

## 2019 Steubenville San Diego: Due Dates



<b>January 15, 2019 @ 8:00am PTD</b>	<i>Registration for 2019 is Open!</i> <i>*\$40 deposit per spot, due at the time of registration; non-refundable.</i>
<b>January 16, 2019</b>	<i>LEAD Applications Open</i>
<b>Within (2) weeks of your registration date</b>	<i>Deposit Due! (If paying by check; \$40 per spot registered; non-refundable).</i> <i>Expect an email with your Liability Platform Instructions</i>
<b>May 24, 2019</b>	<i>Dropping Spots Deadline (No balance due for spots dropped by this date)</i> <i>Remaining/Outstanding Balance Due (Spots and all additional items, paid for in full; non-refundable).</i>
<b>June 13, 2019</b>	<i>Group Information Form Due (by paper form or online form)</i> <i>Letter of Good Standing for Priests Due</i>
<b>June 26, 2019</b>	<i>LEAD Payment Due</i>
<b>July 11, 2019</b>	<i>Liability Forms Due</i>
<b>July 26, 2019</b>	<i>Conference Check-in (3:00pm – 7:00pm)</i> <ul style="list-style-type: none"><li><i>• Confirm Liability Forms &amp; LOGS Completed</i></li><li><i>• Adult Chaperone Verification Forms (printed) and photo ID check (in person, for each chaperone).</i></li><li><i>• On-Site Breakdown Form (filled out on-site)</i></li></ul> <i>You Will Receive</i> <ul style="list-style-type: none"><li><i>• Group's Housing and Seating Assignments</i></li><li><i>• Wristbands</i></li><li><i>• Conference T-Shirts (if purchased)</i></li><li><i>• Vouchers for Saturday Late Night Snacks and Sunday Lunch (if purchased)</i></li><li><i>• Parking Permit (if arriving by car and purchased)</i> <i>*Permit required for each vehicle.</i></li></ul>

## Group Leader Checklist

- Inform Your Parish and Organize Your Group**
- Register Group**
- Pay Deposit**
- Fill Out Liability Form**
- Send Liability Form Link to All Members of Group** (youth, chaperones, priests/religious)
- Inform Priests in attendance that they must acquire a Letter of Good Standing.**
- Begin collect Signed Adult Chaperone Forms** (need attending adult's and Safe Environment Coordinator's signatures)
- Pay Remaining Balance and Submit Letter(s) of Good Standing for Priests.**
- Check Status of LEAD Applications/Payments**
- Send in Group Information Form**
- Check Completion of All Liability Forms**
- Share Packing List with Your Group** (*don't forget your forms: On-Site Breakdown, Adult Chaperone Verification*)
- Travel Safe and Have a Great Time!**