

# STEUBENVILLE WEST

- January 16th – Online Registration Opens, Pay Deposit to Reserve Spots
- March 17th – Early Bird Deadline
- June 13th – Regular Rate Deadline, Dropping Spots Deadline, Final Balance Due
- July 8th – Deadline for Requesting Additional Spots
- July 18th – Remaining Paperwork Due at Check-In

## 2025 REGISTRATION INFORMATION

### PRICING/PAYMENT INFO

- Summary of Costs
  - Early Bird Cost: \$215 (through March 17)
  - Regular *Rate* Cost: \$230 (through June 13)
  - Late Rate Cost: \$240 (through July 8)
  - Deposit Amount: \$50
  - Deadline for Payment of Deposit: 2 weeks after registering online.
  - Deadline for Payment of Final Balance: June 13
- 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 West  
P.O. Box 117299  
Atlanta, GA 30368-7299
- Final balance payments must be received in the Life Teen offices by June 13, 2025. A late fee of \$10/spot will be applied to all registrations that are not paid in full by the deadline.
- For all registrations or spots added after June 13th, full payment must be submitted immediately.

### CANCELLATION POLICIES

- Deposits are non-refundable and non-transferable to the final balance.
- Parishes may drop unneeded spots until June 13th. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before June 13th.
- Spots may be dropped by filling out [this form](#).
- Parishes will be held responsible for payment in full for all spots not dropped by June 13th.

### HOTEL INFORMATION

- Housing is not included in the conference registration. Groups are responsible for their own housing and transportation to and from the conference.
- Life Teen has acquired room blocks with discounted rates at many specific hotels in the area – some within walking distance. All groups registered for the conference should book rooms through the conference room blocks at these specific hotels.
- Upon registering, you will have access to a full list of hotels including their rates, distance from the venue & amenities. When booking, be sure to mention Steubenville West to get the discounted rate!
- It is up to you how many rooms you book and how many people you assign to each room. Please be sure to keep in mind all Safe Environment requirements when booking and assigning rooms.
- Please note that breakfast is provided at most hotels, but you should check with the specific hotel you book your rooms at to determine whether breakfast is included. Groups are responsible for Saturday and Sunday breakfast. Friday dinner, Saturday lunch, and Saturday dinner are included in the conference fee.
- For more hotel information before registering, please contact Lisa Stevens at [lstevens@lifeteen.com](mailto:lstevens@lifeteen.com).

### IMPORTANT INFORMATION

- If the conference does not sell out prior to this, July 8th is the latest date we will be able to accept any new groups or any additions to groups.
- All participants must be registered as part of a group with a group leader taking responsibility for adhering to the payment, cancellation, and paperwork policies.
- The required chaperone to youth ratio is 1 chaperone for up to every 8 youth of the same gender.
- Chaperones must be 21 years of age or older.
- Youth participants must be age 18 or younger and incoming freshmen through just graduated seniors.
- Since it is a high school youth conference, young adults ages 19 & 20 may not attend with a registered group. They may apply to serve as volunteers.
- The exchanging of spots between parishes is not allowed. You may choose to bring participants from other parishes to fill spots you purchased, 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, and their paperwork must be completed using your group's code.

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## CLERGY REGISTRATION

### Priests:

- We love having priests attend the conference with their parishes!
- Registration for priests is handled separately from group registration. All priests must register via [Clergy Registration](#). Do not include your priest in the numbers reserved for your group.
- If you have a priest that would like to attend the conference with your group, please visit the Clergy Registration section of the conference website to read about the required priest paperwork and to get him registered.
- 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.

### Deacons:

- Deacons attending with your group must be included in your group's registration numbers and must pay the conference registration fee.
- If your deacon would like to vest for the conference liturgies, in addition to being registered with your group, he 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 the Clergy Registration form or a Letter of Good Standing.
- All deacons must be included on your group's Safe Environment Compliance form.

## REQUIRED PAPERWORK

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-west/>
- If you have questions regarding paperwork, email our Life Teen Steubenville Team at [events@lifeteen.com](mailto:events@lifeteen.com)

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

- The participant agreement/liability form is online, complete with electronic signature to make your life as a youth minister much easier.
- 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, after you have registered for spots online, simply log-in to your existing account to access the paperwork link for your group.
- Once you fill out your own form on the platform, you will then have access to a unique link to pass along to all of your participants so that they/their parents can fill out their forms online.
- 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.
- If you have participants cancel, you will be able to delete their form from the platform and should have the substitute fill out an online form.
- Please ensure that all last-minute substitutions complete a liability form!
- Participants with food allergies must complete this form prior to **June 13th** in order for their dietary restrictions to be accommodated.
- You will not be able to complete conference check-in until all forms are completed online.
- You do not need to print the forms out and bring them with you to check-in. We will be able to check them online.

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

- All chaperones (including the group leader) attending Steubenville West 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.
- Download the form online, fill in all chaperone names, and have your pastor sign it. You must bring this completed form with you to the conference to turn it in at registration.
- The form must contain the names of ALL adults attending with your group. If a name is missing, that individual will not be admitted to the conference.