

2022 Steubenville Youth Conference On-Site Breakdown Form

This form must be turned in at check-in on the first day of the Conference. Do not send ahead of time

Group Leader Name: _____

When you arrive in the St. Joseph Center Seminar Room for check-in, please hand this form to the registration staff along with the approved **Adult Chaperone Verification Form** for each adult chaperone.

- 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 and COVID-19 cards collected.
- The number of adults must match the number of Adult Chaperone Verification Forms that you hand in.
- Signatures for both the adult chaperone AND the Diocesan Authority of Safe Environment must be present or the form will be considered invalid and the chaperone will not be permitted to attend.
- 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.

Conference Attending (please circle):

Main Campus 1	Main Campus 2	Main Campus 3	Main Campus 4	Main Campus 5
June 10-12, 2022	June 17-19, 2022	June 24-26, 2022	July 8-10, 2022	July 15-17, 2022

Youth Participant Breakdown: _____ female + _____ male = **Total Youth** _____

Adult Chaperone Breakdown: _____ female + _____ male = **Total Adults** _____

Priests Names: _____ **Total Priests** _____

_____ **Total # in Group/On-site:** _____

Office Use Only: (check the below boxes as each item is confirmed)

- Adult Chaperone Verification Form:**
 - 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:** number of forms received matches "Total # In Group/On-Site" above.
- Letter(s) of Good Standing:** if priest listed above, confirm we have received Letter of Good Standing
- "Group Breakdown" spreadsheet:** confirm numbers above are reflected correctly (with any discrepancies investigated)
 - 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.

Registration Assistant Name: _____ Signature (initials): _____ Date: _____

Due at Conference check-in