

# STEUBENVILLE FLA

January 17	Online Registration Opens, Pay Deposit to Reserve Spots
March 15	Early Bird Registration Deadline
June 14	Regular Registration Deadline, Last Day to Drop Spots, Final Balances Due
July 2	Late Registration Closes
July 12	Paperwork Due at Check-In

## 2024 REGISTRATION INFORMATION

### PRICING/PAYMENT INFO

- Summary of Costs
  - Early Bird Registration (January 17 – March 15): \$225 \$50 Deposit/spot due within 2 weeks of registration
  - Regular Registration (March 16 – June 14): \$240 \$50 Deposit/spot due within 2 weeks of registration
  - Late Registration (June 15 – July 2): \$250
- Deadline for Payment of Final Balance
  - For Early Bird and Regular Registration: June 14th
    - A late fee of \$10/spot will be applied to final payments not received by the deadline
  - For Late Registration: At the time of registration
- For deposits not paid online by credit card, a check must be received in the Life Teen offices no more than 2 weeks after the online registration date in order to secure spots.
  - Checks should be made payable to Life Teen and mailed to:  
Life Teen  
ATTN: Steubenville Florida  
P.O. Box 117299  
Atlanta, GA 30368-7299
- Conference registration includes weekend programming, Friday dinner, and Saturday lunch/dinner.

### CANCELLATION POLICIES

- Deposits are non-refundable and non-transferable.
- Parishes may drop unneeded spots until June 14th, but will forfeit the \$50 deposit per spot.
  - Deposits paid for dropped spots may not be applied to the final balance.
  - To drop spots, please complete [this form](#).
- Payment in full is required for all spots not dropped by June 14<sup>th</sup> (four weeks prior to conference).

### HOTEL INFORMATION

- Housing is not included in the conference registration.
- Groups are responsible for finalizing their own housing with the Rosen Shingle Creek.
  - For more information, please contact Ann Sottile at [asottile@lifeteen.com](mailto:asottile@lifeteen.com).
  - Please note that breakfast is not included in the conference rate, but may be pre-ordered from the Rosen Shingle Creek with your housing reservation.

### IMPORTANT INFORMATION

- Registration closes for all groups 10 days prior to the conference (July 2).
- All participants must be registered as part of a group. Individual registrations will not be accepted.
- Youth participants may be high school rising freshmen through recently graduated seniors (18 or younger).
- Chaperones must follow a gender specific ratio of 1 chaperone to 8 youth of the same gender.
- Chaperones must be 21 years of age or older.
  - Young adults aged 19 & 20 may not attend with a registered group, but may apply to be a volunteer.
- The exchanging of spots between parishes is not allowed. You may choose to bring participants from other parish(es), but by doing so, you assume all responsibility for them as they are considered part of your group. They will be seated with your group, you must have enough chaperones to meet the required ratios, & their paperwork must be completed using your group's code.

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## CLERGY REGISTRATION

- Priests:
  - The registration fee for priests is waived in gratitude for their willingness to hear confessions, concelebrate mass, and be present to the teens during the conference.
  - Due to the waived fees, priests attending with your group should NOT be included in your group registration.
    - All priests must register separately via [Clergy Registration](#).
    - More information on clergy registration and the required paperwork is available on the website.
- Deacons:
  - Deacons attending with your group must be included in your registration numbers, pay the applicable conference registration fee, and be included on your group's Safe Environment Compliance form.
  - For deacons that would like to vest for conference liturgies, they must also fill out the [Clergy Registration](#) form and follow the instructions for submitting a Letter of Good Standing.
    - Deacons who do not wish to vest for conference liturgies do not need to submit this information.

## REQUIRED PAPERWORK

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-atl/>
- If you have questions regarding paperwork, email Julianna Nett at [jnett@lifeteen.com](mailto:jnett@lifeteen.com).

## DIGITAL LIABILITY FORM // DUE AT CHECK-IN

- After registering your group for the conference, you will receive access to our digital paperwork platform where you'll be able to view and manage the forms for your participants.
  - If you've used our digital paperwork platform before, simply log-in to your existing account.
  - Once the group leader's form is completed, you will receive a unique link for your participants/chaperones to fill out their own online forms.
  - If a participant/chaperone cancels after completing their digital form, you should be able to delete it from the platform.
- All liability forms must be submitted via the online platform, complete with electronic signature.
  - Forms do not need to be printed and brought to check-in.
- Every person attending (including adults!) must fill out this form online prior to conference check-in.
  - Forms for minors must be signed by a parent or legal guardian.
- Participants with food allergies must complete this form prior to the end of Regular Registration (June 14) to ensure their dietary restrictions can be accommodated.

## SAFE ENVIRONMENT COMPLIANCE FORM // DUE AT CHECK-IN

- All chaperones (including the group leader) attending Steubenville Florida with your group must be compliant with your (Arch) Diocese's Safe Environment policies and must have a cleared background check performed by your (Arch) Diocese. Life Teen's Safe Environment Form must be signed by your pastor confirming compliance.
  - You must bring the completed, signed paper form with you to the conference at check-in.
  - The form must contain the names of ALL adults attending with your group, including the group leader. If a name is missing, that individual will not be admitted to the conference.

## CONTACTS

Steubenville Florida Site Coordinator: Ann Sottile, [asottile@lifeteen.com](mailto:asottile@lifeteen.com)  
Life Teen Registration Coordinator: Julianna Nett, [jnett@lifeteen.com](mailto:jnett@lifeteen.com)

