

Steubenville Main Campus Important Dates & Deadlines

❑ January 30, 2023 – 12:00 pm (noon) EST – Conference Registration Opens!

- *A Group Leader may register his/her group at any time after this date.*
- *Deposits payment is due within 2 weeks of registration date. Deposits are non-refundable.*
- *Registration will remain open until 3 weeks before a conference or until sold out*

❑ February 15, 2023 – Liability Platform Available

- *Once you have paid your deposit, expect an email regarding your group's Liability Platform Link*
- *Groups Leader will receive link and instructions approx. 1 week 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)*

❑ 5 Weeks Prior to Conference

- Dates by conference:
 - Main Campus 1 – May 11, 2023
 - Main Campus 2 – May 18, 2023
 - Main Campus 3 – June 1, 2023
 - Main Campus 4 – June 8, 2023
- Dropping Spots Deadline: *All requests to drop spots must be emailed to youthconferences@franciscan.edu*
 - *After this date, a group can no longer drop spots and is responsible for the entire remaining balance due*
 - *After this date, all additional spots must be paid in full at time of registration/modification.*
- Remaining Balance: *Payment must be received (not just postmarked) by end of business day. If paying by Check/Money Order, please plan accordingly. The following Monday, a 10% late fee will be applied to any outstanding balances.*
- T-shirt Order: *registration for a 2023 Steubenville Main Campus Youth Conference includes a complimentary 2023 official Theme t-shirt. To ensure your group receives the appropriate sizes for each individual in attendance, submit your shirt sizes via the form for your conference (link to come).*

❑ 3 Weeks prior to Conference

- Dates by conference:
 - Main Campus 1 – May 25, 2023
 - Main Campus 2 – June 1, 2023
 - Main Campus 3 – June 15, 2023
 - Main Campus 4 – June 22, 2023
- Group Information Form: *includes group breakdown (male/female/youth/adults, etc.) which allows us to begin housing assignments and other logistical considerations; a \$150 late fee may be charged if this form is received after the date listed below.*
- Liability Forms: *should be also completed online for all attendees by this date; you will receive a reminder if you're a missing any.*
- Letter of Good Standing: *for all priests and deacons attending, must be sent to the Diocese of Steubenville for the confirmation of clergy faculties being granted. See "Priest Participation" for details.*
- Pizza Order: *if your group would like to feast on pizza after the evening sessions, you need to pre-order it via the form for your conference (link to come). Cash payments only, will be accepted on pickup.*

❑ Check-in Day of Conference Weekend

- *On-Site Breakdown Form – Every group must turn in their official breakdown of on-site numbers*
- *Adult Chaperone Verification Forms – turn in completed 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*