

STEUBENVILLE MAIN CAMPUS

2019 GROUP LEADER INFORMATION PACKET



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

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



The following information is 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. Visit our website for contact information: www.steubenvilleconferences.com.

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

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Dear Group Leader,

For the past 40 years, high school youth from across the United States and Canada have had their faith awakened by attending a Steubenville Conference through an encounter with Jesus Christ.

In the summer of 2018, the Steubenville Conferences served over 50,000 youth across the continent at our various locations; this simply could not have been possible without the participation of Group Leaders like you.

The Christian Outreach Office, an outreach of Franciscan University of Steubenville, organizes the Steubenville Conferences. We have partnered with 19 organizations and dioceses across the United States and Canada in an attempt to reach as many youth as possible. The purpose of our office is to "Go, Rebuild My Church," the same charge that St. Francis of Assisi was given by Christ on the Crucifix. Each 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 by providing them with the opportunity to encounter 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 workload, 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 for our 2019 conference season. 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



REGISTRATION INFORMATION

Registration for the 2019 conference season opens:

November 6, 2018

8:00 am EST

To register, visit

steubenvilleconferences.com/youth/main-campus/.

Select a weekend and click "Register Now."

We do not accept individual registrations.

All Conference Guests must attend in groups – youth accompanied by Adult Chaperone(s); this includes parents and their children.

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 be added to a wait list.

REGISTRATION REQUIREMENTS

Youth must be entering, or just graduated from, High School in order to attend.

Adult Chaperones must be at least 21 years of age.

Youth includes those who will still be in high school as of the fall of 2019; those who graduate(d) 8th grade or high school in the spring of 2019.

PRICING INFORMATION

Conference Pricing is by individual.

Programming and meals included.

Off-Campus registrants must find their own housing.

Priests attend FREE of charge.

On-Campus Registration: \$212.00/spot

Off-Campus Registration: \$187.00/spot

PAYMENT PLAN

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 for reservation.

A 10% late fee will be owed if not paid within 2 weeks.

Remaining Balance – due by April 12, 2019

A 10% late fee will be owed if not paid by this date.

On Campus: \$172.00/spot

Off Campus: \$147.00/spot

PAYMENT METHODS & REQUIREMENTS

We accept the below forms of payment.

Credit Card (Visa, MasterCard, or Discover)

Personal/Parish Check or Money Order

- Made payable to "Franciscan University"
- **Must include a Payment Form.**

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.

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

OFFICE HOURS

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

September 3-December 14

Weekdays: 10:00am to 4:30pm

January 14-May 1

Weekdays: 9:00am to 5:00pm

Summer: May – July

Weekdays: 8:30am to 4:30pm

Closed for lunch at noon.

Summer: Check-in Days

Phones will be forwarded at noon.

Office is open for onsite check-in 2:00-6:00pm.

Closed for Holidays and Holy Days of Obligation.

**Hours may vary around Christmas and Easter. We appreciate your patience and understanding.*

Phone: 740-284-5888

Email: youthconferences@franscan.edu

DROPPING SPOTS

A Group Leader may request to drop spots at any time before the Dropping Spots Deadline on April 12. After this date, all registered spots must be paid for.

All requests must be submitted via email.

Spots that are dropped will not receive a refund for the \$40.00 Deposit and funds for unused deposits cannot be transferred to the remaining balance.

The Remaining Balance will not be owed on any spots dropped prior to the Dropping Spots Deadline.

All funds submitted to Franciscan University of Steubenville for Youth Conference Registration are non-refundable.

ADDING SPOTS

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

All requests must be submitted via email.

Spots that are added after the Remaining Balance Deadline must be paid for immediately.

If the conference is sold out, spots cannot be added, but can be placed on a waiting list.

WAITING LIST

If a conference is sold out, the Registration Office will begin a waiting list. Spots/Groups will be added to the list on a first-come, first-serve basis.

All requests to be added must be in writing via email.

Should spots become available, the Conference Office will contact anyone who is on the waitlist. If no confirmation is received within the time given, available spots will be offered to another group.

The waiting list is not likely to move until mid-May, if at all. It is possible that spots will not become available again.

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. Register and pay for the number of spots required by his/her group.
3. Read and be responsible for the Group Leader Information Packet and any email correspondence from the Christian Outreach regarding the conference.
4. Ensure that all deadlines and due dates are promptly followed – in regards to forms, payment, and any other requested information.
5. Ensure that all members of his/her group, as well as parents, are informed of the rules, regulations, and policies presented by the Christian Outreach Office in the Group Leader Information Packet or via email.
6. Ensure that said rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
7. Organize all details for his/her group's trip to and from the conference.
8. Ensure that all members of his/her group have completed a Liability Form.
9. Ensure that every Adult Chaperone has *also* completed an Adult Chaperone Verification Form and that every priest has submitted a Letter of Good Standing.
10. Bring all required forms, in their completion, to Conference 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.

CHAPERONE RATIO

Your group must have at least one male chaperone for every 10 male youth AND one female chaperone for every 10 female youth.

You may have up to two chaperones for every 10 youth of the same gender.

DUE DATE CHECK LIST

- November 6, 2018 – 8:00 am EST**
Registration for the 2019 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.*
- Early January (thereafter, 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 12, 2019**
Remaining Balance Deadline
 - *Postmarked by April 12 or a 10% late fee will be applied to group 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
- Mid-January – Mid-April**
Franciscan LEAD Applications accepted – see more at steubenvilleconferences.com/lead.
- May 24, 2019**
Franciscan LEAD Payment Due
- 15 Days Prior to Conference**
Group Information Form
Liability Forms
 - MC1 – May 30, 2019
 - MC2 – June 6, 2019
 - MC3 – June 13, 2019
 - MC4 – June 27, 2019
 - MC5 – July 4, 2019
- Day 1 of Your Conference Weekend**
Check in 2-6pm – St. Joseph Center, Seminar Room
Liability Forms – Every member of your group must have submitted one. **NO NEED TO PRINT.**
**Without all required forms, your group will not be permitted to attend the conference.*
Other Forms: PRINTED
 - On-Site Breakdown Form
 - Adult Chaperone Verification Form(s)
 - Sunday-Lunch Order Form

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.
- Youth and adults submit a Liability Form via our Liability Platform in order to attend
- Adult Chaperones must come with a completed Adult Chaperone Verification Form.
- Priests attend free of charge and must submit a Letter of Good Standing.
- 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 guest 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 Chaperone, but not priests.
4. Group Information Form – to be submitted by each Group Leader.
5. Letter of Good Standing – required for all priests attending the conference. See following pages for further details.
6. On-Site Breakdown Form –brought to the conference, filled out on-site, and turned in to the conference staff.
7. Sunday Lunch Form – for groups with 30 or more people.

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* instead.

PRIESTS

- **Forms:** All priests must complete a *Liability Form*. In addition, each priest must submit a *Letter of Good Standing* to Franciscan University. **This letter is due by April 12, 2019.** 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.*
- **The Sacraments:** Priests may assist with the Sacraments throughout the weekend by signing up for desired time slots. Signups will be held on Friday night during the first session.
 - We are in dire need for help, especially with confessions. 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 help us by signing up for as many time slots as you can in order to serve as many youth as possible.
 - Please bring your own alb and stole, as we may not have enough to accommodate everyone.
- **Housing:** Priests will be housed separate from all other conference guests. They will be assigned a roommate.

GENERAL CAMPUS RULES

- Chaperones must know where their teens are at all times.
- No drugs or alcohol. If any are found, the conference guest/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.

RULES AND REGULATIONS (CONT.)

HOUSING RULES

- No moving furniture, though chairs may be placed on desks.
- Residence Halls and Assisi Heights are gender specific; no persons of the opposite gender may enter 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.

APPROPRIATE DRESS AND SPEECH

All conference guests (Youth and Adult Chaperones) are expected to dress in a fashion that represents modesty and good taste, respecting other conferences guests, staff, and our Lord.

- Clothing must cover all undergarments and midriffs.
- Bikini tops, low cut tops, miniskirts, short shorts, or other inappropriate attire are not permitted.
- Gentlemen are required to wear shirts at all times.
- Shoes are to be worn at all times.
- Clothing that displays profane or offensive messages or images are not allowed.
- All conference guests are expected to use positive and up-lifting speech.
- Foul and abusive language will not be permitted.
- Communicate all rules and expectations to the youth beforehand and to enforce them during the conference.

*If a conference staff member deems a conference guest's attire or behavior to be inappropriate an Adult Chaperone will be approached to resolve the issue.

IN THE FINNEGAN FIELDHOUSE

- Conference guests should refrain from running and keep aisles clear.
- No one is permitted to go on the stage unless invited by the Host or a Speaker.
- Flash photography is not permitted during the Liturgy per the Diocese of Steubenville.
- Videotaping is not permitted during any sessions.
- Conference guests are to refrain from standing on, folding, or moving chairs.

INSUBORDINATION

- It is expected that Youth and Adult Chaperones will follow the direction of all Conference Staff, Security, and Volunteers. The primary method of dealing with discipline problems will be to work through the Adult Chaperones and/or Group Leader.
- Franciscan University of Steubenville and the Christian Outreach Office reserve the right to handle disciplinary situations in a way that best serves the overall conference, including removal of a guest/group from the conference without warning.

CAMPUS LOCKDOWN

Campus will be locked down during the entire conference weekend. People who are not attending the conference will not be permitted on campus unless previous clearance is established with the Conference Office.

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.

COMMON PRACTICES

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

ALLERGIES AND DIETARY NEEDS

- All allergies (food, medical, etc.) and dietary needs are to be recorded on the Liability Forms.
- 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:** Mostly 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:** Only men will be housed here. Youth will be expected to sleep in bedrooms as well as on the floor in open living space. Adult Chaperones will have priority over the bedrooms. We will house your group with ample space for each conference guest. 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 before this.

CELL PHONE APP

In the summer of 2017, we introduced our first Steubenville Conferences Cell Phone App. The use of an app came about in an effort to better meet the youth of today where they are in this society. Because technology is so prominent today, we want to utilize this app to speak to and redeem the culture in which teens find themselves. We hope to take this opportunity to teach them of the importance of balance and moderation and how to use their cell phones and social media for good. Because the teens are constantly on their phones at home, our hope is that this message will continue into their lives beyond the conference weekend. That being said, we will encourage the hosts on Friday night to emphasize the importance of not being on their phone all weekend, the last thing we want is for this to serve as a distraction.

Please be assured that we have considered those who do not have a smart-phone or those groups that do not allow phones on the weekend. While we strongly encourage your youth to utilize the app, if you have decided that it is best for your group if they do not have access to their phones, we respect your decision to not allow cell phones. For this reason, we will be providing a printed schedule for those who do not have access to the app. We would never want people to be at a disadvantage for not having a smart-phone. Please request paper schedules on-site at check in.

Access the Steubenville Conference app specific to your conference weekend by downloading the "myParish" app from the iTunes/Google Play Store. Once downloaded, click "Find a Parish" and type in "Steubenville Main Campus" and select the weekend you will be attending. All information pertinent to the conference weekend is present in the app.

Even if you choose not to use the app on the conference weekend, we encourage you, and your youth, to download the app after the conference, as there are many tools that will help them to grow in their faith and continue on this journey towards heaven.

EMERGENCIES

In case of emergency, please listen to our staff & security personnel.

INCLEMENT WEATHER

- 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.

REPORTING AN INCIDENT/EMERGENCY CONTACT

- 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.

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 signage).

CHECK-IN

Check-in will be the first day of the conference from 2:00pm to 6:00pm in the St. Joseph Center, Seminar Room. You must bring the following forms in order the check in and attend the conference. **Please double check that they are fully completed.**

- On-Site Breakdown Form
- Adult Chaperone Verification Forms – one for each of your chaperones; have IDs ready also.
- Sunday Lunch Form
- Be sure your whole group has submitted Liability Forms via your Dashboard.

You will receive wristbands and housing assignments for your group.

WRISTBANDS

Wristbands will be provided to your group at 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 group’s 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.

Admittance to sessions and meals will not be permitted without BOTH wristbands.

If a wristband is lost or broken, you must get a new one immediately.

- New wristbands may be obtained in the Dispatch Office which is located in the J.C. Williams Center. There is a \$5 fee for replacing lost or broken wristbands.

MEALS

All meals will be served buffet style at Antonian Hall, the campus cafeteria. Meal times are worked into the schedule throughout the conferences and admittance to the cafeteria will be staggered based on wristband color.

FIRST AID

For any medical or health issues, all conference guests will be directed to First Aid, located in the J.C. William’s Center. Though the on-site medical professionals will not dispense medication (Tylenol, Advil, Aspirin, etc.) to conference guests, 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. You will receive detailed instructions on the process of “Quick Pass” closer to the start of the conference.

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 their 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.

BOOKSTORE/CONCESSIONS

The Franciscan Bookstore is open throughout the weekend. Concessions will be sold at Cupertino’s Cafe and The Pub.

LOST AND FOUND

This is located at the Information Desk in the J.C. William’s Center (JCWC). If you realize after the conference that you lost something, call (740) 283-3771 within two weeks to claim your item(s).

MINISTERING TO THE TEENS

CONFERENCE PROGRAMMING

Each new conference season comes with its own theme and programmatic focus, each of which will be shared with the group leader, via email, so that they can appropriately and effectively prepare their youth for the weekend.

GROUP LEADER MANUAL

Our team at the Christian Outreach Office has worked diligently to put together an aid for our Group Leaders, whether it be your first time or your 15th time. This Group Leader Manual includes tips on how you can help your teens prepare for the conference, how to set up a preconference meeting for parents and youth and what to include. Overall, this aid is to help youth ministers, chaperones, and youth to get the most out of the conference weekend.

[Click here](https://steubenville.app.box.com/s/h3iked9de271hme2ypl22f0ze84vusjm) to access the Manual or use this link: <https://steubenville.app.box.com/s/h3iked9de271hme2ypl22f0ze84vusjm>

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.
- LEAD Takes place the week before each Youth Conference, Monday-Friday, after which, the LEAD participant will join their group for the conference 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.

SATURDAY NIGHT

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 the ministry done 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 so it is good to begin building a stronger bond with your youth now! Small Group Questions are created by the Conference Staff and will reference the talks your youth hear; these will be shared via email.

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 you 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.

PACKING LIST

For every Guest attending the conference (youth, chaperones, priests, and religious).

- 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/crop 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.
- Fan** – only about half of our housing facilities have Air Conditioning
 - Men will be housed in Assisi Heights where there is no AC
- Umbrella/other rain gear**
- Sunblock**
- Priests attending should bring their own alb and stole.**

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.
- Shower Shoes** – these are dorm style showers and thus will be shared with many other people.
- 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 SPEECH/CONDUCT

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.



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** **Main Campus 2** **Main Campus 3** **Main Campus 4** **Main Campus 5**
June 14-16, 2019 June 21-23, 2019 June 28-30, 2019 July 12-14, 2019 July 19-21, 2019

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

Diocesan Seal
(stamp/place within the box)

Signature of Diocesan Official/Safe Environment Coordinator

Date

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

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
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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): _____

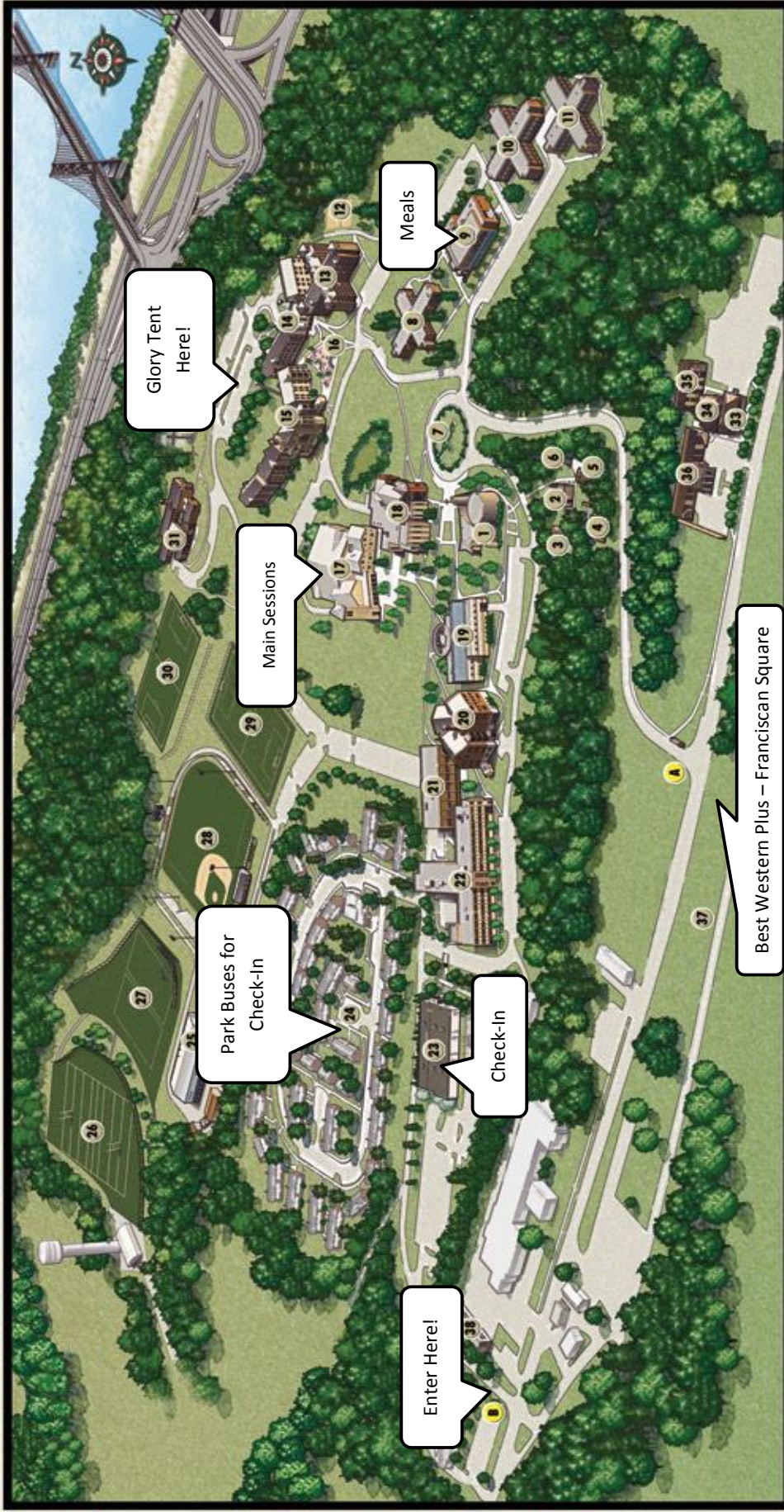
_____ **GRAND TOTAL!**

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.

Franciscan University of Steubenville – Campus Map



□ Indicates residence halls used for on campus housing.

- | | | |
|-----------------------------|-----------------------------|---|
| 1. Christ the King Chapel | 21. Starvaggi Hall | 31. Holy Spirit Friary |
| 2. Portiuncula Chapel | 22. Egan Hall | 32. Steel Cross |
| 3. Marian Grotto | 23. St. Joseph Center | 33. Heavenly Grounds Coffee House & Sandella's Flatbread Café |
| 4. Stations of the Cross | 24. Assisi Heights | 34. Scotus Hall |
| 5. Crèche | 25. Physical Plant Services | 35. Vianney Hall |
| 6. Tomb of the Unborn Child | 26. Memorial Field | 36. St. Bonaventure Hall |
| 7. Rosary Circle | 27. Intramural Fields | 37. University Park Plaza |
| 8. St. Francis Hall | 28. Vaccaro Field | 38. Padua Hall |
| 9. Antonian Hall | 29. Lower Soccer Field | A. Main Entrance |
| 10. Marian Hall | 30. Upper Soccer Field | B. West Entrance |