Frequently Asked Questions:

Main Campus Youth Conferences

\*The following information is for Main Campus Youth Conferences only.

If you are attending one of our Regional Conferences, please check with that site for more information.

For all of our Main Campus Terms, Conditions, Rules, and Deadlines please see our **“Group Leader Information Packet.”**

# Where does the Conference take place?

All Main Campus youth conferences take place on the campus of [Franciscan University of Steubenville](https://www.franciscan.edu/), located in Steubenville, OH.

If you are interested in attending a Steubenville Youth Conference, but none of the available dates work with your schedule or Steubenville, OH is too far away, please consider one of our Regional Site conferences, offered across the U.S. and in Canada. Visit [www.steubenvilleconferences.com/youth](http://www.steubenvilleconferences.com/youth) for more dates and locations.

# Who Can Attend? What ages can come?

The Steubenville Youth conferences are directed toward those in high school. They are open to anyone who will be a freshman the fall semester following the summer and to those who have just graduated high school the spring prior to.

All registrations are done in groups (no individuals; no youth without adult supervision).

# I am 19 (or 20) can I attend the conference?

Unfortunately, unless you have just graduated high school, no, that is not possible.

Please consider attending one of our many Steubenville Encounter conferences or one of our Adult Conferences. For more information, please visit <http://steubenvilleconferences.com/adult/>.

# What is the policy on adult chaperones?

No youth may attend the conference without an adult chaperone. No adult may attend the conference unless they are a part of a group already in attendance.

Chaperones MUST be at least 21 and have completed whatever training is required in your home diocese to be able to work with youth. Proof of such training **must be** submitted via the “Adult Chaperone Application/Verification Form” signed and sealed by his/her Diocesan Official for Safe Environment.

For all forms, visit our website here: <https://steubenvilleconferences.com/youth/main-campus/>.

# What is the Chaperone Ratio?

Each group *must have at least* 1 chaperone for every 10 youth of *each gender* (you may have up to 2 chaperons for every 10).

*I.e. One group contains 15 youth (4 boys and 11 girls): you must have at least 1 (and up to 2) male chaperones IN ADDITION TO at least 2 (and up to 4) female chaperones.*

You may share chaperones across groups, however you must let us know the name of the Group Leader with whom you are sharing chaperones so that our team can be sure your groups receive the same wristband colors and housing with each other. Please inform us via email or the “Group Information Form.”

# Can I send my youth alone?

No, individual registrations will not be permitted.

In order to provide the best possible context for fellowship, sharing, ministry, and supervision, the youth conferences handle registration by groups only. A group can be as small as 1 youth and 1 chaperone *of the same gender*.

# Q. I’m a mother who would like to bring her son, but no male chaperone, is this allowed?

Technically you are allowed, however it is not ideal and we do not encourage it.

If you have no options for male chaperones, your “group” must stay off-campus. In addition, you would have to find an adult male who would be willing to chaperone your son during the men’s session, otherwise you will need to attend the men’s session and stand in the back.

See also, questions: “I am bringing my own children. Do I need to have the “Adult Chaperone Application/Verification Form” signed by my diocesan official?”

We cannot give out group information; however we can give you a list of churches in your area who are attending. It will be your responsibility to connect with the group leader.

For information, email us at youthconferences@franciscan.edu.

# How do I sign up/register for a Main Campus Conference?

Registration is 100% online, and on a first come, first serve basis. All conference participants must be pre-registered; there will be no on-site registrations. All registrations are in groups; no individuals and no attendance without an adult chaperone of 21 or older.

Registration for 2019 will open at 8:00 a.m. EST on Tuesday, November 6, 2018. Please go to [www.steubenvilleconferences.com/youth](http://www.steubenvilleconferences.com/youth), select “Main Campus” and the weekend you would like to attend, and then click “Register Now”. You will register your group as a whole, so be sure to include any and all adults in your total numbers (remember the Chaperone Ratio).

Some weekends sell out very quickly, so please have a second choice in mind. If the conference you desire is sold out, you have the following options:

1. See our other Main Campus conference dates.
2. See our regional conference dates and locations at [www.steubenvilleconferences.com/youth](http://www.steubenvilleconferences.com/youth) and click on the regional conference you are interested in attending for a list of contact information and registration materials.
3. Contact us via emails to be added to the wait list. Please be advised that this list may not make any movement until mid-May, if at all. The Registration Office will reach out to you if spots become available.

Download detailed instructions here. – hyperlink “How to Register for MC Youth”

# Q. When can I register

Registration for the 2019 Main Campus conferences opens on November 6, 2018 at 8:00am EST and is entirely online.

After this date, groups may register and/or add spots at any time until the Monday before the conference weekend until the conferences is sold out, though we do advise you do so sooner rather than later, as some of the requirements and forms can take a couple of weeks to complete.

Monday before the conference weekend, we will close registration to new groups; registered groups may still add spots.

For questions, email or call at youthconferences@franciscan.edu or 740-284-5888.

# What is the cost for a Main Campus Youth Conference?

Download this information via our website here: <https://steubenvilleconferences.com/youth/main-campus/>. *Pricing varies by site, for information about our Regional Site conferences, visit* [*www.steubenvilleconferences.com*](http://www.steubenvilleconferences.com)

### Staying On-Campus

Cost: **$199** per person – Includes Registration, Meals, & On-Campus Housing

A $40 per person Non-Refundable Deposit is due upon registration.

All remaining balances due April 26, 2018

All Priests: **FREE ADMISSION**

### Staying Off-Campus

Cost: **$175** per person – Includes Registration & Meals (no housing included, you must find your own housing accommodations)

A $40 per person Non-Refundable Deposit is due upon registration.

All remaining balances due April 26, 2018

All Priests: **FREE ADMISSION**

### Discounts for Main Campus Youth Conference

Steubenville Diocese **$175** (same as off campus)

Faculty/Staff and Dependents **$99** (about half of regular rate)

# What is the refund policy?

Due to demand and the need for advanced planning, we require a definite commitment from our participants. For this reason, **all payments are non-refundable**. The deposits from any cancelled spots cannot be applied toward your remaining balance.

REMEMBER: You will no longer owe the remaining balance on spots that are dropped on or before the “Remaining Balance/Dropping Spots Deadline.” You MUST confirm dropped spots by the deadline and before payment is received by the registration office.

# When are all the forms and payments due?

Please see the “Group Leader Checklist” (by conference) for all applicable deadlines, via our website here: <https://steubenvilleconferences.com/youth/main-campus/>

# I am bringing my own children. Do I need to have the “Adult Chaperone Application/Verification Form” signed by my diocesan official?

Yes, you **must** have the necessary training and clearances and you must submit this form as proof of such. This is a Safe Environment issue and a Diocesan Policy; we can make no exceptions.

Find this form on our Registration Information page, here: <https://steubenvilleconferences.com/youth/main-campus/>

# What are the on campus housing accommodations like?

* On-Campus Housing is in the residence halls, half of which are **not** air-conditioned.
* The Housing Team will assign a maximum of four (4) youth to a room – meaning about half can expect to sleep on the floor – and two (2) adult chaperones to a room. Some groups will also be housed in our Assisi Heights Neighborhood, which is made up of individual housing units – chaperones will be given priority for beds, so youth can expect to sleep on the floor in bedrooms and living spaces. We will be sure that each group has ample space. Please pack accordingly (sleeping bags, cots, air mattresses, blankets, pillows, and fans).
* Groups will receive their housing assignments on-site during check-in; we cannot give these out any earlier due to the ever-changing nature of groups and attendance.
* You will receive your specific rooms at your assigned Residence Hall. It will be up to you to split your group into the available “youth” and “adult” designated rooms.

### Other Items of Note:

* Arrival: please be prepared to walk a significant distance with your luggage; buses will not be permitted to drive directly to *most* dormitories.
* Lockdown: for security and in order to protect the youth, **dorms are closed throughout the day from the beginning of the morning session until after the evening session is over**. No attendee, adult or youth, will be allowed to enter during these times, unless in the case of an extreme emergency.
* Franciscan University of Steubenville is not responsible for lost or stolen items.
* Only **registered participants** may stay in our housing facilities, attend sessions, attend Mass, and receive meals. Alternate housing arrangements must be made for bus drivers if they are not registered participants. Conference staff will provide transportation to and from the three Steubenville hotels for bus drivers Friday and Sunday, but **not** Saturday. FInd detailed bus driver information on our Registration Information page, here.

–hyperlink to main registration information page

# Can my group be housed with/near another group (we are traveling together)?

Yes. This information must be noted on your “Group Information Form.” Any requests for housing accommodations made after the due date for this form will likely not be possible, but we will do our best!

Find this form on our Registration Information page, here: <https://steubenvilleconferences.com/youth/main-campus/>

# Before I arrive, can you tell me what dorm I will be staying in/how many rooms my group will have?

We cannot give out housing information before you arrive (such as if you’re in air conditioned or non-air conditioned housing, how many rooms you have been assigned, etc.), not even if you call on your way. The numbers fluctuate so much that it is simply impossible to facilitate and we want to be sure to meet as many needs as we can.

We can tell you that The Housing Team will assign a maximum of four (4) youth to a room – meaning about half can expect to sleep on the floor – and two (2) adult chaperones to a room. Some groups will be housed in our Assisi Heights Neighborhood, which is made up of individual housing units – chaperones will be given priority for beds, so youth can expect to sleep on the floor in bedrooms and living spaces. We will be sure that each group has ample space.

We encourage you to plan on bringing with you whatever you will need to feel comfortable, regardless of your housing assignment (such as a fan in case you are put in a non-air conditioned dorm).

# What time do I need to arrive on Friday? What time can I expect to leave on Sunday?

### On Friday:

* Check-in is from 2-6pm.
* Traveler’s Mass is at 4:00pm, only groups who have checked in may attend.
* The Chaperone Meeting is mandatory, a represntataive for each group must. There will be two available time slots for you to choose from, usually during dinner (see this year’s schedule for times).
* Dinner is from 4:30-7:00pm.
* The session will begin around 7pm (doors open about an hour in advance, by wristband color).

### On Sunday:

* Buses are permitted back on campus beginning at 6:30am – you may load your bus before the morning session if you like.
* Lunch will begin at approximately noon
* You must be checked out of your dorms no later than 2pm

**Please plan your arrival and departure accordingly.** For detailed times, you will be sent this year’s schedule once it is finalized in early May.

# Where is check-in on registration day?

Check-in will be in the St. Joseph Center, Seminar Room. *Please do not bring your entire group to check-in, as there is limited space.*

### You will hand in

* On-Site Breakdown Form
* Adult Chaperon Application/Verification Forms

### You will confirm:

* Completion of all Liability Forms, via the Liability Platform – you will not be permitted to attend the conference if forms are missing): <https://liability.steubenville.org/>
* Reception of you priests Letter of Good Standing (if applicable) – your priest will not be permitted to attend the conference without this.

### You will receive:

* Wristbands for your entire group - participants will not be permitted to enter the housing facilities, receive meals, or enter Mass or sessions without a wristband
	+ Colored for youth
	+ Gray for adult chaperones and priests
	+ White emergency (for EACH member of your group)
* Housing assignments.

# Where should I/my bus park for check in? For the duration of the weekend?

### During Check-in:

Please enter campus by way of Franciscan Way West (located just before the Super 8 on University Blvd).

* **Buses:** will be directed to Assisi Heights to park. Shuttles will be available to take Group Leaders and one chaperone to the check-in site. It is within walking distance if you would prefer to do so. The Youth and remaining Adult Chaperones will stay with the buses and await the return of the Group Leader.
* **Cars/Vans:** May enter the registration parking lot and park. Teens and Adult Chaperones must stay with the vehicle while the Group Leader checks in.

All “Adult Chaperone Verification Forms” must be approved by the registration team located in the white tent at the entrance of Assisi Heights. Each chaperone must be there in person to present to photo ID in order for the form to be approved. Once your forms are stamped with approval, proceed with them to check-in.

### For the weekend:

Unfortunately, buses are not permitted to stay on campus. Campus Security will direct bus drivers to acceptable parking off campus. See also the “Bus Driver Information Sheet” found on our registration in formation page, here: <https://steubenvilleconferences.com/youth/main-campus/>

# What should I bring to/pack for the conference?

See the “Packing List” found in the Group Leader Information Packet or on our registration in formation page, here: <https://steubenvilleconferences.com/youth/main-campus/>

# I have special dietary needs, whom do I contact?

Our Food Service Provider is able to accommodate allergies/sensitivities to Milk/Lactose, Dairy, Eggs, Wheat, Soy, Shellfish, Peanuts, Tree nuts, and Gluten, as well as Diabetic needs and Low sodium.

All food allergies MUST be recorded on your Liability Form. Each participant with recorded dietary needs will receive a white wristband with an allergy indicator on it; this will help our Hospitality Team to distinguish who needs special meals.

If you have allergies not included here or wish to speak to someone about food allergies, please contact us directly by calling 740-284-5888 or emailing youthconferences@franciscan.edu.

# One of the youth/adults in my group has severe allergies. Can they bring their own food?

Yes, however, since the dorms are on lockdown during the day, we suggest you give your food and/or cooler to our Hospitality Team in Antonian Hall (the cafeteria); they also have a refrigerator you may utilize.

There is a microwave located in the J.C. William’s Center.

We advise that you DO NOT USE the refrigerators in the Residence Halls, but it is up to your discretion to do so if you wish.

# Where do I find the Liability Form/What is the Liability Platform?

Each participant must submit a Liability Form via our online Platform.

### Group Leaders Using the Platform

In January (or within 2 weeks of registering thereafter), group leaders will receive an email with a username and password for the platform as well as instructions on how to use it.

For detailed instructions, visit our Conference Information page [here](https://steubenvilleconferences.com/youth/main-campus/) and find the document “Liability Platform” or see your “Group Leader Information Packet.”

### Participants Using the Platform

1. Your group leader will send you a specific group link
2. Once you receive it, click on it or copy & paste it into the URL
3. You will be taken directly to step one of the form, where you will select who you are (i.e. priest, adult chaperone, or teen).
	1. PARENTS/LEGAL GUARDIANS: fill out and sign the form for anyone under 18
4. Read the waiver and sign the form via the e-signature feature.
5. Click “Submit”
6. A PDF version of your form will be generated and you will receive a confirmation email.

### Disclaimer:

* If you find that your form was submitted in error, contact your group leader; he/she must delete the form and you must submit a new one.
* We will not accept Liability Forms in any other way.

# I would like a map of campus before I arrive. Where can I find one?

Click here: <http://franciscan.campusimap.com/html5/>

# What is LEAD?

Franciscan LEAD is a five-day, Christ-centered, sacrament-soaked, prayer-fueled immersion in Catholic teachings on Leadership, Evangelization, And Discipleship inspired by the life and witness of St. Francis of Assisi. Our leadership philosophy is based on the foundation that youth leadership flows from a personal relationship with Christ. Therefore, we first give teens the tools to grow closer in their relationship with Jesus and then give them the essentials for servant leadership and evangelization.

Franciscan LEAD is held the week before each Steubenville Youth Conference, beginning Monday and ending Friday afternoon when the participant will join his/her group for the weekend youth conference.

More information about Franciscan LEAD visit: http://www.steubenvilleconferences.com/lead

# I am on the waiting list, when will I know if there are openings?

Should spots become available, the Registration Office will reach out to the contact noted on the waiting list. This will typically happen in mid-May after the Dropping Spots Deadline. There is no guarantee that spots will become available at all, and yet they may do so a week out from the conference.

# I am handicapped/cannot walk, are there any accommodations?

We will have transportation available for those who require it; ask any of the conference staff and they would gladly radio for the shuttle. WE also have limited wheelchairs available. Once you arrive on campus, visit First Aid, located in the J.C. William’s Center. You will likely need to drop this off before each evening sessions and pick it up again after/in the morning.

If you require any type of housing accommodations, please let us know via the Group Information Form, submitted by your group leader 2 weeks prior to the conference. You may also emails us at youthconferences@franciscan.edu.

# How do I add/drop spots? Can I do it from my end? Can I get a refund for dropping spots?

You may drop spots at any time until the Dropping Spots Deadline (see Group Leader Information Packet). You may add spots at any time until the conference is sold out. All requests must be emailed to youthconferences@franciscan.edu. We will add spots on a first-come, first-serve basis until a conference is sold out, at which time you may then be added to a waiting list.

All payments are nonrefundable and nontransferable.

# Contact Us

**If you have any additional questions, please contact us! We are happy to help!**

Email: youthconferences@franciscan.edu or Call: 1-740-284-5888