by his/her group (pg.5 for “Chaperone Policies” and “Registration Requirements”).
4. Ensure that every member of his/her group, as well as participants’ parents, is informed of the rules, regulations, and policies presented by the Christian Outreach Office in the Group Leader Information Packet or via email.
5. Ensure that said rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
6. Organize all details for his/her group’s trip to and from the conference.
7. Ensure that every member of his/her group has completed a Liability Form (pg. 8).
8. Ensure that every Adult Chaperone has *also* completed an Adult Chaperone Verification Form (pg. 14).
9. Ensure that every priest has submitted a Letter of Good Standing (p. 18) due April 17, 2018.
10. Bring all required forms, in their completion, to Conference Check-in (pg. 9 for “Check-In”)
11. Take full responsibility for the actions of his/her group members during the conference weekend.
12. Be sure that his/her Bus Driver, if he/she is not attending the conference as part of the group, has a place to stay throughout the duration of the weekend.

Additionally, it is the Group Leader’s responsibility to ensure that all deadlines and due dates are promptly followed.

[Click here](#) for the Group Leader Manual, which includes tips on how to prepare your group and get the most out of your conference experience.

Christian Outreach Office Hours

Should you have questions or concerns, please feel free to contact the Christian Outreach Staff at any time.

Week days from 10:00am to 4:30pm

Phone: 740-284-5888

Due Date Check List

- November 6, 2017 – 8:00 am EST**
Registration for the 2018 season
 - *A Group Leader may register his/her group at any time after this date*
 - *\$40.00 Deposits due at time of registration OR within 2 weeks of registration date, if sent via check/money order.*
- Within two (2) weeks of your registration date** - Expect an email regarding your group’s Liability Platform Link.
 - *Fill out your Liability Form*
 - *Send link to all members of your group (youth, chaperones, priests)*
- April 17, 2018**
Remaining Balance Deadline
 - *Postmarked by April 17 or a 10% late fee will be applied to the registration.*
 Dropping Stops Deadline
 - *After this time, a group can no longer drop spots. Any spots not dropped must be paid in full*
 Letter of Good Standing for Priests (pg. 18)
- Mid-January – Mid-April**
Franciscan LEAD Applications accepted – see more at steubenvilleconferences.com/lead.
- May 22, 2018**
Franciscan LEAD Payment Due
- 15 Days Prior to Conference**
Group Information Form (pg. 15)
Liability Forms (pg. 11)
 - MC1 – May 31, 2018
 - MC2 – June 7, 2018
 - MC3 – June 14, 2018
 - MC4 – June 28, 2018
 - MC5 – July 5, 2017
- Day 1 of Your Conference Weekend**
Check in 2-6pm – St. Joseph Center,
Forms: PRINTED from this packet
 - On-Site Breakdown Form
 - Adult Chaperone Verification Form(s)
 - Lunch Form
 Liability Forms – Every member of your group must have submitted one. DO NOT PRINT.
**Without all required forms, your group will not be permitted to attend the conference.*

Rules and Regulations

Group Leaders, Chaperones, and Youth are responsible for knowing and adhering to all rules, regulations, and policies.

CONFERENCE ATTENDANCE

- Group numbers must be in accordance with the Chaperone Ratio or attendance will not be permitted (pg. 5).
- Youth and adults are not permitted to attend the conference unless they have completed a Liability Form via our Liability Platform (pg. 11).
- Adult Chaperones must come with a completed Adult Chaperone Verification Form (pg. 14).
- Priests attend free of charge and must submitted a Letter of Good Standing (pg. 18).
- Wristbands will be provided to your group upon check in, these must be worn throughout the entire conference as they inform our staff that you are in fact a participant of the conference.

REQUIRED FORMS

Every group must have the following forms before attending the conference. If any of these forms are missing or are not filled to completion, attendance to the conference will not be permitted.

1. Payment Form – to be submitted with EVERY form of payment (pg. 13).
2. Liability Form – to be completed and signed by every adult and youth attending the conference (pg. 11).
 - a. Youth under the age of 18 must have a parent/guardian sign for them.
3. Adult Chaperone Application/Verification Form – EVERY Adult Chaperone, but not priests (pg. 14).
4. Group Information Form – to be submitted by each Group Leader (pg. 15).
5. **Letter of Good Standing** – required for all priests attending the conference (p. 18).
6. On-Site Breakdown Form –brought to the conference, filled out on-site, and turned in to the conference staff (pg. 16).
7. Sunday Lunch Form – for groups with 30 or more people (pg. 17).

GENERAL CAMPUS RULES

- **Chaperones must know where their teens are at all times.**
- **No drugs or alcohol.** If any are found, the participant/group can be subject to immediate expulsion.
- **No smoking.** Ohio Law requires smokers to be at least 18 years old and 30 feet from any buildings. All smokers *must be of age* and the appropriate distance from all buildings.
- **Property Damage.** Responsible party will pay for full repair/replacement costs.
- **Insubordination:** All Youth and Adult Chaperones are expected to follow the direction of posted rules and Security and Conference Staff. Any instances of insubordination will be subject to appropriate discipline.
- **Infants and Children are not permitted** as the youth in attendance must be the first priority of Group Leaders and Adult Chaperones.
- For security reasons, Franciscan University of Steubenville reserves the right to check all bags/luggage/containers.

HOUSING RULES

- No moving furniture, though chairs may be placed on desks.
- Dorms and Assisi Heights are gender specific. No persons of the opposite gender permitted in dorms at any time.
- Lights out and quiet hours begin at 12:30 – do not leave the dorms and be respectful of those trying to sleeping.
- Food may be eaten and kept in the rooms, ONLY if there is no evidence of food afterwards.
- Keep rooms tidy. If we cannot walk from door to window without effort, an infraction will occur.
- No defacing Housing Signs or Franciscan University property.
- Use restrooms as designated. All dorm restrooms are communal and will be designated for either youth or adults. Notice posted signage.

REPORTING AN INCIDENT

- If you witness a Youth or Adult Chaperone violating any policy in regard to Child Protection or Franciscan University of Steubenville’s guidelines, you are required to report it immediately to a member of the Security or Conference Staff.
- Campus Security: 740-283-6333.

SAFE ENVIRONMENT

- Every Adult Chaperone must be Safe Environment trained and background checked to the specifications of his/her home diocese, and proof of such training must be presented to the Christian Outreach Office via the *Adult Chaperone Verification Form* at the time of check-in for the conference. Priests must submit a “Letter of Good Standing.”

Policies and Practices

STRIKE POLICY

- Our system of disciplinary action for groups or individuals who violate any rule, regulation, or policy.
 - **First violation:** A \$25 fine is assessed to the group.
 - **Second violation:** An additional \$25 fine is assessed to the group.
 - **Third violation:** A final \$25 fine and possible loss of conference attendance for one year.
- Failure to pay a strike fee will result in three automatic strikes added to a group's registration.
- Franciscan University of Steubenville reserves the right to remove a group from the conference without warning. No refund.

WRISTBANDS

Wristbands will be provided to our group upon check in; these **must** be worn throughout the entire conference. Without a wristband you will not be permitted to any conference venues or events.

1. **Colored Wristband** – this designates your groups color and tells you when your group will be allowed to enter Antonian Hall for meals and the Fieldhouse for General Sessions (chaperones will receive a Silver wristband with a colored dot).
2. **White Wristband** – this must be filled out and worn by every member of your group. Should an emergency arise, the Conference Staff will be able to easily contact a youth/chaperone's Group Leader immediately.

PRIESTS: READ CAREFULLY NEW INFORMATION FOR 2018 INCLUDED

All priests in attendance at a Steubenville Main Campus Youth Conference must submit a "Letter of Good Standing" (see p. 18) to Franciscan University in order to attend the conference. **This letter is due April 17, 2018.**

- Priests DO NOT need to submit an Adult Chaperone Verification Form, as the letter will be submitted in its stead.
- *If the deadline has already passed and you would like to bring a priest with your group, please contact us directly so that we can assist you in the best way possible.*

Priests may assist with the Sacraments throughout the weekend by signing up for desired time slots. Signup on Friday night.

- **Reconciliation:** You will be asked to volunteer your time to hear Confessions throughout the weekend.
 - Please help us by signing up for as many time slots as you can in order to serve as many youth as possible.
 - We sincerely thank you for your service and for your beautiful testimony. We honestly could not have successful conferences without your diligent work. As a sign of our gratitude, we have waived the registration fee for all priests in attendance.
 - Please bring your own alb and stole, as we may not have enough to accommodate everyone.
- **Concelebrating Mass:** All vesting for Mass will take place in the Racquetball Court, located in the Finnegan Fieldhouse.
 - You will be able to store your vestments there if you would like.
 - If you need access to the room, please ask at Switchboard (in the J.C. Williams Center) and they will be able to assist you.
- **Forms:** All priests must complete a *Liability Form*. In addition, each priest must submit a *Letter of Good Standing* (pg. 18).
- **Housing:** Priests will be housed separate from all other conference guests. They will be assigned a roommate.

ALLERGIES AND DIETARY NEEDS

- All allergies (food, medical, etc.) and dietary needs are to be recorded on the Liability Forms (pg. 11).
- Our Food Service Provider is able to accommodate allergies to milk, eggs, wheat, soy, fish, shellfish, peanuts, tree nuts, gluten, and dairy, as well as diabetic needs and low sodium diets.
- If your allergies are not already accommodated, please email us at youthconferences@franciscan.edu prior to arriving on campus so that we can most effectively meet your needs.

HOUSING PRACTICES

- Youth and chaperones will be housed in the same proximity, under the same roof, but will not be expected to share sleeping quarters.
- In the dorms: Women will be housed here. Two (2) chaperones will be assigned to a room; up to four (4) youth will be assigned to a room (5 max). All rooms are double occupancy, so some youth can expect to sleep on the floor. Only half our dormitories are air conditioned.
- In Assisi Heights: Men will be housed here. Participants will be expected to sleep in bedrooms as well as on the floor in open living space. We will house your group with ample space for each participant. Heights are not air conditioned.
- You will receive your group's housing assignment when you arrive on campus for check-in. We cannot provide it to you beforehand.

The Conference Weekend

ARRIVAL

- **Buses:** enter campus by way of Franciscan Way West and continue to Assisi Heights, where buses will park and Group Leaders will proceed to check-in.
- **Cars/Vans:** enter campus by way of Franciscan Way West and park anywhere on campus (adhering to handicap and conference reserved postage).

CHECK-IN

- The first day of the conference (below) from 2:00pm to 6:00pm in the St. Joseph Center, Seminar Room.
MC1: June 15, 2018 MC2: June 22, 2018 MC3: June 29, 2018 MC4: July 13, 2018 MC5: July 20, 2017
- Groups must be checked in before they can attend the travelers mass at 4:00pm.
- Only Group Leaders and one chaperone proceed to check in; we do not have room to accommodate everyone.
- Forms: Bring the following forms. **Please double check that they are fully completed.**
 - *On-Site Breakdown Form* (pg. 16).
 - *Adult Chaperone Verification Forms* – one for each of your chaperones; have IDs ready also (pg. 14).
 - *Sunday Lunch Form* (pg. 17).
 - Be sure your whole group has submitted Liability Forms via your Dashboard.
- You will receive wristbands and housing assignments for your group.

MEALS

- All meals will be served buffet style at Antonian Hall, the campus cafeteria.
- Meal times are worked into the schedule throughout the conferences
- Admittance to the cafeteria will be scheduled at designated times by wristband color.
- Extra food and coffee is available for purchase outside of meal times around campus. Visit Cupertino's in the J.C. Williams Center.

FIRST AID

- Make sure you stay hydrated! Water stations can be found throughout campus.
- For any medical or health issues, all participants will be directed to First Aid, located in the J.C. William's Center.
- All youth visiting First Aid must be accompanied by an Adult Chaperone.
- The on-site medical professionals will not dispense medication (Tylenol, Advil, Aspirin, etc.) to participants; however, these will be available for purchase at the Franciscan Bookstore.

GENERAL SESSION ENTRY – "QUICK PASS"

"Quick Pass" is our system designed to organize groups and allow safe entry into the Fieldhouse for the General Sessions. Each color will have the opportunity to enter first; this will allow each color a chance to get their favorite seats.

- Ticket Availability:
 - Approximately 30 minutes prior to the "Main Doors Open" time posted on the Schedule.
 - At the Bell Tower, located to the left of the Finnegan Fieldhouse Front Doors.
 - Only a chaperone can acquire a ticket.
- What Next!
 - Group Leaders **and** your group must arrive at FFH Side Doors **no later than 15 minutes** prior to the entry time of your color.
 - Example: Doors open up at 7 a.m. Red enters first. Your group has red wristbands. This means *your entire group* must be at the doors by 6:45a.m. with the previously acquired "Quick Pass" Ticket.
- Items of Note:
 - "Quick Pass" does not allow entry before the doors officially open.
 - Tickets are handed out on a first-come, first-served basis.
 - Please stay in line with your teens.
 - If some of your teens are not present at the time of entry to the Fieldhouse, they will not be allowed to enter until all other groups with "Quick Pass" Tickets of the same color have entered (please have your whole group in line at the designated time).
 - Please remember to be safe and polite while waiting in line and entering the Fieldhouse.
 - Get loud and get ready for a great time! (tunnels and high-fives welcomed and appreciated).

Items of Note

FRANCISCAN LEAD: www.steubenvilleconferences.com/lead

- A five-day, Christ-centered, sacrament-soaked, prayer-fueled immersion in Catholic teachings on leadership, evangelization, and discipleship inspired by the life of St. Francis of Assisi. Our leadership philosophy is based on the foundation that leadership flows from a personal relationship with Christ. Therefore, we first give your teens tools to grow closer in their relationship with Jesus and then give them the essentials for leadership and evangelization.
- The week before each Youth Conference, Monday-Friday, when the participant will join their group for the weekend.
- Youth can apply for Franciscan LEAD for the summer after their freshman year in high school through the summer after their senior year in high school. We are looking for youth who, Love Jesus and His Church, are ready to take their Catholic faith to the next level, want to learn how to share their love of Christ with friends and classmates, want to go deeper in prayer, and want to inspire others to answer Christ's radical call to love and serve.
- We recommend sending applications for 3-4 from each parish/youth group, with at least one youth from each gender.

GROUP LEADER & CHAPERONE MEETING

Please be sure to have at least one Adult from your group attend this meeting, as it will update you and your group on any changes or items of note about the conference weekend.

SPECIAL NEEDS:

Chaperones should be constantly assessing the Youth for special needs. They should feel comfortable talking and sharing with the Youth and helping them deal with points of confusion. Adults should be willing to pray with the Youth in their group.

SATURDAY NIGHT – MINISTERING TO YOUR YOUTH

Thank you for your yes to care for and minister to the youth of your parish, community or, diocese! The group leader and adult chaperones are the primary ministers to the youth throughout the weekend. Please be sure to share this with all adult chaperones.

Often, when teens come into the presence of Christ for the first time in a very profound and personal way, many of their past hurts and struggles are brought to the surface as God begins the process of healing and restoration. At that moment, they need more than a hug or a shoulder rub. They need people who care for them and who can “go to bat” spiritually for them. As a group leader or chaperone you can be there using your gift of presence and love to pray with them. It is a simple, yet important role you need to play throughout the conference weekend. Do not be afraid to minister to your group. You are there for them and God will guide and equip you as you need it. If you need assistance, reach out to the team of Prayer Ministers.

THE TEAM OF PRAYER MINISTERS

- Prayer ministers will be wearing red shirts and will be available on Friday and Saturday night, and Sunday morning. They may approach you to ask if you need assistance. Feel free to approach a prayer minister for help.
- The role of Prayer Ministry is to serve and support you and your chaperones by offering spiritual assistance to the youth in your group. Prayer ministry is an extension of the ministry done by the ministry team from the stage and by you as the group leader and chaperones. They can assist you if there are several youth that need attention or if there is a particular situation that you and your chaperones are unsure how to handle.
- If a prayer minister does assist your youth it is ideal to have an adult chaperone from your group present, to watch over and pray with them also. It is good for the youth to have a familiar person present. In addition, it is the adult chaperone that will be going home with the youth. Therefore, he or she can continue to pray for and with the youth at home if needed. If this is not possible, know that the prayer minister will encourage the youth and let them know that group leaders and chaperones are there for them, if need be.

SMALL GROUPS

- Be sure to take advantage of the small group times noted in the Conference Schedule. It is you and your chaperones who will continue to minister to the youth once you leave the conference, begin building a stronger bond with your youth now!
- Small Group Questions have been created by the Conference Staff and will reference the talks your youth hear.

EMERGENCY EVACUATION

In case of emergency, please listen to our staff & security personnel. They will be giving directions as to where you should go and what you should do.

- Throughout the weekend we will be monitoring the weather.
- In the case of a declared weather WARNING in Jefferson County, an emergency will automatically be declared. The evacuation procedures (whether during a session or otherwise) will be immediately implemented.
- If you discover an emergency situation, please contact the nearest staff member.

Liability Forms

Every Guest must submit a Liability Form or admittance to the conference will not be permitted.

LIABILITY FORMS

- In order to ensure the safety of all our Guests and remain in compliance with the policies established by Franciscan University of Steubenville, all Guests are required to have completed a Liability Form.
- We do not accept a liability form from any other event, year, or Regional Steubenville Conference.
- Forms do not need to be printed, as the online Platform allows the Christian Outreach Office with the necessary access to the information therein.

LIABILITY PLATFORM

- The Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.
- Within two weeks of registering, a Group Leader can expect to receive their login credentials for their specific Platform.
- If you lose or forget your login information, you may reset your password via the Platform login page or contact us at youthconferences@franciscan.edu.
- We assure you that the Platform is both safe and secure and is only accessible to those with the authority to do so in order to meet the needs of our Guests.

INSTRUCTIONS

- 1) Within two weeks of registering, you will receive an email from the Christian Outreach Office with your specific login credentials.
- 2) Follow the included link to the online platform and login with the provided credentials.
- 3) Fill in your information to generate your Adult Liability Form
- 4) Double check that all information inputted is correct and accurate.
- 5) Sign your form via the E-signature feature
 - a. Use your mouse on the provided signature box
 - b. If you are unsatisfied with your results, simply click "Clear" and try again.
 - c. Type in your name as the signer
- 6) Submit your form and your information and form will be saved and stored on our secured server.
- 7) Send the "Group Link," located on your Dashboard*, to every person attending with your group.
 - a. Copy and paste the link into an email, text, or Facebook message/group
 - b. OR click "Send Link" and type in the email addresses of your group members and they will be sent an email with instructions.
- 8) Everyone in your group will follow the link, fill in their information, sign the form, and thus successfully generate their Liability Forms.
 - a. THESE DO NOT NEED TO BE PRINTED.
 - b. Youth forms MUST be signed via the e-signature by a parent/guardian.

GROUP LEADER DASHBOARD

- This is the main page you will see after you have submitted your Liability Form
- Here is where you can see all the forms that have been submitted by member of your group via the "Group Link."
- You can download and view, delete, or search these forms.
- At the bottom of the page you will notice a counting feature, which will tell you how many forms have been submitted via your link.
 - The Christian Outreach Office will be tracking your forms and will follow up with you two weeks before the conference to be sure that you have the number you need in order for your group to attend.
 - You will only be permitted to have the number of forms as spots that you have registered for. If someone drops from your group, delete their form to make room for whomever might take their place.
- NOTE: if a form is submitted with an error, you must delete it and have the group member submit a new form
 - This is because the forms are signed and legal documents and thus cannot be edited.

2018 Packing List

For every Guest attending the conference.

REVEALED

+
1 John 4:9
+

- Bedding: pillow and a sleeping bag or sheets
- Toiletries
- Towel and washcloth
- Clothes: enough for two days
 - Clothing must cover all undergarments and midriffs.
 - Bikini tops, low cut tops, miniskirts, yoga pants, and short shorts are unacceptable.
 - Inappropriate or profane attire are not to be worn at any time during the conference.
 - Shirts and shoes are to be worn at all times.
- Sweatshirt/jacket for sessions (the Fieldhouse can be cold)
- Water bottle – there are coolers to refill bottles all across campus. Stay hydrated!
- Bible, notebook, and pen
- Backpack/bag
 - Housing facilities will be closed during the day, you will need to take what you need for the day when you leave in the morning.
- Umbrella/other rain gear
- Fan: only about half our housing facilities have Air Conditioning
 - Men will be housed in Assisi Heights where there is no AC
- Sunblock
- Priests attending should bring their own alb and stole(s)**

Optional Items

- Group T-shirt
 - A majority of groups will have matching t-shirts for every member to identify them as a group
 - Visit our website and view our Media Kit for logos
- Bathing suit for showers – All showers have double curtains, but some people like the added modesty.
- Spending money – to visit the Franciscan Bookstore
- Cot/air mattress – about half the youth can expect to sleep on the floor as we do not have enough beds for each person

Appropriate Dress and Speech

- Clothing must cover all undergarments and midriffs.
- Bikini tops, low cut tops, miniskirts, yoga pants and short shorts are unacceptable.
- Inappropriate or profane attire are not to be worn at any time during the conference.
- Shirts and shoes are to be worn at all times.
- Group Leaders and Adult Chaperones are expected to communicate these expectations to their Youth beforehand and to enforce the dress code at the conference.
- Foul and abusive language will not be permitted.

Franciscan University of Steubenville and the Christian Outreach Office are not responsible for lost or stolen items.

Payment Form

Steubenville Main Campus – 2018 Youth Conferences

Late Deposit Payments may result in loss of spots. Late Final Payments will result in 10% late fee.

If you have any questions, please contact 740-284-5888 or youthconferences@franciscan.edu.

YOU MUST INCLUDE THIS FORM WITH ALL PAYMENTS

For Online Payments: http://site.steubenvilleconferences.com/steubenville_main_campus and click on Group Leader Information.	Email: youthconferences@franciscan.edu Fax: 740-284-5494 <i>Email and fax are for Credit Card payments only.</i>	Mail: Franciscan University Christian Outreach Attn: Catherine Welker 1235 University Blvd. Steubenville, OH 43952
---	---	---

► **PAYMENT INTENDED FOR:** (Select one)

Deposit/Amount \$ _____ Remaining Balance/Amount \$ _____

► **GROUP LEADER INFORMATION:**

Registered Group Leader: _____

Group Name (if applicable): _____

City: _____ State/Prov: _____ Zip/PC: _____

Phone: _____ E-mail: _____

► **I AM ATTENDING:** (Circle one)

Main Campus 1

June 15-17

Main Campus 2

June 22-24

Main Campus 3

June 29-July 1

Main Campus 4

July 13-15

Main Campus 5

July 20-22

► **PAYMENT INFORMATION:** (must be in U.S. funds)

Check/Money Order # _____ (made payable to Franciscan University)

Credit Card (signature required for credit card authorization)

Master Card Visa Discover

Payment amount: \$ _____ Card No. _____ Exp. Date ____/____/____

Billing Address for Card: _____

Name as it appears on card: _____

Signature of Card Holder: _____ Date _____

(I authorize Franciscan University of Steubenville to charge my credit card for the above amount)

Deposit Due: At the time of/within two weeks of Registration

Remaining Balance Due: April 17, 2018

Adult Chaperone Application

Steubenville Main Campus – 2018 Youth Conferences

Please bring your Photo ID, as each Adult Chaperone will be verified onsite.

It is important for Franciscan University of Steubenville to use due diligence in providing a safe environment for all participants at the Steubenville Main Campus Conferences. This application assures that an Adult Chaperone is at least 21 years of age (unless otherwise approved by the Christian Outreach Office) and agrees to abide by Franciscan University of Steubenville's policies for our 2018 Main Campus Youth Conferences. This page must be completed and legible for each adult chaperone to be admitted on campus.

NAME: _____ BIRTH DATE: ____/____/____

STREET ADDRESS: _____ CITY: _____

STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____ HOME DIOCESE: _____

CONFERENCE: (circle one) **Main Campus 1** **Main Campus 2** **Main Campus 3** **Main Campus 4** **Main Campus 5**
 June 15-17 June 22-24 June 29-July 1 July 13-15 July 20-22

NAME OF GROUP LEADER: _____

I affirm that I am at least 21 years of age. By signing this form, I acknowledge that my Group Leader has informed me of the possible sleeping arrangements and conditions, and also of the list of recommended things to bring along to make my stay more comfortable. I understand these things are contained in the document 'Group Leader Information Packet' and that I have seen, read, and understand this document in its entirety. Furthermore, I have read and agree to abide by all rules, regulations, and policies of Franciscan University of Steubenville as outlined in the "2018 Group Leader Information Packet" in regards to providing a safe and healthy environment for young people at a Steubenville Main Campus Youth Conference.


Signature of Applicant

Date

Adult Chaperone Verification Form

Charter for the Protection of Children and Young People

As the Diocesan Authority of Safe Environment of the (Arch) Diocese of _____ I, _____ (Diocesan Official/Safe Environment Coordinator name), hereby notify the **Franciscan University of Steubenville's Christian Outreach Office** that the above named applicant has been background checked and cleared in accordance with the policies of our (Arch) Diocese under the "Charter for the Protection of Children and Young People" as set forth by the United States/Canadian Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is not named on this declaration.



Diocesan Seal
(stamp within the box)

Signature of Diocesan Official/Safe Environment Coordinator

Date

This form is to be completed by each Adult Chaperone (NOT Priests).

Due at check-in on the opening day.

EVERY ADULT CHAPERONE MUST ALSO COME WITH THEIR PHOTO ID.

Group Information Form

Steubenville Main Campus – 2018 Youth Conferences

Please complete this form and return by the deadline for the conference you are attending (see below).

Failure to return this form by the specified deadline will result in a \$150.00 late fee.

Ways to submit Group Information Form:

1. **Email:** youthconferences@franciscan.edu
 - a. **Email is PREFERRED! Please inform us by email if you have sent your form by mail.**
2. **Mail:**

Franciscan University
 Christian Outreach Attn: Catherine Welker
 1235 University Blvd
 Steubenville, OH 43952

▶ **GROUP LEADER INFORMATION:**

Group Leader Name: _____ Group Name: _____

Phone: _____ E-mail: _____

▶ **HOUSING AND CONFERENCE:** (circle one of each)

- Our Group Is Housed: On-Campus Own Accommodations
- Conference Attending: **MC1** **MC2** **MC3** **MC4** **MC5**

▶ **GROUP BREAKDOWN:**

**Double check your Chaperone Ratio – 1 adult for every 10 youth of the same gender, priests not included.*

- **Total # in Group:** _____ (includes Group Leader, Adult Chaperones, Priests, and Youth)

Number of Males:

- **Youth:** _____ + **Adults:** _____ + **Priests:** _____ = **Total Males:** _____

Number of Females:

- **Youth:** _____ + **Adults:** _____ = **Total Females:** _____

▶ **PRIEST HOUSING AND INFORMATION:** (circle one)

On Campus **Own Accommodations**

- Please list the names of all Priests attending: (remember, each priest must submit a “Letter of Good Standing”)

▶ **DOES YOUR GROUP HAVE ANY SPECIAL NEEDS THAT MAY AFFECT HOW YOU SHOULD BE HOUSED?**

Due: MC1 – May 31 MC2 – June 7 MC3 – June 14 MC4 – June 28 MC5 – July 5

On-Site Breakdown Form

Steubenville Main Campus – 2018 Youth Conferences

Group Leaders:

When you arrive on campus for check-in, please hand this form to the staff along with the **Adult Chaperone Application/Verification Forms** for each adult chaperone attending with your group (including religious, but *not* priests), signed by the Adult and Diocesan Authority of Safe Environment.

The information below should match the Group Information Form unless there was an *extreme circumstance* that caused you to change your numbers.

The numbers below must match the number of Liability Forms submitted via the Liability Platform and the Adult Chaperone Application/Verification Forms that you hand to us at check-in.

The total number of spots below **must** be equal to or less than the number of spots you have registered for. If we find you are utilizing more than you have paid for, you will be expected to pay for it on site.

No refunds are offered for unused spots.

Please do not fill out this form until you arrive on campus.

GROUP LEADER'S NAME: _____

TOTAL # IN GROUP/ON-SITE: _____
(includes Group Leader, Adult Chaperones, Priests, and Youth)

ADULT BREAKDOWN:

➤ Female: _____ + Male: _____ + Priests: _____ = Total Adults: _____

YOUTH BREAKDOWN:

➤ Female: _____ + Male: _____ = Total Youth: _____

Main Campus 1
June 15-17, 2018

Main Campus 2
June 22-24, 2018

Main Campus 3
June 29-July 1, 2018

Main Campus 4
July 13-15, 2018

Main Campus 5
July 20-22, 2018

Due at check-in on the opening day.

Regarding Sunday-Lunch

GROUPS WITH LESS THAN 30 MEMBERS:

- You will go about lunch just like any other meal of the conference. Enter the cafeteria and go through the assembly line.
- Because your group is under 30 members, you will not be able to order to-go meals ahead of time. Ordering to-go meals is only offered to the bigger groups for their ease of departure and so that food is not wasted from small groups deciding last minute to not pick up their pre-ordered meals.
- ***EVERY MEMBER*** of your group must show up in order to receive a lunch.
- **DO NOT fill out the order form!!!** That is only for groups over 30 members.

All Groups are welcome to remain on campus to eat lunch!

GROUPS WITH MORE THAN 30 MEMBERS:

- All meals for Sunday Lunch will be prepared in advance. This is your **only** option if you have over 30 members and wish to get lunch.
- To order to-go meals, fill out the below order form. If you do NOT plan on eating Sunday lunch on campus, please do not fill out the form.
- Meal Pick-up begins immediately following Sunday Mass (Approximately 11:30am). Simply come to the entrance of the cafeteria. (NOTE: meal orders will be organized according to the last name of the group leader provided on the order form).
- ****At least one chaperone must be present at pick-up.**** You will need 1 person present for approximately every 10 members of the group.
- Please do NOT bring your **WHOLE GROUP** to pick-up
- **INFORM YOUR TEENS!** That lunch will be picked up for them and that they should NOT try to come to the cafeteria individually. Set somewhere to meet the rest of your group.

Sunday-Lunch Order Form

IMPORTANT: ONLY FILL OUT THIS FORM IF YOU ARE A 30+ GROUP!

Group Leader's Name: _____

Cell Phone Number: _____

Parish/Youth Group: _____

_____ # of Regular Meals

_____ # of Vegetarian Meals

_____ # of Gluten Free Meals

Other: _____

Please list any other special diets, such as dairy free, vegan, peanut allergy, etc. Clearly explain any combination special diets, e.g. "Gluten free & vegetarian."

_____ GRAND TOTAL!

Due at check-in on opening day.

Letter of Good Standing Template

INSTRUCTIONS: Using the below template, fill in the personalized information (in blue), print on diocesan letterhead, and stamp, imprint, or apply diocesan seal. *Priests DO NOT need to submit an Adult Chaperone Verification Form.*

DUE DATE: April 17, 2018

Ways to submit Letter:

1. **Email:** youthconferences@franciscan.edu
 - a. **Email is PREFERRED! Please inform us by email if you have sent your letter by mail.**
2. **Mail:**

Franciscan University
 Christian Outreach Attn: Catherine Welker
 1235 University Blvd
 Steubenville, OH 43952

Letter of Good Standing/Suitability Example/Requirements:

Dear Franciscan University of Steubenville and the Chancellor of Canonical Affairs,

I, the undersigned, _____ Your Name _____,
 hereby certify that _____ Priest
Name _____ is a cleric in good standing from our
 Arch/Diocese who enjoys all the faculties for the exercise of his pastoral ministry.

After reviewing his personal file, checking with those who worked with him in previous assignments, and from my own personal knowledge of the subject, I am able to certify without qualification that:

1. He is a cleric in good standing.
2. He has never been suspended or otherwise canonically disciplined.
3. No criminal charges have even been brought against him nor does he have a criminal record.
4. He has never behaved in such a way as to indicate that he might deal with minors or adults in an in appropriate manner.
5. He does not have a current untreated alcohol or substance abuse problem.
6. He does not have a current, untreated emotional or mental health problem.
7. He has never been involved in any incident, to my knowledge, which called into question his fitness or suitability to fulfill the responsibilities and duties of his pastoral ministry.
8. He has participated in an approved training session on how to provide a safe environment for children and young people.

I am able to state without qualification that _____ Priest Name _____ is of
 good character and reputation and qualified to perform his pastoral duties. I hereby grant him permission to
 pursue pastoral ministry for the time period requested.

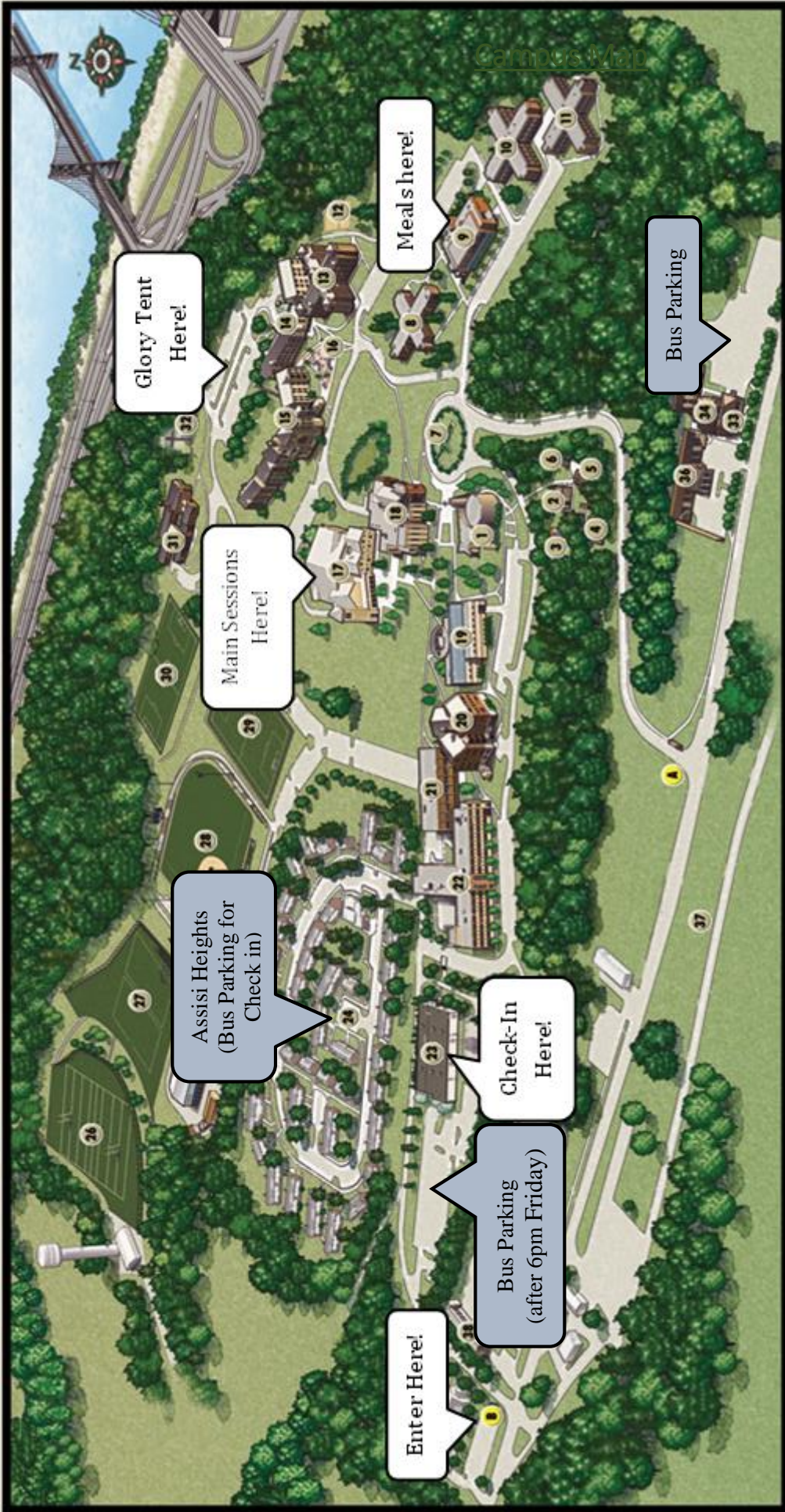
Signature: _____

Printed Name: _____

Title: _____

Date: _____

[Stamp or Place Diocesan Seal]



- Campus Map**
- | | | | |
|-----------------------------|-----------------------------------|-----------------------------|---|
| 1. Christ the King Chapel | 11. Trinity Hall | 21. Starvaggi Hall | 31. Holy Spirit Friary |
| 2. Portiuncula Chapel | 12. Sand Volleyball Courts | 22. Egan Hall | 32. Steel Cross |
| 3. Marian Grotto | 13. St. Thomas More Hall | 23. St. Joseph Center | 33. Heavenly Grounds Coffee House & Sandella's Flatbread Café |
| 4. Stations of the Cross | 14. SS. Kolbe and Clare Halls | 24. Assisi Heights | 34. Scotus Hall |
| 5. Crèche | 15. SS. Louis and Elizabeth Halls | 25. Physical Plant Services | 35. Vianney Hall |
| 6. Tomb of the Unborn Child | 16. Piazza dei Santi | 26. Memorial Field | 36. St. Bonaventure Hall |
| 7. Rosary Circle | 17. Finnegan Fieldhouse | 27. Intramural Fields | 37. University Park Plaza |
| 8. St. Francis Hall | 18. J. C. Williams Center | 28. Vaccaro Field | 38. Padua Hall |
| 9. Antonian Hall | 19. John Paul II Library | 29. Lower Soccer Field | A. Main Entrance |
| 10. Marian Hall | 20. SS. Cosmas and Damian Hall | 30. Upper Soccer Field | B. West Entrance |