

Steubenville Atlanta Registration Info & Checklist

Jan. 13th – Register Your Group Online & Pay Your Deposit

Important Registration Information

Cost: \$165 (after June 1: \$180)

Deposit Amount: \$50

Deadline for Payment of Deposit: 2 weeks after registering online

Deadline for Payment of Final Balance: June 1

In order to serve our guests in the best possible way, we have adopted the below registration and cancellation policies for 2014. We will be adhering to these guidelines to allow as many people as possible to have the opportunity to experience Steubenville Atlanta.

Payment Info & Late Fees

- If the deposit has not been paid online by credit card, a deposit check must be received in the Life Teen offices no more than 2 weeks after the date you registered online to secure and confirm your spots.
- Checks should be made out to Life Teen and mailed to:
Life Teen
Attn: Steubenville Atlanta
6105 Blue Stone Rd. Suite B
Atlanta, GA 30328
- Deposits are non-refundable and non-transferrable to the final balance.
- Final balance payments must be received in the Life Teen offices by June 1, 2014 or a late fee will be charged.
- A late fee of \$15 per spot will be automatically applied to every registration for which payment has not been received in full by June 1.
- An additional \$10 late fee per spot will be added for each month the balance remains unpaid.

Cancellation Policies

- Deposits are non-refundable and non-transferrable to the final balance.
- Parishes may drop unneeded spots until May 15, 2014. The \$50 deposit will be forfeited, but the remaining balance will not be owed.
- Spots may be dropped by logging in to your online registration or by emailing Karen Devine at steubenville@lifeteen.com.
- Parishes will be held responsible for payment in full for all spots not dropped by May 15th.

May 15th – Deadline for Dropping Spots

- If you no longer need all the spots you initially registered for, be sure to drop them prior to May 15th so that you will not be held responsible for payment in full on those spots.
- The \$50 deposit is non-refundable and non-transferrable and thus will be forfeited, but the remaining balance will not be owed if you drop unneeded spots prior to May 15th.
- Parishes will be held responsible for payment in full for all spots not dropped by May 15th.
- Spots may be dropped by logging in to your online registration using the link in your confirmation email or by emailing Karen Devine at steubenville@lifeteen.com.

June 1st – Final Balance Due

- July 1st – Statement of the Ordinary/Provincial for Priests & Deacons Due**
- All priests and deacons attending the conference with your group must have faculties approved prior to arrival at the conference.
 - The Statement of the Ordinary/Provincial form can be found online and must be received by the Archdiocese of Atlanta no later than July 1st.
 - The completed Statement of the Ordinary/Provincial should be mailed to:
Very Reverend Francis G. McNamee, V.F.
Archdiocese of Atlanta
2401 Lake Park Drive SE
Smyrna, GA 30080
 - Once approved, a letter will be mailed back granting faculties. **Bring a copy of this letter with you to registration the day of the conference.**

July 11th – Paperwork Due On Site

Liability Release Forms

- You will receive a link to an online system where liability forms are to be filled out electronically this year. Please follow the instructions in the email you receive.
- Each person attending must fill out this form. This includes each teen, each chaperone, each group leader, each seminarian, and each priest.
- **Once the form is completed electronically, it must be printed, and signed.**
- Forms for minors must be signed by a parent or legal guardian.
- Please ensure that all last minute substitutions complete a liability form!
- These forms must be brought with you to the conference and turned in at registration. Please alphabetize them by last name, and place them into a three ring binder with your group information on the front. This will not be returned, so you should make a copy for yourself to keep for the duration of the conference.

Safe Environment Compliance Form

- All chaperones (including the group leader) attending Steubenville Atlanta with your group must be compliant with your (Arch) Diocese's Safe Environment policies and must have cleared a background check performed by your (Arch) Diocese. Proof of this must be submitted to us via the provided Safe Environment Compliance Form **signed by your pastor.**
- The Safe Environment Compliance Form can be downloaded online.
- Download the form, fill in all required names, and have your pastor sign it. **You must bring this completed and signed form with you to the conference to turn in at registration.**
- The form must contain the name of ALL adults attending with your group. **If a name is missing, that individual will not be admitted to the conference.**