

# 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 priests and religious), 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.**