

# FREQUENTLY ASKED QUESTIONS

## 2019 STEUBENVILLE SAN DIEGO

### IS THERE A DISCOUNT FOR EARLY BIRD REGISTRATION?

No, due to the finances associated with the Steubenville San Diego Conference, we were forced to eliminate the early bird special. We are doing our best to hold prices elsewhere with only a modest increase to \$216 for registration.

Groups will pay a Deposit of \$40 per spot upon registration (checks are acceptable, and are due within two weeks).

Remaining balance is due by May 24 (for spots and all additional items).

### HOW WILL REGISTRATION WORK?

Our registration platform is the same as that used by All for God in past years. Group Leaders can register via our website here: <https://steubenvilleconferences.com/events/sd/>

In the attached Group Leader Information Packet, there are instructions on how to register on page 7.

### WHEN DO LEADERS NEED TO REGISTER?

Registration opens January 15 at 8AM PDT

All details pertaining to registration can be found in the Group Leader Information Packet on our website: <https://steubenvilleconferences.com/events/sd/>. This will also be attached to the registration confirmation email.

There is a due date checklist in the packet (p. 6).

The last day we will be accepting registrations is June 13.

### WHO TO CALL FOR QUESTIONS/CONCERNS?

740-284-5888 or [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu)

Our office hours are 9am-5pm EST (7am-3pm PDT); we will be sure to answer voicemails and emails in a timely manner.

### CONFERENCE CHECK-IN

Check-in will be done by the group leader (and 1-3 other representatives) only. A member of the registration team will meet the bus/chaperones (location TBD) to complete the ID and Adult Chaperone Verification Form check; this must be done in person for each adult.

The Group Leader will then take all the approved forms to the registration office (location TBD); the registration team will take their approved Adult Chaperone Verification Forms and their completed On-Site Breakdown Form.

In return, group leaders will receive housing assignments, seating assignments, and wristbands, as well as any other additional items they purchased while registering (i.e. vouchers for meals and snacks, parking permit, t-shirts).

### HOUSING PREFERENCES

During the registration process, Group Leaders will select their "preferred housing location" (USD campus or UCSD campus). We cannot guarantee that each request will be met.

We will house groups on a first-come, first-serve basis (based on when they register) in their "preferred" location, until dorms meet capacity.

### WHAT FORMS NEED TO BE FILLED OUT BY THE STUDENTS?

The only form the youth will need to fill out is the Liability Form, which is online via our Liability Platform. Details of which can be found on page of the Group Leader Information Packet.

### SALT

There is no SALT in 2019

## PRIESTS

*It is our pleasure to welcome any and all Priests to attend the Steubenville San Diego Youth Conference. It is both a blessing and a witness to hundreds of youth every weekend to see the great servants of the Church all around. As an extension of our gratitude for your service to both the Church and to the youth during the conference weekend, all priests attend the youth conference free of charge.*

Priests attending as part of a group must be reflected in the Group Leaders registration. The Group Leader must then share the "Priest Registration" link with said priest in order to complete his registration/conference his attendance to the conference.

Priest who are not attending as part of a group, can register via the link below (also found on our website:

<https://steubenvilleconferences.com/events/sd/>.

PRIEST REGISTRATION LINK: <http://www.cvent.com/d/5bqg7n/4W>

### Additional Information

- We as that all priests assist with the Sacraments throughout the weekend by signing up for desired time slots during registration.
- Priests will be housed separate from all other conference guests. They will be assigned a roommate.
- Priests must submit both a Letter of Good Standing and a Liability Form in order to attend the conference.

## REQUIRED FORMS

All required forms can be found in the Group Leader Information Packet.

*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. 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.

**Please contact us if you have questions or concerns:**

**740-284-5888 or [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu)**

