

STEUBENVILLE

Steubenville Atlanta Registration Info

January 18th – Online Registration Opens: Pay Deposit to Reserve Spots

June 1st – Deadline for Dropping Spots, Final Balance Due, Priest/Deacon Paperwork Due

July 7th – Remaining Paperwork Due On Site

Registration Information & Cancellation Policies

We will be adhering to the below registration and cancellation policies to allow as many people as possible to have the opportunity to experience Steubenville Atlanta. Please be sure to read all the information thoroughly.

Pricing/Payment Info

- Summary of Costs
 - **Early Bird Cost:** \$175 (prior to June 1)
 - **Cost after June 1:** \$190
 - **Deposit Amount:** \$50
 - **Deadline for Payment of Deposit:** 2 weeks after registering online
 - **Deadline for Payment of Final Balance (to receive Early Bird rate):** June 1
 - **All balances must be paid 2 weeks prior to the start of the conference.**
- 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. Ste. B
 - Atlanta, GA 30328
- Final balance payments must be received in the Life Teen offices by June 1, 2017 in order to receive the early bird pricing. After that date, the increased pricing will be applied.
- For all registrations after June 1, payment in full is due within 2 weeks of registering.

Cancellation Policies

- Deposits are non-refundable and non-transferrable to the final balance.
- Parishes may drop unneeded spots until June 1. The \$50 deposit will be forfeited, but the remaining balance will not be owed if spots are dropped before June 1.
- Spots may be dropped by emailing Leanne Bergsieker at lbergsieker@lifeteen.com.
- Parishes will be held responsible for payment in full for all spots not dropped by June 1.

Important Information

- 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.
- Chaperones must be 21 years of age or older.
- Youth participants must be age 18 or younger and incoming freshman through just graduated seniors.
- Since it is a high school youth conference, young adults ages 19 & 20 who wish to attend the conference should apply to volunteer at the conference as they cannot be registered with a group.

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Steubenville Atlanta Required Paperwork

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-atlanta/>

1. Participant Agreement Forms (Due On Site)

- Every person attending (including adults!) must fill out this form.
- 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, with chaperones on top followed by youth participants. These will not be returned to you, so you should make a copy for yourself to keep for the duration of the conference.

2. Safe Environment Compliance Form (Due On Site)

- 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.***
- Download the form online, 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.***

3. Statement of the Ordinary/Provincial for Priests & Deacons (Due June 1)

- All priests and deacons attending the conference with your group must have faculties approved ***prior to arrival at the conference.***
- This form must be received by the Archdiocese of Atlanta no later than June 1.
- 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.

4. Roster of Participants

- The final step of registration is to provide us with the names and information of all participants in your group.
- An online form will be emailed to you several weeks before the conference requesting this information. It will contain a link that you can forward on to all of your participants. Please be sure everyone in your group completes this prior to the conference date.