

# REVEALED

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1 John 4:9  
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## 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
- No one is permitted to attend the conference unless they have completed a Liability Form via our Liability Platform
- Adult Chaperones and Priests must come with a completed Adult Chaperone Verification Form or attendance to the conference will not be permitted
- Wristbands will be provided to our 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.
2. Liability Form – to be completed and signed by every adult and youth attending the conference.
  - a. Youth under the age of 18 must have a parent/guardian sign for them.
3. Adult Chaperone Application/Verification Form – EVERY adult attending the conference, including priest.
4. Group Information Form – to be submitted by each Group Leader.
5. On-Site Breakdown Form –brought to the conference, filled out on-site, and turned in to the conference staff.
6. Sunday Lunch Form – for groups with 30 or more people.

### 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.
- 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.

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## 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

All priests in attendance at a Steubenville Main Campus Youth Conference have been granted the faculties to concelebrate mass and hear confessions in the Diocese of Steubenville from the start of the youth conference on Friday night until the end of the youth conference on Sunday afternoon.

- 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 an Adult Chaperone Verification Form (pg. 14), just like any other adult chaperone.
- 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](mailto: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. 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.
- Priests will be housed separately from their groups and will be assigned a roommate.
- You will receive your group's housing assignment when you arrive on campus for check-in. We cannot provide it to you beforehand.