



STEUBENVILLE
CONFERENCES

S U M M E R 2 0 2 4



FRANCISCAN

Steubenville Main Campus 2024 Group Leader Information Packet

Conference Weekends:

Main Campus 1 – June 21-23, 2024

Main Campus 2 – June 28-30, 2024

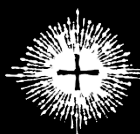
Main Campus 3 – July 12-14, 2024

Main Campus 4 – July 19-21, 2024

The information contained within this packet is applicable only to the 2024 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>



STEUBENVILLE
CONFERENCES



FRANCISCAN UNIVERSITY
OF STEUBENVILLE

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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 – 4:00 PM Eastern Standard Time

Email: youthconferences@franciscan.edu

Phone: 740-283-6315

Mailing Address:

Franciscan Center for Evangelization and Renewal

Attn: Conference Registration

114 Brady Circle E

Steubenville, OH 43952

Group Leader Responsibilities

Each group must have a designated Group Leader. This role can be fulfilled by a youth minister, parent, or other adult volunteer.

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 Conference Office, reading and responding to all correspondence from the Conference 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 Conference 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 at least 3 weeks before the conference.
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 Quick Start Guide

Registration Process

All of our Main Campus registration pages launch on January 29th, 2024 @ 1:00 PM EST. You can find our registration pages by going to Steubenvilleconferences.com

You should come prepared with:

- How many teen spots you want to register for.
- How many adult chaperone spots you want to register for (don't forget to include yourself).
- Are any priests/deacons coming from your parish?
- Payment information for your group (Can be card or check).

Fees and Payments

Conference pricing is per individual and the cost for youth is the same as 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 - \$260 per person

Off Campus - \$235 per person

NOTE: No matter your housing selection, a \$50 nonrefundable deposit is due within 2 weeks of your registration or else a 10% late fee will be applied to your total balance. Your remaining balance is due 5 weeks before the conference.

Housing

If you choose to stay with us on campus, you will be housed in one of our seven residence halls. It is important to note that three of our residence halls do not have air conditioning and we recommend that you bring a box fan.

Chaperones will be housed two to a room, and teens will be housed four to a room. Each youth room will

have two normal beds and two cots for use. We ask that you bring your own linens and pillows.

Most of our residence halls have communal bathrooms. Each bathroom will be designated as either a youth bathroom or an adult bathroom per our Safe Environment policies.

You can find a recommended packing list within this document – see the *Suggested Packing List* section on page 12.

Travel Information

Franciscan University's address can be found here: 1235 University Blvd, Steubenville, OH 43952

Most groups travel by van or bus. If your group decides to travel by bus, please make housing arrangements for your bus driver(s). Housing arrangements for your bus driver(s) is your responsibility. We have a list of hotels that we recommend close to campus, feel free to contact us for that list. Our conference shuttles can provide transportation for your bus driver(s) to and from campus.

If your group decides to travel by plane, please fly into Pittsburgh International Airport (PIT) which is 30 minutes away from campus. We can provide transportation for your group to and from the Pittsburgh airport, however, this transportation must be first approved by the Steubenville Conferences. Feel free to contact us if you have any questions.

Forms/Documents

All forms/documents are due either 5 weeks before, 3 weeks before, or on the day of the conference. Please see the *Important Dates & Deadlines* section on the next page to know when those are due. Please also see the *Conference Rules & Regulations* section on page 15 to get a description of each form/document.

Steubenville Main Campus Important Dates & Deadlines

❑ January 29, 2024 – 1:00 pm 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, 2024 – 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:

Conference:	Conference Date:	5 Weeks Prior Date:
Main Campus 1	June 21-23, 2024	May 17, 2024
Main Campus 2	June 28-30, 2024	May 24, 2024
Main Campus 3	July 12-14, 2024	June 7, 2024
Main Campus 4	July 19-21, 2024	June 14, 2024

- 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.
- Liability Forms: should be also completed online for all attendees by this date; you will receive a reminder if you're a missing any.
- T-shirt Order: registration for a 2024 Steubenville Main Campus Youth Conference includes a complimentary 2024 official Theme t-shirt. To ensure your group receives the appropriate sizes for each individual in attendance, submit your shirt sizes **via the Liability Platform** by this 5 week prior date. Any Liability waivers/T-shirt sizes that are not submitted by this date, will not be included in your group's t-shirt delivery on the first day of the conference.

❑ 3 Weeks prior to Conference

- Dates by conference:

Conference:	Conference Date:	3 Weeks Prior Date:
Main Campus 1	June 21-23, 2024	May 31, 2024
Main Campus 2	June 28-30, 2024	June 7, 2024
Main Campus 3	July 12-14, 2024	June 21, 2024
Main Campus 4	July 19-21, 2024	June 28, 2024

- 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 above.
- 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

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 includes those who graduate 12th grade in Spring 2024 or will begin 9th grade in Fall 2024.

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?

2024 Main Campus Youth Conference registration opens on **Monday, January 29th 2024 at 1:00 pm (noon) 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

Registration is done on a first-come, first-serve basis.

Visit steubenvilleconferences.com/youth/main-campus/ & select a weekend and click “Register Now.”

- Complete the online Group Registration form
- Group Leader will receive an email confirming that registration has been processed.
- Spots are not considered secured until your deposit payment is received, so please be prompt in completing payment!
- 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 per individual and the cost for youth is the same as 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 - \$260 per person**
Includes registration, all meals & on campus dorm housing, and 2024 Steubenville Conferences theme T-shirt!
- **Off Campus - \$235 per person**
Includes registration, all meals, and 2024 Steubenville Conferences theme T-shirt!

Registration Payments

Deposits

A deposit is required 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: \$50.00/person**

Remaining Balance Payment

The remaining balance of all spots is **5 weeks before the conference**. **Due dates can be found below**. A 10% late fee will be charged if not paid by this date.

- Main Campus 1 – May 17, 2024
- Main Campus 2 – May 24, 2024
- Main Campus 3 – June 7, 2024
- Main Campus 4 – June 14, 2024

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

Deposits collected are non-refundable. The full 2024

Refund Policy can be found here:

<https://steubenvilleconferences.com/refunds/>

Important Registration Policies

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 Manager.

Waitlist

If a conference is sold out, the Registration Office will begin a waitlist. 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 the group leader on the waitlist. If no response is received within the time given, available spots will be offered to the next group on the list.
- The waitlist is not likely to move until early-May, if at all. It is possible that spots will not become available.

Liability Forms

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 to attend a Main Campus Youth Conference. *More information is provided in the Liability Platform section of this packet.*

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 5 week deadline** must be paid for in full upon registration.*
- *If the conference is sold out, spots cannot be added, but you can request to be placed on a waitlist.*

Dropping Spots

A Group Leader may request to drop spots at any time before the *Dropping Spots Deadline* which is **5 weeks before the conference**. After this date, all registered spots that have not been dropped must be paid for in full.

- *Individual spots that are dropped will not receive a refund for the \$50.00 deposit, so we encourage group leaders to fill those spots!*

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.

Cancelling Your Registration

If you find that your group is no longer able to attend the conference, **please contact us**.

All cancellation and refund requests must be made in writing by the registrant OR the individual responsible for payment.

See our website for instructions on how to cancel your group registration:

steubenvilleconferences.com/refunds/

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 to 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 Conference 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 will 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 Conference Office will follow up **5 weeks** before the conference to be sure that you have the correct total number of liability waiver 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 can 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 Conference 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 other correspondence.
- 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

Adult Chaperone Policies & Required Verification Form

The Steubenville Conference Office is responsible for the safety of all youth on Franciscan University of Steubenville's campus for our conference weekends. As such, we have policies in place to safeguard our guests. **All adults on campus for each conference weekend must abide by these policies and present the appropriate forms and identification in order to be admitted to campus and allowed to remain on campus throughout the weekend.**

Adult Chaperone Verification Forms (Due at Check In)

- Each form must be signed by a Diocesan Official or Safe Environment Coordinator from your diocese, as well as stamped with the official seal. **Forms without the appropriate signature and/or seal will not be accepted.**
- It is important for Franciscan University of Steubenville to use due diligence in providing a safe environment for all participants at the Steubenville Main Campus Conferences. This form assures that an Adult Chaperone is at least 21 years of age (unless otherwise approved by the Conference Office) and agrees to abide by Franciscan University of Steubenville's policies for our Main Campus Youth Conferences.
- **This form must be completed and legible for each adult chaperone to be admitted on campus.** Forms are to be completed by each Adult Chaperone including Group Leader and due at Conference check-in. This includes parents who are chaperoning their own children. Priests are the only ones who do not need to fill out an Adult Verification Form – Their Letter of Good Standing serves as Safe Environment Verification for priests and should be submitted at least **3 weeks** before the conference. Deacons still need to fill out the AVF along with sending in their Letter of Good Standing.

Age and Safe Environment Policy

- **Adult Chaperones must be 21+ years of age, Safe Environment trained, and background checked to the specifications of his/her home diocese.**
- Proof of such training must be presented to the Conference Office via the *Adult Chaperone Verification Form*.
- **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.**

Adult Chaperone Ratio Policy

- Minimum: Each group must have at least 1 male chaperone for every 10 male youth AND 1 female chaperone for every 10 female youth.
- Maximum: Each group may have up to 2 chaperones for every 10 youth of that same gender.
- Your group breakdown will be collected **3 weeks** prior to the conference and group numbers must be in accordance with the above Chaperone Ratio or attendance will not be permitted.
- *If you feel you have a legitimate pastoral or logistical need for more adults in attendance than the allowed 2:10 ratio, please contact the Conference Office to explain your situation.*

Clergy Participation

Free Admission

As a sign of our gratitude for their priestly service, we have waived the registration fee for all priests in attendance. Group Leaders can select this option at registration.

Along with selecting this option on the Group's Main Registration page, we also are asking priests to sign up using a **SEPARATE** registration page which can be found here: **Priest Registration - Main Campus Youth Conference**

This is to ensure that appropriate documentation and communication can go directly to the priest.

Letters of Good Standing

A current Letter of Good Standing on official letterhead, signed and stamped by an authorized member of your diocese or community must be submitted to the Diocese of Steubenville for every priest and deacon attending a conference on the campus of Franciscan University of Steubenville in the summer of 2024.

Please include the conference name and date of visit to the university and address it to the attention of Rev. Bradley Greer, Chancellor of the Diocese of Steubenville, via email at bgreer@diosteub.org no later than three weeks before your arrival. The diocesan letter granting permission to exercise clerical ministry within the Diocese will be kept on file in the Chapel Office. This permission letter is necessary even for concelebration.

Priests/Deacons from the Diocese of Steubenville: must reach out to the Diocesan Office to inform them that you will be attending a conference on campus and request that they submit proof of your faculties, background check, and safe environment training to the Steubenville Conference office no later than two weeks prior to the conference you plan to attend. The below Letter of Good Standing template is acceptable.

Sacraments

Reconciliation: Priests are asked to assist with hearing Confessions throughout the weekend by signing up for desired time slots. **Priest should bring their own alb and stole**, as we may not have enough to accommodate everyone.

Concelebrating Mass: All vesting for Mass will take place in the Racquetball Court, located in the Finnegan Fieldhouse. You will be able to store your vestments there if you would like.

Private Masses: While attending any conference at Franciscan University, you (and your group) are welcome to participate in all the conference liturgies. Unfortunately, we are not able to accommodate any private (or group) Masses on campus (including in the residence halls or Christ the King Chapel) outside of the regularly scheduled conference liturgies. Thank you for your understanding.

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. 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 their journey towards heaven.

1. Access the Steubenville Conference app specific to your conference weekend by downloading the “myParish App” from the Apple App Store/Google Play Store.
2. Once downloaded, click “Find a Parish” and type in “Steubenville Main Campus” or “Illuminate 2024”
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 accessible through 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. 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 feel free to request paper schedules on-site at check in.***

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.

Franciscan LEAD Takes place the week before each Youth Conference, Monday-Friday, after which, the LEAD participant join their group for the conference weekend. **For Summer 2024, we will host LEAD for Main Campus 1, 2,3, and 4.**

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 teens from each parish/youth group, with at least one youth from each gender. For more information and exact dates, 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 three days
 - *Clothing must cover all undergarments and midriffs.*
 - *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 stations 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.*
- ☐ **Box Fan** only about half of our housing facilities have Air Conditioning. We, unfortunately, do not have any fans that we can provide you.
- ☐ **Umbrella/other rain gear**
- ☐ **Sunblock**

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

The Conference Weekend

Arrival & Check-in

Check-in will be the first day of the conference from **1:00pm to 5:00pm** in the **St. Joseph Center, Seminar Room**. Specific Arrival & Parking instructions will be sent via email the week before your conference. You must bring the following forms in order to check in and attend the conference. **Please double check that they are fully completed and accurate.** 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 registered Group Leader in the weeks 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 corresponding 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. ***If you have a large group, we recommend printing your group leader name and cell phone # on small adhesive address labels for ease of check-in.***

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 Guest Services/Conference Information Center located in the J.C. Williams Center.
- There is a \$5 fee for replacing lost or broken wristbands.

Meals

All meals will be served in Antonian Hall. Mealtimes are worked into the schedule throughout the conferences and entry to the cafeteria will be staggered based upon 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.

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.

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).

Ministering to the Teens

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 information with all adult chaperones.

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. A Theme Summary will be provided to the Group Leader upon registration.

Group Leader Manual

Our team at the Conference 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 and are also available in the conference cell app.

Pastoral Care & Prayer

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.

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 people who care and support them. As a group leader or chaperone, you can offer the gift of your presence and be a mirror of God's restorative love through listening and praying with them. It is a simple, yet important role you will play throughout the conference weekend. Do not be afraid to minister to your group. Show that 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.

Conference Rules & Regulations

Group Leaders, Chaperones, and Youth are responsible for understanding and adhering to all rules, regulations, and policies. The Group Leader is responsible for communicating the items outlined below to every attendee in their group.

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. Not required for online payments.
2. Liability Form (Virtual) – 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 *Clergy Participation* 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.

Campus Rules & Regulations

Expectations of Good Conduct

It is expected that Youth and Adult Chaperones will follow the direction of all posted rules, Conference Staff, Campus Security, and Volunteers. Any instances of insubordination will be subject to appropriate discipline. The primary method of dealing with discipline problems, including inappropriate dress or speech, will be to work through the Adult Chaperones and/or Group Leader.

Franciscan University of Steubenville and the Conference 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.

General Campus Rules

- Chaperones must know where their teens are at all times.
- Children other than the conference attendees are not permitted as the teens in attendance must be the priority of Group Leaders and Adult Chaperones.
- No drugs or alcohol. If any are found, the conference guest/group can be subject to immediate expulsion.
- No smoking or vapes. Ohio Law requires smokers to be at least 21 years old and 30 feet from any buildings. *All smokers must be of age and the appropriate distance from all buildings.*
- Property Damage. The responsible party will pay for full repair/replacement costs.

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.

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. Most 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 are expected to dress in a fashion that represents modesty, respecting other conferences guests, staff, and our Lord. It is the Group Leader's responsibility to communicate the following expectations 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.

On Campus Housing Practices

- You will receive your group's housing assignment when you arrive on campus for check-in; we cannot provide it before this. If you have a specific housing request, you can submit it on the Group Information Form and we will do our best to accommodate for your needs.
- 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.
- Residence Halls: Two (2) chaperones will be assigned to a room. A minimum of two youth will be assigned to a room, **up to 4 youth could be assigned to a room**. All rooms are double occupancy. Only half of our dormitories are air conditioned. You are welcome to bring cots/air-mattresses/fans.
- Priests will be housed separately from all other conference guests. Accommodations are air conditioned and each priest will receive their own private room.

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 have any questions, please email us at youthconferences@franciscan.edu prior to arriving on campus so that we can most effectively meet your needs.

Campus Safety

Campus Security

For the safety of all participants, campus will be under a "soft lockdown" and closed to the general public during the entire conference weekend. People who are not attending the conference will not be permitted on campus unless cleared by campus security.

For security reasons, Franciscan University of Steubenville reserves the right to check all bags, luggage, or containers.

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 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**

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 Franciscan Center for Evangelization & Renewal organizes the Steubenville Conferences. We partner with 10 organizations and dioceses across the United States and Canada in an attempt to reach as many youth as possible. Each summer, over 50,000 youth across the continent can experience the love of Jesus Christ 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 continue 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 puts into bringing a group to our conferences. 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!

And I am not just saying that! Group Leaders who take the time to bring their teens to a Steubenville Conference have a special place in my prayers. My first encounter with Christ was at a Steubenville West Conference in 2010. Now, almost 14 years later, I am blessed to say that my life was forever changed thanks to the work of my youth minister and the chaperones that accompanied me that weekend. Understand that all your effort can and will change your teens' lives. I am an example of that.

Thank you again for helping us 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 so very excited to welcome you here on Main Campus for our 2024 conference season. May God bless you, your families, and your ministries.

If you have any questions or concerns, please do not hesitate to reach out!

In Christ,



Christian Labrador

Manager of Registration & Guest Relations

Franciscan Center for Evangelization & Renewal

Franciscan University of Steubenville