

STEUBENVILLE *NORCAL*

Steubenville NorCal Registration Info

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

June 1st – Deadline for Dropping Spots, Housing Breakdown/Final Numbers Due, Final Balance Due, Letters of Good Standing Due

July 28th – 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 NorCal. Please be sure to read all the information thoroughly.

Pricing/Payment Info

- You may choose to register your group for the conference with or without on-campus housing included. For those choosing to stay off campus, room blocks have been set up at local hotels for your convenience. See the housing information below for more info. Pricing for each option can be found below.
 - **Early Bird Cost Without Housing:** \$185 (prior to June 1)
 - **Cost after June 1 Without Housing:** \$200
 - **Early Bird Cost With On-Campus Housing:** \$270 (prior to June 1)
 - **Cost after June 1 With On-Campus Housing:** \$285
 - **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 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 NorCal
 - 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.

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.
- Unneeded spots should be dropped when housing numbers are submitted June 1, or by emailing Leanne at lbergsieker@lifeteen.com.
- Parishes will be held responsible for payment in full for all spots not dropped by June 1.

Housing Information

For Groups Staying On Campus:

- For those wishing to stay on campus for the conference, it is imperative that the following deadlines are met. Please help us help you by submitting information in a timely fashion!
- For Safe Environment reasons, 18 years olds cannot be housed with minors or with chaperones. They can only be housed with other 18 year olds. So there are 3 age categories (minor, 18 yr old, chaperone) that must be considered when submitting housing numbers.
- You will need to submit the breakdown of gender and age category of all participants in your group so that housing can be blocked for your group **no later than June 1**.
- **After June 1, the breakdown of males/females and minors/18 year olds/chaperones in your group is final and cannot be changed.** If you have a participant who is no longer able to attend after the housing numbers have been submitted, you are welcome to replace that person with another person of the same gender and same age category.

For Groups NOT Staying On Campus:

- If you registered for the non-housing option, you are responsible for making your own housing arrangements. Life Teen will not make housing arrangements for you.
- A block of hotel rooms has been set up with discounted rates available. We strongly encourage groups to book at these select hotels. Be sure to mention that you are with the Steubenville NorCal conference!
- You can find the list of hotels on our website.

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 of the same gender.
- 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.

Steubenville NorCal Required Paperwork

- All paperwork can be downloaded online at <http://lifeteen.com/events/steubenville-norcal/>.
- Completed paperwork should be emailed to Leanne Bergsieker at lbergsieker@lifeteen.com or mailed to:

Life Teen

ATTN: Steubenville NorCal

6105 Blue Stone Rd. Ste. B

Atlanta, GA 30328

1. Housing Breakdown/Final Numbers (Due June 1)

- If you registered for on-campus housing, you will receive an online link to submit your final group number & housing breakdown (see housing info above for details).
- This deadline is from CSU East Bay, so please help us by submitting this information on time.

2. Letter of Good Standing for Priests & Deacons (Due June 1)

- All priests and deacons attending the conference with your group must have a letter of Good Standing on file prior to the conference.
- The completed Letter of Good Standing should be from your (Arch) Diocese and mailed to Life Teen at the address above no later than June 1.
- In addition, a copy should be brought with you to registration the day of the conference.

3. Safe Environment Compliance Form (Due On Site)

- All chaperones (including the group leader) attending Steubenville NorCal 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.***

4. Participant Agreement Form (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.

5. 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.