

2019 FORMS PACKET

STEUBENVILLE MAIN CAMPUS

Main Campus 1 – June 14-16, 2019

Main Campus 2 – June 21-23, 2019

Main Campus 3 – June 28-30, 2019

Main Campus 4 – July 12-14, 2019

Main Campus 5 – July 19-21, 2019



“See what love the Father has bestowed on us that we may be called children of God.”

The following forms are applicable only to the 2019 Main Campus Steubenville Youth Conferences, located at Franciscan University of Steubenville, in Steubenville, OH.

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

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

REQUIRED FORMS

Every group must have the following forms in order to attend 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. **Adult Chaperone Application/Verification Form** – every adult, including religious, must complete this form and have it signed by the Safe Environment Coordinator for your home diocese and stamped with the diocesan seal. Due at check-in on opening day. Chaperones must also present their photo ID on-site with this form for final approval in order to attend the conference. *Priests do not need this form.*
3. **Letter of Good Standing** – required for all priests attending the conference, due at the same time as the Remaining Balance for your Group's Registration. Please call us regarding priests who decide to attend after this date.
4. **Liability Form** – to be completed and signed by every adult and youth attending the conference. *Youth under the age of 18 must have a parent/guardian sign for them.* These are collected via our online platform. See below for detailed instructions.
5. **Group Information Form** – to be submitted by each Group Leader 15 days prior to the start of your perspective conference. There is a \$150.00 late fee for this form.
6. **On-Site Breakdown Form** –brought to the conference, filled out on-site, and turned in to the conference staff at check-in on opening day.
7. **Sunday Lunch Form** – for groups with 30 or more people. Due at the check-in on opening day.

Please contact us if you have questions or concerns:

740-284-5888 or youthconferences@franciscan.edu



PAYMENT FORM

Steubenville Main Campus – 2019 Youth Conferences

You must include this form with all payments

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

For Online Payments: http://site.steubenvilleconferences.com/steubenville_main_campus and click "Make a Payment".	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
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► **PAYMENT INTENDED FOR:** (Select one)

☐ **Deposit/Amount \$** _____
Deposit is \$40.00/spot

☐ **Remaining Balance/Amount \$** _____
On Campus: \$172.00/spot Off Campus: \$147.00/spot

☐ **I have added spot(s) to my group; this payment is to cover the balance. Amount \$** _____

► **GROUP LEADER INFORMATION:**

Registered Group Leader: _____ Phone: _____

Group Name: _____ E-mail: _____

► **I AM ATTENDING:** (Circle one)

Main Campus 1
June 14-16, 2019

Main Campus 2
June 21-23, 2019

Main Campus 3
June 28-30, 2019

Main Campus 4
July 12-14, 2019

Main Campus 5
July 19-21, 2019

► **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, the above named, authorize Franciscan University of Steubenville to charge my credit card for the above listed amount.

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

Deposit Due: At the time of or within two weeks of Registration.

Remaining Balance Due: April 12, 2019

ADULT CHAPERONE VERIFICATION FORM

Steubenville Main Campus – 2019 Youth Conferences

Bring your Photo ID; each Adult Chaperone will be verified onsite.

You must present your photo ID in person at the white tent located in Assisi Heights, on campus, prior to checking in.

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 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: _____

NAME OF GROUP LEADER: _____

CONFERENCE:(circle one)	Main Campus 1 June 14-16, 2019	Main Campus 2 June 21-23, 2019	Main Campus 3 June 28-30, 2019	Main Campus 4 July 12-14, 2019	Main Campus 5 July 19-21, 2019
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I affirm that I am at least 21 years of age (or have otherwise received permission to be an adult chaperone). 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 said "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

Charter for the Protection of Children and Young People

As the Diocesan Authority of Safe Environment of the (Arch) Diocese of _____
(name of diocese)

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 participant that has not been cleared by their home diocese and is not named on this declaration.

Signature of Diocesan Official/Safe Environment Coordinator

Date

Diocesan Seal
(stamp/place within the box)

For questions or concerns, contact us at 740-284-5888.

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

Due at check-in on the opening day.

Letter of Good Standing Instructions

INSTRUCTIONS:

- You may copy and paste the below template, fill in the personalized information (in blue).
- The letter MUST BE printed on diocesan letterhead and stamped with (you may imprint/apply) a diocesan seal.
- If your church or diocese already has a Letter of Good Standing template in place, you may use it, however, please be sure that the letter meets the same specifications as the below.

Priests DO NOT need to submit an Adult Chaperone Verification Form.

DUE DATE: April 12, 2019

Ways to submit Letter:

1. Email: youthconferences@franciscan.edu
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 TEMPLATE

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

I, the undersigned, **SIGNEE'S NAME**, hereby certify that **PRIEST IN GOOD STANDING'S 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 inappropriate 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 IN GOOD STANDING'S 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: _____

[Stamp or Place Diocesan Seal]

Printed Name: _____

Title: _____

Date: _____

Due by April 12, 2019

LIABILITY FORMS

Every conference 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 conference guests and remain in compliance with the policies established by Franciscan University of Steubenville, all conference guests are required to have completed a Liability Form in order to attend a Main Campus Youth Conference.

- 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 conference 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 in the text box provided.
- 6) Click "Submit"
- 7) You will then be redirected to your Group Leader Dashboard*
- 8) 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.
- 9) Everyone in your group will follow the link, fill in their information, sign their form, and thus successfully generate their Liability Form.
 - 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 each 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.

Due: MC1 – May 30

MC2 – June 6

MC3 – June 13

MC4 – June 27

MC5 – July 3

GROUP INFORMATION FORM

Steubenville Main Campus – 2019 Youth Conferences

Please complete this form and return by the deadline (see below).

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

► **WAYS TO SUBMIT THIS FORM:**

1. Email to: youthconferences@franciscan.edu

Email is PREFERRED! Please inform us by email if you have sent your form by mail.

2. Mail to:

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)

➤ **Male Youth:** _____ + **Male Adults:** _____ + **Priests:** _____ = **Total Males:** _____

➤ **Female Youth:** _____ + **Female 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?**

(I.e. youth with asthma, chaperone who cannot do stairs, desire to be housed near another group, etc.). There is no guarantee that housing requests will be met, but we will do our best to do so. Thank you for your understanding!

Due: MC1 – May 30

MC2 – June 6

MC3 – June 13

MC4 – June 27

MC5 – July 3

ON-SITE BREAKDOWN FORM

Steubenville Main Campus – 2019 Youth Conferences

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

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).

- Signatures for both the adult chaperone AND the Diocesan Authority of Safe Environment must be present or the form is invalid and the chaperone will not be permitted to attend; they must ALSO be stamped with your diocesan seal.
- The numbers below should reflect the ACTUAL number of people who are on campus for the conference.
- The numbers below must match the number of Liability Forms submitted via the Liability Platform
- The number of adults must match the number of Adult Chaperone Application/Verification Forms that you hand in.
- The total number of spots below **must** be equal to or less than the number of spots for which you are registered. If we find you are utilizing more spots than you have paid for, you will be expected to pay for it on site.
- No refunds are available for unused spots.

GROUP LEADER'S NAME: _____

CONFERENCE ATTENDING (CIRCLE):

Main Campus 1
June 14-16, 2019

Main Campus 2
June 21-23, 2019

Main Campus 3
June 28-30, 2019

Main Campus 4
July 12-14, 2019

Main Campus 5
July 19-21, 2019

TOTAL # IN GROUP/ON-SITE: _____

(includes Group Leader, Adult Chaperones, Priests, and Youth)

YOUTH BREAKDOWN: ➤ Female: _____ + Male: _____ = **Total Youth:** _____

ADULT BREAKDOWN: ➤ Female: _____ + Male: _____ = **Total Adult:** _____

PRIESTS NAME(S): _____

Office Use Only: (check the below boxes as each item is confirmed)

- ☐ **Adult Chaperone Verification Form(s):**
 - Number of forms received matches "Total Adults" above
 - All forms are fully completed with all fields filled, all signatures present, diocesan stamp, and ID approval stamp.
- ☐ **Liability Form(s):** number of forms received matches "Total # In Group/On-Site" above.
- ☐ **Letter(s) of Good Standing:** if priest listed above, confirm we have received his LOGS.
- ☐ **"Group Breakdown" spreadsheet:** confirm numbers above are reflected correctly (with any discrepancies investigated)
 - I.e. confirm the group leader has enough spots in the "Cvent Total" column to accommodate the number of spots in the "Total Attending" column, same for the "Liability Forms" column, etc.
- ☐ **Sunday Lunch Order Form:** if the "Total # in Group/On-Site" above is more than 30, the group must submit this form.

SWOP Name: _____ Signature (initials): _____ Date: _____

Due at check-in on the opening day.

SUNDAY-LUNCH ORDER FORM

Steubenville Main Campus – 2019 Youth Conferences

Important: Only fill out this form if you are a 30+ group!

- If you have 30 or more members in your group, all meals for Sunday Lunch will be packaged in advance for your group. This is your only option (smaller groups will go through meal line normally and bag their own lunches).
- To order pre-packaged meals, fill out this order form and turn it in **ON FRIDAY AT CHECKIN. *If we do not receive this form at that time, your group will not have meals pre-packaged.***
- Meal pick-up begins immediately following Sunday Mass. Have ONE Adult Chaperone come to the FRONT ENTRANCE (meal line exit) of the cafeteria and give the Hospitality Team the name written on this form (i.e. the Group Leader).
 - Please do NOT bring your whole group to pick-up. You may bring a few people to help carry the boxes/waters.
- INFORM YOUR TEENS! That they should NOT try to come to the cafeteria individually and go through the line.
- Plan on a place to meet the rest of your group once meals have been picked up.

GROUP LEADER'S NAME: _____

CELL PHONE NUMBER: _____

PARISH/YOUTH GROUP: _____

_____ # of Regular Meals

_____ # of Vegetarian Meals

_____ # of Gluten Free Meals

_____ # Other (name): _____

_____ # Other (name): _____

_____ # Other (name): _____

_____ **GRAND TOTAL!**

SPECIAL INSTRUCTIONS: _____

***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."***

Due at check-in on the opening day.