

# 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.**