

Steubenville East Registration Info & Checklist

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

Important Registration Information

Cost: \$215 (after June 1: \$230)

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 East.

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 East
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/Safe Environment Compliance Form & Group Roster Due

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.

Group Roster

- Each group leader must turn in an electronic roster listing the names of all participants attending with your group.
- This excel spreadsheet form will be emailed to you and will also be available for download online.
- This form is to be completed electronically and emailed to Karen Devine at steubenville@lifeteen.com no later than May 15, 2014.
- **At the time of roster submission, the breakdown of males/females and youth/chaperones in your group is final.**

- If you have a participant who is no longer able to attend after the roster has been submitted, you are welcome to replace that person with another person of the same gender and same type (youth or chaperone).
- If you need to make a name substitution on your roster, you may do so by emailing Karen Devine at steubenville@lifeteen.com.
- **If you substitute a chaperone, a Safe Environment Compliance Form with the new chaperone's name on it must be submitted immediately.**
- Absolutely no changes may be made to your roster after July 1, 2014.

Safe Environment Compliance Form

- All chaperones (including the group leader) and **18 year old participants that turned 18 in 2013** attending Steubenville East 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 (Arch) Diocesan Safe Environment Compliance Coordinator**.
- The Safe Environment Compliance Form can be downloaded online along with a cover letter and example form.
- Download the form, fill in all required names, and send to your Diocesan Safe Environment Compliance Coordinator. They must then send the signed form **no later than May 15, 2014** to Life Teen at:
Life Teen
Attn: Steubenville East
6105 Blue Stone Rd. Suite B
Atlanta, GA 30328
- The form must contain the name of all adults (including 18 year olds that turned 18 in 2013) attending with your group. **If a name is missing, that individual will not be admitted to the conference.**

June 1st – Final Balance Due

July 1st – Letter of Good Standing for Priests & Deacons Due

- All priests and deacons attending the conference with your group must have a letter of Good Standing on file prior to the conference.
- The Letter of Good Standing form can be found online and must be received in the Life Teen offices no later than July 1st.
- The completed Letter of Good Standing should be mailed to:
Life Teen
Attn: Steubenville East
6105 Blue Stone Rd. Suite B
Atlanta, GA 30328
- In addition, a copy should be brought with you to registration the day of the conference.

July 18th – Paperwork Due On Site

- 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.