



**“Restore us,
O God;
let your
face shine,
that we may
be saved.”**

Steubenville Main Campus 2020 Group Leader Information Packet

Conference Weekends:

Main Campus 1 – June 12-14, 2020

Main Campus 2 – June 19-21, 2020

Main Campus 3 – June 26-28, 2020

Main Campus 4 – July 10-12, 2020

Main Campus 5 – July 17-19, 2020

The information contained within this packet is applicable only to the 2020 Steubenville Youth Conferences hosted on our Main Campus at Franciscan University of Steubenville.

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

A listing of all locations can be found on our website:
<http://www.steubenvilleconferences.com>



Contents

LETTER TO GROUP LEADERS.....3

CONFERENCE OFFICE CONTACT INFORMATION4

GROUP LEADER RESPONSIBILITIES4

 GROUP LEADER AGREEMENT4

CONFERENCE REGISTRATION INFORMATION.....5

 GROUP REGISTRATION.....5

 HOW TO REGISTER YOUR GROUP5

 PRICING AND PAYMENT5

 IMPORTANT REGISTRATION POLICIES.....5

 MODIFYING YOUR REGISTRATION6

IMPORTANT DATES & DEADLINES7

STEUBENVILLE CONFERENCE LIABILITY RELEASE FORM8

 LIABILITY RELEASE FORMS8

 THE LIABILITY PLATFORM8

 LIABILITY PLATFORM INSTRUCTIONS8

 THE GROUP LEADER DASHBOARD.....8

CONFERENCE RULES, REGULATIONS & POLICIES9

 CONFERENCE ATTENDANCE9

List of Required Forms.....9

Wristbands.....9

 ADULT CHAPERONES9

Age and Safe Environment Policy.....9

Chaperone Ratio Policy9

Chaperone Housing.....9

 CONCERNING PRIESTS9

Free Admission9

Letters of Good Standing.....9

Sacraments.....9

Priest Housing9

 ON CAMPUS HOUSING PRACTICES.....10

 ALLERGIES AND DIETARY NEEDS10

CAMPUS RULES & REGULATIONS10

General Campus Rules10

Housing Rules.....10

Appropriate Dress and Speech.....11

In the Finnegan Fieldhouse11

Insubordination.....11

Strike Policy.....11

Campus Lockdown11

EMERGENCIES.....11

Inclement Weather11

Reporting an Incident/Emergency Contact.....11

THE CONFERENCE WEEKEND12

 ARRIVAL12

 CHECK-IN12

 WRISTBANDS.....12

 MEALS12

 FIRST AID.....12

 ADDITIONAL CONFERENCE WEEKEND INFORMATION12

CELL PHONE APP.....13

 WHY DID WE CREATE A CONFERENCE APP?13

 HOW TO DOWNLOAD.....13

 FOR THOSE WITHOUT PHONES.....13

MINISTERING TO THE TEENS14

 CONFERENCE PROGRAMMING14

 GROUP LEADER MANUAL14

 SMALL GROUPS.....14

 SATURDAY NIGHT14

 THE TEAM OF PRAYER MINISTERS14

FRANCISCAN LEAD15

SUGGESTED PACKING LIST15

 FOR ALL CONFERENCE GUESTS.....15

 OPTIONAL ITEMS.....15

Letter to Group Leaders

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.

As an outreach of Franciscan University of Steubenville, the Christian Outreach Office organizes the Steubenville Conferences. We have partnered with 10 organizations and dioceses across the United States and Canada in an attempt to reach as many youth as possible. Last summer, over 50,000 youth across the continent were given the opportunity to experience what it means to belong at 23 different conference locations; this simply could not have been possible without the participation of Group Leaders such as yourself.

The purpose of our office echoes the same charge given to St. Francis of Assisi by Christ on the Crucifix: "Go, Rebuild My Church." You participate in this vital mission when you take on the responsibility of bringing a group to one of our youth conferences. Without Group Leaders, our mission to impact the world with the love of Christ would be a mere dream, rather than the reality it is. With your help, the Steubenville Conferences continues to uplift teens by providing them an opportunity to encounter the living God, and thus nourishing the young church today. We cannot thank you enough for the role you play in this mission.

We fully understand the time, effort, and sacrifice that each youth minister, volunteer, and parent put in to bringing a group to our conferences. 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 we 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!

Thank you again for helping us to spread the good news of the Gospel and reach the young people of today so that they might be set on fire for their Catholic faith. We are excited to see you here on Main Campus for our 2020 conference season. May God bless you, your families, and your ministries.

If you have any questions or concerns, please do not hesitate to get in touch!

God Bless,



Heather Grimes

Registration Coordinator

Christian Outreach Office

Franciscan University of Steubenville

Conference Office Contact Information

Thank you for taking on the responsibility of bringing a group to a Steubenville Main Campus Youth Conference! Our office is here to support you every step of the way so please do not hesitate to reach out if you have any questions or concerns. Whether this is your first time, or you have been coming for years, we are here to serve you!

Office hours: Weekdays, 9:00 AM – 4:30 PM EST

Email: youthconferences@franciscan.edu

Phone: 740-284-5888

Mailing Address:

Franciscan University of Steubenville

Christian Outreach Office

Attn: Youth Conference Registration

1235 University Blvd

Steubenville, OH 43952

Group Leader Responsibilities

Each group must have a designated Group Leader.

Group Leader Agreement

By taking on this role, the Group Leader agrees to the following responsibilities:

1. Remain the primary point of contact for the Christian Outreach Office, reading and responding to all correspondence from the Christian Outreach Office
2. Register and pay for the number of spots required by his/her group.
3. Ensure that all deadlines and due dates are promptly followed – including forms, payment, and any other requested information.
4. Read and abide by the policies contained the Group Leader Information Packet
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 all rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
7. Take full responsibility for the actions of both youth and adult group members during the conference weekend.
8. Ensure that all members of his/her group complete a Liability Release Form.
9. Ensure that every Adult Chaperone complete an Adult Chaperone Verification Form.
10. Ensure that every priest attending with your group submits a Letter of Good Standing.
11. Bring all required forms, in their completion, to Conference Check-in.
12. Organize all details for his/her group's trip to and from the conference.
13. Be sure that the group's Bus Driver has a place to stay throughout the duration of the weekend, if he/she is not attending the conference as part of the group.

Conference Registration Information

Group Registration

Who can attend?

All Conference Guests **must attend in groups** – youth accompanied by Adult Chaperone(s); this can include parish groups, school groups, or parents and their children. We do not accept individual registrations.

Steubenville Youth Conferences are **for high school youth: 9-12th graders**. This include those who graduate 12th grade in Spring 2020 or will begin 9th grade in Fall 2020.

Adult **Chaperones must be at least 21 years of age**. *Please review Adult Chaperones section for additional requirements and policies.*

When can I register my group?

2020 Main Campus Youth Conference registration opens on **Tuesday January 21, 2020 at 8:00 am EST**. Registration will remain open until 3 weeks before the conference or until sold out.

If you would like to add spots or register within 3 weeks of the start of the conference, please contact the Conference Office.

How to Register Your Group

Visit steubenvilleconferences.com/youth/main-campus/ Select a weekend and click "Register Now."

- You will need to know the estimated breakdown of youth and adults attending with your group.
- Registration is done on a first-come, first-serve basis.
- If a conference is sold out, you may request to be added to a wait list.
- No on-site registrations are permitted.

Pricing and Payment

Conference Pricing

Conference pricing is by individual and is the same cost for youth and adult chaperones. Priests can attend FREE of charge. Registration includes conference admission and meals. On Campus includes housing in one of the University Residence Halls. Off-campus groups must secure their own housing.

- **On-Campus Registration: \$218.00/person**
- **Off-Campus Registration: \$193.00/person**

**Discounts are available for groups from the Diocese of Steubenville or dependents of FUS Faculty/Staff.*

Registration Payments

Deposits

A deposit is required at the time of registration to secure each spot. If the deposit payment is not received within 2 weeks of registration, you will be charged a 10% late fee and risk losing the spot.

- **Registration Deposit: \$40.00/person**

Remaining Balance Payment

The remaining balance of all spots is **due by Thursday, April 23, 2020**. A 10% late fee will be charged if not paid by this date.

Payment Methods & Requirements

We accept the following forms of payment:

- Credit Card (Visa, MasterCard, or Discover)
- Personal/Parish Check or Money Order

Checks and Money Orders must be **made payable to "Franciscan University"** and accompanied by a Payment Form to ensure proper processing. *There is a \$25 fee for a non-sufficient funds or returned check. Franciscan University accepts U.S. funds only.*

Refunds

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

Important Registration Policies

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.
- When spot(s) become available, the Conference Office will contact those on the waitlist. If no confirmation is received within the time given, available spots will be offered to the next group on the list.
- The waiting list is not likely to move until early-May, if at all. It is possible that spots will not become available again.

(Important Registration Policies continued)

Chaperone to Youth Ratio

Your group must have at least one male chaperone for every 10 male youth and one female chaperone for every 10 female youth (1:10).

- Priests cannot serve as male chaperones.
- You may bring an additional chaperone for each set of 10 youth of the same gender. (2:10)
- Exceptions must be requested AND approved in writing by the Registration Coordinator.

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. *More information is provided in the Liability Platform section of this packet.*

Changes in Group Leader

While this is not standard practice, we understand that circumstances may arise in which a new Group Leader needs to take over responsibility for the group's trip.

- The current Group Leader must send the request to youthconferences@franciscan.edu copying the potential new Group Leader
- The new individual must confirm their willingness to take on all the responsibilities and duties of being the Group Leader.

Modifying your Registration

All registration modifications must be submitted via email to youthconferences@franciscan.edu.

Adding Spots

A Group Leader may request to add spots at any time so long as a conference is not sold out. Please note:

- Spots that are added after the Remaining Balance Deadline (April 23, 2020) must be paid for immediately.
- If the conference is sold out, spots cannot be added, but can be placed on a wait list.

Dropping Spots

A Group Leader may request to drop spots at any time before the *Remaining Balance Deadline (April 23, 2020)*. After this date, all registered spots must be paid for in full.

- Spots that are dropped will not receive a refund for the \$40.00 deposit
- Funds for unused deposits cannot be transferred to a remaining balance

Cancelling Your Registration

If you find that your group is no longer able to attend the conference, please contact us. Please note that we do not offer refunds for monies paid.

Important Dates & Deadlines

❑ January 21, 2020 – 8:00 am EST – Conference Registration Opens!

- *A Group Leader may register his/her group at any time after this date*
- *Deposits are due at time of registration OR within 2 weeks of registration date, if sent via check/money order*
- *Registration will remain open until 2 weeks before a conference or until sold out*
- *Deposits are non-refundable and non-transferrable*

❑ Mid-January through Mid-April – Franciscan LEAD Applications accepted

- *See more at <http://steubenvilleconferences.com/lead>*

❑ Late February – Liability Platform Available

- *Expect an email regarding your group's Liability Platform Link*
- *Groups registered after this date will receive the link 2-3 after their deposit is received*
- *Group Leader must fill out his/her form and send link to all members of the group (youth, chaperones, priests)*

❑ April 23, 2020 – Dropping Spots Deadline & Remaining Balance Due

- *After this date, a group can no longer drop spots*
- *Payment must be received (not just postmarked) by end of business day. If paying by Check/Money Order, please plan accordingly.*
- *After this date, all additional spots must be paid in full at time of registration/modification.*
- *The following day (April 24, 2020) a 10% late fee will be applied to any outstanding balances.*

❑ May 1, 2020 – Letters of Good Standing Due

- *Letters of Good Standing must be received by the Christian Outreach Office*
- *If adding a priest or deacon to your group after this date, it should be sent in as soon as possible or they may be unable to attend.*

❑ 3 weeks prior to Conference – Group Information Form Deadline & Liability Forms Due

- *MC1 – May 20, 2020*
- *MC2 – May 29, 2020*
- *MC3 – June 5, 2020*
- *MC4 – June 19, 2020*
- *MC5 – June 26, 2020*
- *Group Information Form includes group breakdown (male/female/youth/adults, etc) which allows us to begin housing assignments; a \$150 late fee may be charged if this form received after the date listed above.*
- *Liability Forms should be completed online for all attendees by this date; you will receive a reminder if you're a missing any.*

❑ Check-in Day of Conference Weekend – ALL Forms Due!

- *On-Site Breakdown Form – Every group must turn in their official breakdown of on-site numbers*
- *Adult Chaperone Verification Forms – Every adult chaperone MUST have a printed form and present photo ID*
- *Liability Forms – Every member of your group must have submitted one online. There is no need to print.*
- *Sunday-Lunch Order Form – Groups with 30+ members only*

Steubenville Conference Liability Release Form

Every conference guest must submit a Liability Form or admittance to the conference will not be allowed.

Liability Release Forms

For 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 complete a Liability Form.

Please note:

- 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.

The Liability Platform

Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.

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.

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.

The Group Leader Dashboard

After you have submitted your own Liability Form (see instructions below) you will have access to your Group Leader Dashboard using the provided login credentials.

Here you be able to send a link to your group members and will 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. There is also a counting feature, which will tell you how many forms have been submitted via your link. The Christian Outreach Office will follow up 3 weeks before the conference to be sure that you have the correct total number of liability forms on file.

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.

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.

Liability Platform Instructions

Login and Sign Your Own Form

1. Within two weeks of registering, you will receive an email from the Christian Outreach Office with your specific login credentials.
2. Go to <http://liability.steubenville.org> and login using 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. Using your mouse on the provided signature box, sign your form via the E-signature feature.
6. Type in your name as the signer in the text box provided.
7. Click "Submit"
8. You will then be redirected and have access to your **Group Leader Dashboard** (see above)

Sending the Link to your Group

1. Login to your Group Leader Dashboard
 2. Send the "Group Link" to every person attending with your group: youth, adults and priests.
 - a. Copy and paste the link into an email, text, or Facebook message/group.
- OR
- b. Click "Send Link" and type in the email addresses of your group members and they will be sent an email with instructions.
3. Everyone in your group will then follow the link, fill in their information, sign their form, and thus successfully generate their Liability Form.

Note: Youth forms must be signed via the e-signature by a parent/guardian

Conference Rules, Regulations & Policies

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

Conference Attendance

List of Required Forms

Every group must have the following forms before attending the conference.

1. Payment Form – Submitted with EVERY form of payment that is mailed.
2. Liability Form – Completed and signed by every person attending the conference: adult chaperones, youth, and priests (youth under the age of 18 must be signed by parent/guardian).
3. Adult Chaperone Verification Form – Completed and turned in by EVERY Adult Chaperone
4. Group Information Form – Submitted by each Group Leader 3 weeks prior to the conference
5. Letter of Good Standing – Required for all priests attending the conference. See *Concerning Priests* section for information.
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

If any of these forms are missing or are not filled to completion, attendance to the conference will not be permitted.

Wristbands

Wristbands will be provided upon check in; these must be worn throughout the entire conference as they inform our staff that you are a guest of the conference. See *Wristbands* under the *Conference Weekend* section.

Adult Chaperones

Age and Safe Environment Policy

Adult Chaperones must 21+ and be Safe Environment trained and background checked to the specifications of his/her home diocese. Proof of such training must be presented to the Christian Outreach Office via the *Adult Chaperone Verification*. Adult Chaperones must turn in a *completed Adult Chaperone Verification Form* and present a photo ID for verification at the time of check-in for the conference.

Chaperone Ratio Policy

Each 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. Group numbers must be in accordance with the above Chaperone Ratio or attendance will not be permitted.

Chaperone Housing

Please note that Youth and Adult Chaperones will be housed in the same proximity, under the same roof, but will not be expected to share sleeping quarters (i.e. bedrooms). ***If your diocesan policy does not allow for youth and adults to be housed under the same roof, your group must stay off campus.***

Concerning Priests

Free Admission

As a sign of our gratitude for their priestly service, we have waived the registration fee for all priests in attendance. We are always in need of help, especially with confessions. To all priests: We sincerely thank you for your service and for your beautiful testimony. We honestly could not have successful conferences without your diligent work.

Letters of Good Standing

Each priest must submit a *Letter of Good Standing* to Franciscan University. The letter must be dated, list the dates of the conference attending, and be signed and stamped with the diocesan seal. **It is due by May 1, 2020.** *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.*

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. Priest should bring their own alb and stole, as we may not have enough to accommodate everyone.

Priest Housing

Priests will be housed separate from all other conference guests. They will be assigned a roommate

On Campus 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 (i.e. bedrooms). If your diocesan policy does not allow for youth and adults to be housed under the same roof, your group must stay off campus.
- 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 about half the youth can expect to sleep on the floor. Only half our dormitories are air conditioned. You are welcome to bring cots/air-mattresses.
- 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 are welcome to bring cots/air-mattresses
- You will receive your group's housing assignment when you arrive on campus for check-in; we cannot provide it before this.

Allergies and Dietary Needs

- All allergies (food, medical, etc.) and dietary needs are to be recorded on the Liability Forms.
- Our Food Service Provider can 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.

Campus Rules & Regulations

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.
- All Youth and Adult Chaperones are expected to follow the direction of posted rules, Campus Security, and Conference Staff. Any instances of insubordination will be subject to appropriate discipline.
- Children other than the conference attendees 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, or containers.

Housing Rules

- No moving furniture, though chairs may be placed on desks.
- All 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 AM – 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 and obey 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. It is the Group Leader's responsibility to communicate the following expectations to the youth beforehand and, with the assistance of their adult chaperones, to enforce them during the conference.

- 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 is not allowed.
- All conference guests are expected to use positive and up-lifting speech.
- Foul and abusive language will not be tolerated.

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.

Strike Policy

Our system of disciplinary action for groups or individuals who violate any rule, regulation, or policy. Failure to pay a strike fee will result in three automatic strikes added to a group's registration.

- **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.

Franciscan University of Steubenville reserves the right to remove a group from the conference without warning or refund.

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 Christian Outreach Office.

Emergencies

In case of emergency, always listen to our staff & security personnel. If you discover an emergency situation, please contact the nearest staff member.

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.

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 to check in and attend the conference. **Please double check that they are fully completed.** Once everything is accounted for, you will receive wristbands and housing assignments for your group.

- On-Site Breakdown Form
- Adult Chaperone Verification Forms – one for each of your chaperones; have IDs ready also.
- Sunday Lunch Form (groups of 30+ only)
- Be sure your whole group has submitted their Liability Forms via your Dashboard

Detailed check-in procedures, instructions, and reminders will be provided via email to the Group Leader the week leading up to the conference

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.

Additional Conference Weekend Information

◇ General Session Entry

"Quick Pass" has been 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 general session entry process 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).

Cell Phone App

Why did we create a Conference App?

In the summer of 2017, we introduced our first Steubenville Conferences Phone App. The use of an app came about out of the desire 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.

How to Download

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.

1. Access the Steubenville Conference app specific to your conference weekend by downloading the "myParish" app from the iTunes/Google Play Store.
2. Once downloaded, click "Find a Parish" and type in "Steubenville Main Campus"
3. Select the weekend you will be attending.
4. Allow for push notifications in order to get updates throughout the weekend
5. All information pertinent to the conference weekend is present in the app!

For those without phones...

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.***

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 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. Access to this manual will be provided upon registration.

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.

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

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.

Prayer ministers will be wearing red shirts and 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.

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.

Franciscan LEAD

Franciscan LEAD is 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.

For more information, visit <http://steubenvilleconferences.com/lead>

Suggested Packing List

For all Conference Guests

Bedding – pillow and a sleeping bag or sheets

Toiletries

Towel and washcloth

Clothes: Enough for two days

- *Clothing must cover all undergarments and midriiffs.*
- *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 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

Many 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 dorm 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 and or purchase snacks at food concessions!

Cot/air mattress

About half the youth staying on campus can expect to sleep on the floor as we do not have enough beds for each person