



On-Campus Group Registration Terms and Conditions

GENERAL INFORMATION



What are High School Youth Conferences?

These conferences are specialized to address the resources and needs of today's Catholic youth, organized on a regional level. With an exciting lineup of speakers, musicians, and presenters, the High School Youth Conferences will challenge Catholic youth to stand firm in their faith, rely upon the awesome power of Jesus Christ who is their guide, friend, and Savior, and to show that faith to the world.

The Sacraments are the highlight of the weekend. Teens will join in two dynamic Eucharistic Liturgies during the weekend and will be given numerous opportunities to participate in the Sacrament of Reconciliation. There are also powerful times of Eucharistic Exposition and Adoration. Many youth have come to a deeper relationship with Jesus Christ in the power of the Holy Spirit through this weekend.

If your teens are beginning their walk with Christ, needing strength to continue the journey, or just ready to rejoice in the many blessings He has given, then this is the conference for you!



When are the on-campus conferences?

This year we will be hosting four High School Youth Conferences on the campus of Franciscan University of Steubenville:

High School Youth 1	June 12-14, 2009
High School Youth 2	June 19-21, 2009
High School Youth 3	June 26-28, 2009
High School Youth 4	July 10-12, 2009



Who will be the Hosts and Speakers for each of the on-campus high school youth conferences?

Though this list is tentative and subject to change, we would like to give your group an idea of who will be hosting and speaking at each of the four on-campus high school youth conferences. All updates will be posted on the website.

	HS1	HS2	HS3	HS4
HOST	Bob Lesnefsky	Ennie Hickman	Jim Beckman	Bob Lesnefsky
MUSIC	Bob Rice	Bob Rice	Bob Rice	Bob Rice
ENTERTAINMENT	Chris Padgett	Kelly Pease	Bob Rice	Chris Padgett
PRIEST	Fr. Jim Crisman	Fr. Leo Patalinghug	Fr. Dave Pivonka	Fr. Jose Robles-Sanchez
PRIEST	TBD	Fr. Dave Pivonka	Fr. Dominic Foster	Fr. John Amsberry
SPEAKER	John Beaulieu	John Beaulieu	John Beaulieu	Chris Padgett
SPEAKER	Chris Padgett	Ralph Poyo	Charlie Cantrell	Sr. Therese Marie Iglesias, TOR
SPEAKER	Shannon Dietz	Kelly Pease	Tammy Evevard	Kelly Pease
SPEAKER	Lisa Millitello	Sr. Therese Marie Iglesias, TOR	Sr. Therese Marie Iglesias, TOR	Shannon Dietz
SPEAKER	Matt Smith			Amanda Vernon



Are there other options besides going to Franciscan University in Steubenville, OH?

Yes! In 2009 we will host 15 additional regional High School Youth Conferences at locations throughout the United States and in Canada:

Note: Registration prices and policies will differ at each regional site. For detailed information regarding registration and for contact information for any of the off-campus conferences, please click on the link below for the conference you are interested in attending or visit our website at www.franciscanyouth.com.

Conference Name	Location	Date
Youth Ministers Retreat	Steubenville, OH	January 16-18, 2009
High School Youth 1	Steubenville, OH	June 12-14, 2009
Steubenville on the Bayou	Thibodaux, LA	June 12-14, 2009
Steubenville Florida	West Palm Beach, FL	June 12-14, 2009
High School Youth 2	Steubenville, OH	June 19-21, 2009
High School Youth 3	Steubenville, OH	June 26-28, 2009
Steubenville South	Alexandria, LA	June 26-28, 2009
Steubenville St. Louis/Mid-America 1	Springfield, MO	July 10-12, 2009
High School Youth 4	Steubenville, OH	July 10-12, 2009
Steubenville St. Louis/Mid-America 2	Springfield, MO	July 17-19, 2009
Steubenville North-Rochester	Rochester, MN	July 17-19, 2009
Steubenville Atlanta	Atlanta, GA	July 17-19, 2009
Steubenville of the Rockies	Denver, CO	July 17-19, 2009
Steubenville San Diego	San Diego, CA	July 24-26, 2009
Steubenville East 1	Kingston, RI	July 24-26, 2009
Steubenville West	Phoenix, AZ	July 24-26, 2009
Steubenville North-St. Paul	St. Paul, MN	July 31-Aug 2, 2009
Steubenville Atlantic/Canada	Antigonish, Nova Scotia	July 31-Aug 2, 2009
Steubenville Northwest	Spokane, WA	July 31-Aug 2, 2009
Steubenville East 2	Kingston, RI	July 31-Aug 2, 2009



What is the schedule for the weekend?

A typical weekend schedule for the summer of 2009 is as follows:

Friday

12:00 – 8:00pm*	Arrival/Check-in *(Please note: Check-in for HS1 begins at 2:00pm)
4:00pm	Travelers' Mass
4:30 – 6:30pm	Dinner
6:30 – 10:00pm	Opening Session
10:00 – 11:30pm	Small Group Time/Reconciliation/Free Time

Saturday

7:00 – 9:00am	Breakfast
8:30 – 9:30am	Men's & Women's Sessions
10:00 – 11:30am	Mass
11:30am – 1:30pm	Lunch
1:30 – 2:30pm	Entertainment
2:45 – 4:15pm	Workshops
4:15-5:00pm	Small Group Time
5:00 – 6:30pm	Dinner
6:30 – 10:00pm	Evening Session
10:00 – 11:30pm	Small Group Time/Reconciliation/Free Time

Sunday

7:00 – 8:30am	Breakfast
8:30am – 11:00am	Morning Session
11:00am – 12:30pm	Mass
1:00 – 2:00pm	Lunch/Checkout

ON-CAMPUS REGISTRATION INFORMATION



How do we sign up for an on-campus youth conference in Steubenville, OH?

We are providing online registration again this year. You may register a group by clicking on a link for the on-campus conference you are interested in attending from the webpage, www.franciscanyouth.com, and following a step by step process. An automatic confirmation of your group's successful registration will be sent to you. We will **only** be accepting registrations using this online process and are **unable** to accept any registrations via mail, e-mail or fax. **Registration for the four on-campus youth conferences in Steubenville, Ohio officially begins on Monday, January 12, 2009 at 8:00 a.m. (Eastern Standard Time).** All conference participants must be pre-registered as groups, as there will be no on-site registrations. We will begin accepting registrations on **January 12, 2009** on a first come, first served basis. Online registration is separated by conference date, and conferences are often referred to using the following acronyms: HSY1, HSY2, HSY3 and HSY4. Double check the dates to make sure you are registering for the conference in which you intend to register. As you begin and proceed with your planning, you may want to have a second conference choice ready in case your first choice is sold out at the time you are registering. If you try to register for a conference that is sold out, you have the following options:

- If an alternate on-campus conference is open that you are able to attend, you can sign up for an alternate conference.
- If you cannot attend any of our other on-campus conferences and/or would prefer to attend one of our 15 regional conferences, you can register with one of our regional conferences. Go to www.franciscanyouth.com and click on the regional conference you are interested in attending for a list of contact information and registration materials. Our goal at Franciscan University of Steubenville is to reach as many young people as possible through our summer youth conferences. With this in mind, we encourage all groups unable to attend an on-campus conference to consider attending one of the 15 regional youth weekends.
- We will **not** have a formal waiting list for on-campus conferences, but we will post updates on the website of "spaces available" that can be found by clicking on any of the four on-campus conferences from the home page at www.franciscanyouth.com.



How much does it cost to attend?

The total cost per person (Group Leader, Adult Chaperone, and Youth) is \$160. This price includes inspiring conference programming, six meals, and housing for two nights in the dorms on campus.

This year, we are offering a discounted rate of \$140 per person for groups making their own housing accommodations. Please note that Franciscan University is not able to provide for any transportation needs. It is the responsibility of the group to provide their own transportation to/from campus. We recommend that groups choosing this registration option make sure that housing has been obtained before registering as there are a limited number of hotels in the local Steubenville area.

Holiday Inn/Steubenville, OH	740-282-0901 & 800-465-4329
Hampton Inn/Steubenville, OH	740-282-9800 & 800-426-7866
Super 8/Steubenville, OH	740-282-4565 & 800-800-8000
Baymont Inn and Suites/Weirton, WV	304-723-0050 & 800-434-5800
Holiday Inn/Weirton, WV	304-723-5522 & 800-465-4329

We require a **\$30 per person deposit (non-refundable and non-transferable)** upon registration. With online registration, all credit cards will be processed immediately. By choosing the option to pay by check or money order, we are agreeing to hold onto the number of spots that you wish to reserve until we have received your payment, not to exceed 10 days. Please note that all payments by check or money order must be **received** via mail by our office within 10 days of registering online. Online registrations are not guaranteed until we have received the deposit. You will be required to enter the number of the check or money order in the payment field in order to register.



What information do I need to have in front of me at the time of registration?

- **E-mail Address:** You will be required to provide an e-mail address in order to register. Following registration, most correspondence will take place via e-mail, so this should be an address you check regularly.
- **Conference/Dates:** Double check the dates to make sure you are registering for the conference in which you intend to register. You may want to have an alternate conference in mind at the time of registration in case your first choice is sold out.
- **Group Numbers:** Individual names are not necessary in order to register a group, only the number of spots by category: Group Leader, Adult Chaperones, Youth, and Priests. **Please note that Priests can attend as part of a group free of charge.** Since the deposit is non-refundable and cannot be applied to the remaining balance for your group should you drop any spots on/before May 1, 2009, it is wise to estimate the number of spots you can fill conservatively.
- **Payment:** In order to complete the online registration of your group, you will be required to fill in payment information for the deposit.
 - **Credit card payments** will require that the following information is entered: card type, number, expiration date and 3 digit security number. Credit cards will be processed immediately.
 - **Check or money order payments** will require that you enter a check or money order number. This will necessitate planning ahead if a check needs to be requested and issued from a parish office or other organization.



What about Priests/Religious?

We waive the entire fee (including meals and housing) for Priests with the understanding that the Priests attending will be available to administer the Sacrament of Reconciliation at designated times throughout the conference weekend. During the Friday Night Session, all Priests will be invited to meet with the Liturgy Team and review the Reconciliation opportunities and Mass times. **This is a wonderful opportunity for groups to invite Priests to attend a youth conference as part of their group.**

All Priests should be included in the total number of spots requested for the conference. The Group Leader must inform our office of the name(s) of the Priest(s) attending with his/her group in advance of the conference and no later than the **Group Information Form** Deadline. In the case that you reserve a space for a Priest and he is unable to attend, you may fill that space with a Youth or Adult Chaperone, provided that the registration fee is paid.

In addition, we are offering separate housing for clergy in a wing of one of the designated male dormitories. All other Adult and Youth participants will be prohibited from entering this wing at any time throughout the weekend. If you are Clergy or you are bringing a member of the Clergy with your group and separate housing is needed, please include that information on the **Group Information Form** in advance of the conference as space may not be available upon arrival. We have to plan ahead in order to assure separate accommodations. While we can guarantee that each Priest/Deacon will have a bed, we cannot guarantee that each Priest/Deacon will have his own room. Please also note that each room does **not** have its own bathroom and that there will be at least one community bathroom on the reserved dormitory wing. All Clergy are welcome to make their own accommodations in the local area, and we will have a hotel block of 5 rooms reserved at the Steubenville Holiday Inn for any Clergy

who want to make their own accommodations. The cost of the hotel rooms is the responsibility of the Group Leader. Similarly, if the Clergy attending requires separate housing or makes his own accommodations, and he is the Group Leader or an Adult Chaperone, there needs to be another male Adult Chaperone (at least 1 Chaperone per 10 Youth) to supervise the male Youth overnight.



When do payments need to be made?

We are unable to honor any registration that is not accompanied by the deposit of \$30 per person (both Youth and Adult Chaperones, including the Group Leader). Franciscan University of Steubenville's Christian Outreach Office reserves the right to deny access to any individual or group that fails to adhere to the policies and procedures as outlined by our office in this and subsequent registration materials. This includes groups that failed to show up at or pay a balance due from any conference during the summer of 2008.

The following timetable has been established with regard to payment and information collection:

January 12, 2009: Online registration begins! The Online Registration link will be located online at www.franciscanyouth.com. Registrations will be taken on a first come, first served basis. The \$30 per person **non-refundable, non-transferable deposit** must be made/received before a registration is considered complete. Please note that choosing to pay the deposit by check or money order, we are agreeing to hold your registration until we have received the deposit in the mail, not to exceed 10 business days. The confirmation number you are given immediately following registration is important, as it allows you to review (not modify) your registration information, reservation numbers, and payment(s). **Please keep a copy of your confirmation number for your records.**

May 1, 2009: Cut-off for Dropping Spots and Final Payment Deadline. All received payments, including the final payment, are non-refundable. Any changes to your registration numbers and the final payment must be made by this date. Since these two deadlines fall on the same day, it is necessary to plan ahead. **Please note that following your initial registration and payment of your deposit, you will not be able to modify your registration numbers online. All final payments, changes to your registration numbers, or other alterations will only be possible by contacting a Christian Outreach Representative.**

- **Dropping Spots Deadline:** If canceling individual spots or an entire group's registration becomes necessary, you must inform us **in writing** no later than 11:59 p.m. (EST) on Friday, May 1, 2009 in order to avoid paying the remaining balance for those unfilled spots. Beginning May 2, 2009, you will be unable to drop spots and will be responsible for paying the entire balance due. You can contact us about dropping spots via mail, e-mail or fax. The **Final Payment Form** will include a section for reporting the dropping of spots. Groups may reduce the number of spaces anytime before this May 1, 2009 cut-off; however, deposits for these cancelled spots are forfeited and **cannot be applied to the balance due** by the rest of the group. For example, if you paid a deposit for 50 spots, but realize that you only have 40 Youth and Adult Chaperones signed up to attend, as long as you inform us in writing of the 10 spaces you need to drop, your final payment will be for the 40 you are bringing. Following this deadline, spaces may become available depending on the how many groups drop spots. Please check the website for available spaces or contact our office.
- **Final Payment Deadline:** The final payment (balance on your account) is due and **must be received in our office (not postmarked) by May 1, 2009.** Please plan accordingly. Similar to the deposit, payments can be made by credit card, check or money order. You can make the final payment using the **Final Payment Form**, and we will accept the final payment via mail (check, credit card or money order payments), e-mail or fax (credit card payments). Failure to make your payment by this date will result in the assessment of a 10% late fee on your remaining balance. All final payments received by our office are non-refundable. The Christian Outreach Office reserves the right to deny entrance to any Group that fails to pay their entire balance due.

Two weeks prior to the conference you are attending: Group Leaders must report specific information about their group, including the number of males and females they are bringing to the conference (Youth, Adult Chaperones, Group Leaders and Priests) using the **Group Information Form**. Every group must return this form regardless of where the group is housed. Among other planning needs, this form aids us in determining housing room assignments, special needs for participants or groups, and speeds up the on-site check-in process. Failure to turn this form in by the due date will result in a \$25 fee imposed on the group. You must turn this form in regardless of whether or not you have filled all of your spots. You are welcome to use this form to indicate the number of spots that still need to be filled.

Friday, May 29, 2009 – High School Youth Conference 1 due date
Friday, June 5, 2009 – High School Youth Conference 2 due date
Friday, June 12, 2009 – High School Youth Conference 3 due date
Friday, June 26, 2009 – High School Youth Conference 4 due date



What do I need to know about payments?

Franciscan University accepts US funds only. All payments must be made with a credit card, money order, or personal/parish check that is drawn on a United States bank. The Group Leader must make the initial deposit (and then final payment) with either one check or one credit card according to the payment timetable. Please note that we do not have automatic payment capabilities and must receive prior authorization before any credit card charge can be applied. We accept MasterCard, Visa, and Discover. **We are sorry that we cannot accept debit cards as a form of payment.**

The University deposits a check a second time if it is rejected due to insufficient funds. In this case, the Group Leader will be notified that full payment is due within one week by money order, cashier's check, or credit card. Franciscan University of Steubenville charges a \$25 handling fee for each NSF (Non-Sufficient Funds) check. In addition, your bank may assess a fee to your account.



What is the Refund Policy?

Due to overwhelming demand and the need for advanced planning, we require a definite commitment from our participants. For this reason, **all payments are non-refundable.** The deposits from any cancelled spots **cannot be applied** toward the payment of the balance for the rest of the group.

If you do not notify us in writing to drop spots or cancel your entire registration on or before the May 1, 2009 deadline, your group will be responsible for paying the entire balance due. The remaining balance is due **on** May 1, 2009. If we do not receive your payment by the Final Payment Deadline, your account will be assessed a 10% late fee on the remaining balance.

These policies are in place so that we may be as fair as possible to all groups and prepare adequately for the participants who are able to attend. Please call our office if you have any questions.



Is there a waiting list?

No, we will not have a formal waiting list for on-campus conferences. We are aware that many new groups will be interested in registering and groups already registered will be interested in adding spots after conferences have sold out. We will post updates on the website of "spaces available" that can be found by clicking on any of the four on-campus conferences from the homepage at www.franciscanyouth.com. If spaces become available and you want to add spaces to your group, please contact a Christian Outreach Representative.



What are all of the dates I need to remember?

- December 5, 2008 – On-Campus Group Registration Terms and Conditions, Franciscan University's Child Protection Policy, Final Payment Form, Adult Chaperone Application, Youth Registration and Liability Release Form, Youth Participant Expectation Agreement, On-Site Breakdown Form and Group Information Form are available online.
- January 12, 2009 – Online Registration begins.
- May 1, 2009 – Deadline for Dropping Spots and Final Payment Deadline.
- May 29, 2009 – HS1 Group Information Form Due
- June 5, 2009 – HS2 Group Information Form Due
- June 12, 2009 – HS3 Group Information Form Due
- June 26, 2009 – HS4 Group Information Form Due



Franciscan LEAD – Leadership, Evangelization, And Discipleship Training

What is it? - Franciscan LEAD is a dynamic Catholic leadership opportunity for teens that are ready to step up to the next level of leadership. This program, in the spirit of **St. Francis**, will teach participants the principles of *Leadership, Evangelization, And Discipleship*. Franciscan LEAD is directed and facilitated by well trained young adults and youth ministers and will train, equip and empower your high school youth to witness the Catholic faith to their peers and prepare them for ongoing service in evangelization. The week is rooted in the truths of Scripture, the Catechism, and the lives of the saints. Each day of training will consist of workshops on discipleship including how to develop a prayer life, overcoming sin through the Sacraments, and other practical tools for developing their faith. The week will also include evangelization training on being an effective witness through topics such as how to share their personal testimony, servant leadership, how to answer difficult faith questions, and being an authentic witness.

When? - This is a 5 day training that will run the week before the Youth Conference; beginning Monday and ending Friday afternoon when the participant will join back with their group for the weekend youth conference.

Who? - Franciscan LEAD is for youth who are passionate about their Catholic faith, active in their youth group, and are ready to step up to the next level of leadership through evangelization and discipleship training. We are looking for applicants from your group that are ready to participate in a leadership training program that will challenge them in their Catholic faith and give them the tools to evangelize to their peers. Applicants must be a registered conference participant at one of the Steubenville Youth Conferences this summer.

How? - Contact us at franciscanlead@franciscan.edu for an application packet. Only registered group leaders can request an application packet.



Are there other conferences geared towards youth ministry?

- **St. John Bosco Conference:** For Group Leaders or Adult Chaperones who are looking for training for themselves or other members of their ministry team, please consider the Youth Ministers' Training Tracks at the St. John Bosco Conference for Catechists and Religious Educators, July 22-26, 2009. For additional information, please contact our office at 800-437-8368 or 740-283-6314 or visit our website at the following link: www.franciscanconferences.com.
- **Youth Ministers Retreat:** The Youth Ministers Retreat is designed to minister to you, the youth minister. Join us January 16-18, 2009 for a relaxing and rejuvenating weekend of prayer, empowerment and fellowship. All information about the retreat, including registration information is available online at www.franciscanyouth.com.

ATTENDEE INFORMATION – RULES AND REGULATIONS



Can I send my youth alone? Why does he/she need to come with a group?

In order to provide the best possible context for fellowship, sharing, ministry, and supervision, the youth conferences handle registration by groups only. No individual registrations will be accepted.

We have established the following four categories of participants attending the conference:

- **Group Leader:** The one person organizing the trip and serving as the contact person. The Group Leader must be an adult, age 21 or older, who is actually attending the conference with the group. Written and verbal correspondence takes place between the Group Leader and the Christian Outreach Office Registration Staff. It is important for each of the Adult Chaperones and Youth to know the name of the Group Leader since all groups are identified by the Group Leader. The Group Leader is also considered to be an Adult Chaperone.
- **Adult Chaperone(s):** Someone attending the conference to chaperone the Youth. All Adult Chaperones must be 21 years of age or older and be approved to work with Youth through the groups home diocese prior to the start of the conference you will be attending. All Adult Chaperones must be of solid character and be able to carry out the role of supervising and attending to the Youth. Because of the nature of the conferences, Adult Chaperones must be of good health and must be able to handle walking around our hilly campus, an intense schedule with long days and short nights, loud music, large crowds, and active Youth.
- **Priest:** Priests are also considered to be Adult Chaperones and could be the Group Leader.
- **Youth:** Participants in the conference. Youth participants must be entering grades 9 – 12 in the Fall of 2009 or be a 2009 high school graduate.

Each group (the Group Leader, Adult Chaperones, Priests and Youth) must be registered under one Group Leader.



Can Group Leaders and Chaperones bring infants and children?

With the best care of the Youth in mind, children and infants are **not allowed**. The Group Leader and all Adult Chaperones must be made aware of this policy. Although we strongly support Catholic family life, our staffing, facility constraints, and insurance regulations do not allow us to provide for infants and children on campus. Meeting rooms and residence halls are not designed for the care of young children. In addition, the focus of the Adult Chaperones/Group Leader needs to be on the Youth participants. If these adults bring their own children, they will be unable to give their full time and attention to the youth participants.



How many Adult Chaperones need to attend?

For the safety of the Youth and good of all involved in the conference, there must be at least one, but no more than two adults (Group Leader and/or Adult Chaperones) per ten Youth. A group may be as small as one Youth and one same-sex Adult Chaperone, e.g., a mother and a daughter. Please take into account these ratios when determining the number of spaces you wish to reserve.

All Adult Chaperones are expected to be with the Youth throughout the conference, to include sleeping in the same or adjoining room(s) with the Youth. For this reason, it is necessary that there is at least one male Adult Chaperone for every ten young men and one female Adult Chaperone for every ten young women. For example, if a Group Leader is bringing ten Youth, six girls and four boys, that person would need to have two Adult Chaperones, one male and one female.

We realize there are situations where it may be challenging to find additional Adult Chaperones. From experience, we have found that this dual leadership (having a woman for the girls and a man for the boys) is imperative, especially in times of ministry, during breakout sessions, and for supervisory reasons at night, as boys and girls sleep in different areas.

It is important that your group not exceed our maximum of 2 to 10 Adult-to-Youth ratio, as it limits the number of Youth to whom we are able to minister. Please remember that the primary purpose of Franciscan University High School Youth Conferences is to provide Catholic youth with an opportunity to experience the power of Christ through presentations, workshops, and entertainment. It is not designed to be a training weekend for youth ministers. With this in mind, we expect Group Leaders to adhere to the adult-to-youth ratio mentioned above. In addition, we cannot allow Adult Chaperones to attend without Youth participants.



What are the requirements and roles of an Adult Chaperone?

- **Child Protection:** All Adult Chaperones must comply with your home Diocesan Child Protection Policies. Unapproved adults will not be permitted on campus. It is the responsibility of the Group Leader to ensure all Adult Chaperones are in compliance. **A completed “Adult Chaperone Application” must be filled out for every Adult Chaperone and Group Leader and signed by both the Chaperone and Group Leader.**
- **Adult Chaperone Meeting:** There will be an Adult Chaperone Meeting scheduled each weekend. This meeting is especially important for the Group Leader and/or first-time Adult Chaperones to attend. If possible, we will schedule more than one time in which Adult Chaperones can attend this meeting. This meeting time/location will be communicated in the program book and by University Staff at check-in.
- **Spirituality of Chaperones:** Because the conferences are spiritual and Adult Chaperones serve as the primary facilitators of this experience, Adult Chaperones need to be spiritually mature. Adult Chaperones should be constantly assessing the Youth in their group to be aware of any difficulties, problems or special needs. They should be comfortable talking and sharing with the Youth, helping them deal with points of confusion and doubt. They should also be willing to pray with the Youth in their group. The words and actions of the Adult Chaperones should reflect the values of the Catholic Church at all times. Resources available to help prepare adults for serving as chaperones are available at franciscanyouth.com.
- **Role of Chaperones:** The primary role of the Adult Chaperone is to provide a safe and healthy environment for Youth participants. They should help to facilitate order and to serve as a network of support for the Youth. It is important that Adult Chaperones act as an example of obedience and cooperation with the policies and procedures as well as with Conference Staff onsite. Full awareness and enforcement of the rules and policies governing participant behavior as set forth by Franciscan University of Steubenville is very important. It ensures the good order and positive environment for all participants. Adult Chaperones are the primary disciplinarians and are responsible for their Youth at all times, during sessions and free time. At no time should a Youth participant leave campus without an Adult Chaperone. Adults are strongly discouraged from taking Youth off campus except in case of an emergency. If any Adult Chaperone takes a Youth off campus, the said Adult Chaperone accepts full responsibility for the Youth.

Adult Chaperones need to be aware of the physical, emotional, and spiritual state of their Youth during the conference. Being present and engaged with the Youth during free time and designated small group time will greatly aid in this. Chaperones need to communicate any serious problems or issues to Conference Staff.

Chaperones need to be present with their Youth during all scheduled sessions and in the appropriate place following the evening session. The only exception would apply to Group Leaders and Adult Chaperones attending the Youth Minister's Ministry Time and Chaperone Meeting. By experiencing the conference together, Adult Chaperones and Youth will be able to talk about the different topics and issues.

- **Chaperone/Youth Participant Relationships:** Franciscan University would be unable to proclaim the Good News to over 38,000 Youth each summer without dedicated and faithful disciples like you. We appreciate all of your sacrifices and all that you do to be a part of the summer high school youth conferences. In today's state of heightened awareness, we not only want to protect the Youth, we want to protect the generous, caring Adult Chaperones, like yourself, who are willing to lay down part of your life so that the Youth might come to know the love of Christ.

Here are simple guidelines for you to follow that will assist us in providing a safe environment for ALL participants at our youth conferences. Thanks again for your service and know you are in our prayers.

DO:

1. Act as a role model reflecting the values of the Catholic Church and the love of Jesus Christ.
2. Speak and act with respect and regard for the value, person-hood, and uniqueness of each Youth in your group.
3. Maintain clear communication throughout the weekend with your Group Leader especially in regard to the interactions you have with different Youth.
4. Immediately report to your Group Leader any strange, embarrassing, or possibly compromising interactions you have with any Youth in your care.
5. Listen carefully to the Youth in your care. Be aware of and report to your Group Leader any conversations that reveal any abuse, self-destructive, suicidal, or harmful thoughts or behaviors. Do not promise a Youth complete confidentiality as there are some circumstances that must be reported by law.
6. Do not be alone with a Youth behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one with a Youth, stay in a public place.
7. Use discretion with physical displays of emotion and care. This includes everything from hugging to simply touching someone on his or her arm or shoulder. We communicate more from non-verbal cues than through words. Hugs carry many different connotations for different Youth.
8. Ask permission if you wish to hug a Youth. It may seem awkward but more than likely they will appreciate the fact that you respect their space enough not to intrude without asking. It also gives them the chance to say no if they are not comfortable (some Youth are uncomfortable being touched because of past abuse). Be sure that when offering a hug it is the Youth that needs the hug – not you! Use common sense in regard to the length, strength, posture, etc. of the hugs you give and receive.
9. Make it a point to receive the Sacrament of Reconciliation **before** you arrive for the conference. We want to ensure that the Youth have first access to the Priests during the conference.
10. Have fun, and encourage the Youth to get involved in all of the events of the weekend.

DO NOT:

1. Try to be a buddy or pal to the Youth. You are there to help them grow, not to develop a social life around or with them. This is especially important if you are involved with long-term ministry after the conference.
2. Use suggestive jokes, stories, or language with Youth. What they hear from their peers and laugh off could be devastating if it comes from your mouth.
3. Threaten, humiliate, or degrade a Youth as a form of discipline.
4. Discipline with physical contact.
5. Let your Youth roam free without supervision.
6. Share inappropriate information about yourself with the Youth.
7. Allow your Youth to engage in sexually suggestive, vulgar, or abusive speech.
8. Stand apart from the group.
9. Talk only to other Adult Chaperones.
10. Be afraid to engage the Youth. This is a great opportunity to be a light to the Youth in an often dark and confusing world.



Are there any general guidelines for both Youth and Adult Chaperones?

- **Appropriate Dress and Speech:** All participants (Youth and Adult Chaperones) are expected to dress in a fashion that represents modesty and good taste, respecting other participants and our Lord. Clothing must cover all undergarments and midriffs. Bikini tops, low cut tops, mini skirts, short shorts, or other inappropriate attire are not to be worn at any time during the conference. Gentlemen are required to wear shirts at all times. Shoes are also to be worn at all times. Clothing that displays profane or offensive messages or images is not allowed. Group Leaders and Adult Chaperones are expected to communicate these expectations to the Youth beforehand and to enforce the dress code at the conference. Violators will be asked to change clothing at the discretion of the Conference Staff. All participants are expected to use positive and up-building speech during the conference. Foul and abusive language will not be permitted.
- **First Aid:** For any medical or health issue, all participants will be directed to First Aid. This includes migraines, asthma, and exhaustion. **Note: First Aid will not dispense medication (Tylenol, Advil, Aspirin, etc.) to participants.** If needed, these medications can be purchased at the campus bookstore. All Youth visiting First Aid must be accompanied by the Group Leader or an Adult Chaperone.
- **Saving Seats in Finnegan Fieldhouse:** Signs or items cannot be used to reserve seats. To reserve one row, there must be a person at each end of the row.
- **Alcohol, Drugs, and Tobacco:** All state laws governing alcohol, drugs and tobacco will be strictly enforced. Possession or consumption of alcohol and drugs is not permitted on campus during the conference. During conference sessions, we ask that all participants refrain from smoking. All buildings and tents are smoke-free facilities. Outdoor smoking is allowed only on blacktop areas. Please be aware that Ohio State law prohibits vendors from selling tobacco products to anyone under the age of 18. As of November 7, 2006, Ohio passed a "Smoke Free Workplace Act," which prohibits smoking in all buildings/tents at Franciscan University and in areas adjacent to building entrances. Smoking is also prohibited outdoors within 30 feet of all building entrances and open windows where smoke may enter a building, and in any other outdoor designated non-smoking area.

- **Insubordination:** All Youth and Adult Chaperones are expected to follow the direction of security and Conference Staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline and/or fines. Disciplinary action will be directed primarily through interaction with the Group Leader. Strikes, as detailed below, will be issued as necessary.
- **Three Strike Violation System:** We have implemented the following **Three Strike Violation System** for groups or individuals that violate any regulation or policy of Franciscan University of Steubenville's High School Youth Conferences. Please discuss all rules and the Three Strike Violation System with Youth before arriving. At the discretion of the Group Leader, the violation fine(s) can be paid by the group or by the person(s) responsible for the violation.
 - **First violation:** A \$25 fine is assessed to the group.
 - **Second violation:** An additional \$25 fine is assessed to the group.
 - **Third violation:** A final \$25 fine is assessed to the group, and the loss of conference attendance for one year is applied to the entire group.

There are other serious items that should be discussed with your group. Specifically, the following are misconduct issues that will not be tolerated at High School Youth Conferences as quoted from the Franciscan University of Steubenville Student Handbook, Article III: Proscribed Conduct:

“3:10 Use, possession, or distribution of narcotic or other controlled substances or drug paraphernalia except as expressly permitted by law.

3:11 Use, possession, sale, consumption, or distribution of alcoholic beverages except as expressly permitted by the law and by University regulations, or public intoxication.

3:12 Possession or use of firearms, explosives, other weapons, incendiary devices, firecrackers or dangerous chemicals on University premises.”

For security reasons, Franciscan University of Steubenville reserves the right to check all bags/luggage/containers and confiscate any of the above mentioned items that are brought to our High School Youth Conferences.

- **Reporting of Incidence:** If you witness any Youth or Adult Chaperone violating any policy in regard to Child Protection or Franciscan University's guidelines, you are required to report it immediately to a member of the Conference Staff.
- The Christian Outreach Office of Franciscan University reserves the right to deny entrance to, or request the ejection of, any group or individual who does not comply with the regulations and policies of Franciscan University of Steubenville's High School Youth Conferences. Should any individual/group be denied entrance or be ejected for violating any rule or policy, **no refund** will be made.
- The Christian Outreach Office reserves the right to amend these terms and conditions at any time.



What is your child protection policy?

Please see Franciscan University's Christian Outreach Child Protection Policies in the Addendum at the end of this document.

PLANNING, PACKING, AND ARRIVAL



What do we do when we arrive?

Check-in for High School 1 is from **2:00pm to 8:00pm on June 12, 2009**. Check-in for the three remaining conferences is from **12:00pm to 8:00pm on June 19, June 26, and July 10, 2009**. All groups should arrive between these times to ensure that your registration, housing assignments, and dinner can all be taken care of prior to the opening session. Please note that on the opening day of the conference there is a travelers' Mass scheduled at 4:00pm (**in order to attend the Travelers' Mass, your group must be checked in and wearing lanyards and wristbands**), dinner is scheduled between 4:30pm and 7:00pm, and the opening session begins at 6:30pm. Please plan accordingly and expect that check-in could take up to an hour depending on the number of groups checking-in.

Upon arrival at Franciscan University of Steubenville's campus, your group will be directed to check-in at the **St. Joseph Center**. Rather than entering campus at the main entrance, you must take the West entrance to campus (located between the Holiday Inn and the Super 8 on University Blvd. – see [map](#) for more details). Halfway up the hill, there will be a parking lot on the right, and this is where you will park to check-in. The Group Leader and one Adult Chaperone must check in at the Seminar Room. Please have the Youth and remaining Adult Chaperones remain outside until check-in is complete. At this time, you will turn in your **Youth Registration and Liability Release Forms**, **Youth Participant Expectation Agreements**, **Adult Chaperone Applications** and the **On-Site Breakdown Form**. You will also receive your wristbands, registration packets and lanyards, and on-campus housing assignments. Participants will not be allowed to enter the housing facilities, receive meals or enter Mass or sessions without a wristband and lanyard.

After check-in is complete, you will make a right out of the parking lot and continue up the hill, following the road around to North Campus Drive. Security and or Student Staff will direct busses as to where to drop off participants and luggage. For those traveling in vans, cars and carpools, there will be designated parking areas. Busses can leave campus by continuing down past St. Francis Hall and down the hill via Franciscan Way East.

The Group Leader/Adult Chaperone should have the following items with them for check-in. You can help to make the check-in process smoother and faster by having these items organized when you arrive.

- **Youth Registration and Liability Release Form:** A completed **Youth Registration and Liability Release Form** for **each** Youth attending. This form is a legal document and should be handled accordingly. Please have these forms separated into two piles, Male Youth and Female Youth in alphabetical order. **A parent or legal guardian must sign this form on the designated signature line! We will be checking each form for this signature, so please make sure they are all signed prior to leaving for the conference.** Any Liability Release Form that is not clear and/or properly signed must be faxed to the parent/guardian and then faxed back before that group may check in. Failure to do so will necessitate the exclusion of that Youth participant from the High School Youth Conference.

We cannot accept any other Liability Release Form that is created by another Diocese, Parish, Youth Group, or Regional Youth Conference (i.e. Steubenville Atlanta, Life Teen, etc.).

- **Adult Chaperone Application:** An **Adult Chaperone Application** for the Group Leader and each Adult Chaperone. **This form must be signed by both the Adult Chaperone and the Group Leader.** Please keep these forms separate from the Youth Registration/Liability Release Forms.
- **Youth Participant Expectations Agreement:** An agreement form entitled "**Youth Participant Expectations Agreement**" signed by each **Youth** participant outlining the various principles of respect that are expected throughout the conference weekend.

- **On-Site Breakdown Form:** An accurate count of the number of conference attendees. Please use the form entitled “**On-Site Breakdown Form**” to tell us the number of Male Youth and Female Youth, as well as the number of Male and Female Adult Chaperones. These numbers should be the same as the information on the **Group Information Form**, but may be different due to last minute changes. Please hand this form to the staff at check-in in along with **Youth Registration and Liability Release Forms**, **Adult Chaperone Applications**, and **Youth Participant Expectations Agreement**. There should be the same number of forms as the numbers reported on the On-Site Breakdown Form.



Will the Sacrament of Reconciliation be offered during the weekend?

The Sacrament of Reconciliation will be available throughout the weekend at designated times. We request that all Adult Chaperones and Group Leaders avail themselves of the Sacrament of Reconciliation **before** coming to the conference. While Adult Chaperones will be fed spiritually on the weekend, the youth conferences are designed to minister to the Youth, and we want to make sure that every Youth who wants to go to Confession has the opportunity to partake of this Sacrament. Catechizing the Youth on the Sacrament of Reconciliation beforehand will help to ease any anxiety they may experience.



Will each participant receive a Music CD this year?

No, this year we will not have a music CD to give out to participants. The theme song and other songs from artists heard during the conference weekend will be available for **free** download off our website at www.franciscanyouth.com. Please encourage the Youth and Adult Chaperones in your group to download the theme song from the website at www.franciscanyouth.com before the conference in your group’s preparation for the weekend.



Will each group receive a Promotional DVD this year?

Yes, every **registered** group will receive a promotional DVD via mail following successful registration for one of our four on-campus high school youth conferences. This promotional DVD may be helpful to you, the Group Leader, for advertising to fill open spaces and/or for learning and sharing the theme song with your group. This promotional video is already available to you for download from our website at www.franciscanyouth.com.



Can you tell me more about the wristbands we will be wearing?

Each person will be given a wristband that will serve as your admission to the youth conferences. The wristband will have numbers 1-6 printed on them and these numbers signify the meals for the weekend beginning with dinner on Friday and ending with lunch on Sunday. There will be two different color wristbands per conference. The color wristband you receive will determine when your group will be allowed to enter the Fieldhouse for the main sessions on Friday and Saturday evenings. Each wristband color will be given the opportunity to enter early for one of these two sessions and receive priority seating. You will find out your wristband color when you check-in, along with a schedule of admittance times.



What happened to the program books, and what’s with the new lanyards?

New this year! Each participant and chaperone will receive a lanyard and ID case to wear throughout the weekend which will contain important practical information for the weekend that was previously contained in the program book. The lanyard will include the weekend schedule, map of campus, confession schedule, bookstore hours, aids for prayers and confession throughout the weekend, and other valuable information for the weekend. The lanyard, along with the wristband, will serve as the participant’s admission ticket to the conference and must be worn at all times. There will no longer be a program book for the youth conferences. Every participant will still receive a copy of FUEL magazine, the conference follow-up guide published yearly by the Youth Outreach Office.



What should we bring to the conference?

- A sleeping bag and pillow (or **small** cot/air mattress)
- An alarm clock
- Toiletries
- A washcloth and towel
- An umbrella or other rain gear
- A backpack – to carry belongings throughout the day as all sleeping areas are off limits during the day
- A sweatshirt or jacket for the evening sessions (the Fieldhouse can get cold)
- A fan
- Group T-shirts – OPTIONAL! (A majority of groups attending will have group t-shirts in bright colors that identify them as a group)
- Sunblock
- A Bible, notebook and pen
- Bathing suit for showers - OPTIONAL (All showers have shower curtains, but some people opt to bring bathing suits for added modesty and/or personal preference)
- Spending money (to visit the Franciscan University Bookstore or to purchase snacks, food and drinks - water will be provided at all meals, but alternate beverages will be available for purchase)
- **Youth Only** - A completely filled out **Youth Registration and Liability Release Form** signed by a parent/legal guardian and a completed **Youth Participant Expectations Agreement**
- **Adult Chaperones and Group Leaders Only** - A completely filled out **Adult Chaperone Application** signed by the Adult Chaperone and Group Leader
- **If your group is bringing cameras or video cameras, please know that flash photography during the Liturgies is not allowed. In addition, the sessions and Liturgies cannot be videotaped. Videotaping of speakers is not allowed.**
- Appropriate clothing
- **Priests** attending should bring their own alb and stole(s)



What is the Share the Glory Project?

“Share the Glory” is a program we began three years ago that gives participants and all involved with the conferences, the opportunity to make a very tangible difference in the lives of others.

Three years ago, at every Franciscan University Youth Conference across the country, we participated in a parish partnership program with Catholic Extension. With the help of everyone who attended the youth conferences, we were blessed to have been able to help 15 parishes that were devastated by the hurricanes that hit Mississippi, Louisiana, and Texas. The generosity of all who attended the 15 youth conferences was overwhelming as collections amounted to more than \$35,000 in monetary donations, gift cards, and countless prayer requests in the form of spiritual bouquets.

Last year, our on-campus conference goal for “Share the Glory” was to focus on helping those in need in the local Steubenville area. With the help of over 7,000 on-campus participants, we were able to collect thousands of items that benefited the poor, needy and underprivileged based on the requests of local charities.

This next summer, we will continue to help those in the local Steubenville area. Depending on the organization your conference will be helping, we will be asking that each person bring one or more items that are requested by that organization. More information about these donations will be available by January 2008 after we have had an opportunity to research the needs of our immediate community here in Steubenville. Please watch for more information.

HOUSING AND MEALS



Where will we be housed?

The following information pertains to those groups who choose to stay on-campus. It does not pertain to those groups who choose the discounted registration rate and arrange for their own housing accommodations.

On-campus housing is in dormitories, half of which are **not** air-conditioned. Additionally, you can expect to sleep a **minimum** of four participants per room on campus. Please note that there are on average two beds per room which necessitates that at least half will have to sleep on the floor. We may also use common areas like lounges and meeting rooms in which we will sleep 15 or more participants. Please pack accordingly (sleeping bags, cots, air mattresses, blankets, pillows and fans). On-campus housing arrangements will be made after we have received all of the **Group Information Forms**, and groups will be informed of their specific housing locations at check-in on the opening day of the conference.

For those staying in our on-campus dorms, please be prepared to walk a significant distance with your luggage. Busses will **not** be permitted to drive directly to most dormitories (see **map**). Packing as light as possible will help.

Due to security concerns and in order to protect both the Youth and Adult Chaperones, **dorms are closed (off limits) throughout the day from the beginning of the morning session until after the evening session is over.** No attendee, whether Group Leader, Adult Chaperone, Clergy or Youth, will be allowed in these areas for any reason. Also, no one will be allowed to stay in his/her sleeping area for any reason during conference session times. Please be sure to take any items you will need throughout the day, including medications, with you when you leave the dorm or offsite housing in the morning. Youth and Adult Chaperones can bring backpacks to carry items throughout the day.

All Youth participants and Adult Chaperones must be in their sleeping areas by 11:30p.m. Lights out is at 12:00a.m. An atmosphere of quiet and respect is expected following lights out. Violators will be subject to appropriate discipline and/or fines. Dorm room doors are to remain unlocked and open at all times, even during sleeping times. Adult Chaperones should avoid any situation where they are alone with a Youth. Because of the need to keep most of the doors open and unlocked, we are asking all participants not to bring valuables. Franciscan University is not responsible for lost or stolen items. Please follow the instruction of the Housing Host for any exceptions.

We are committed to house your group according to your home diocesan policies and regulations. Please use the **Group Information Form** to indicate whether or not Adult Chaperones are permitted to sleep in the same room/sleeping area as the Youth. Any information you can give us in advance using this form will help us to plan for and provide accommodations that will meet the necessary requirements.

Only **registered participants** may stay in our housing facilities, attend sessions, attend Mass and receive meals. Alternate housing arrangements must be made for bus drivers if they are not registered participants. If bus drivers are staying in the local area throughout the weekend and wish to keep their bus parked on our campus, please have them follow the direction of campus security. In past years, busses have been allowed to park at most times in the lot located to the right of Heavenly Grounds, in the lot(s) near the ball fields, and in the St. Joseph Center parking lot after 8:00 p.m on Friday. Our University Staff will **only** be able to transport bus drivers to/from the University to the Steubenville Hampton Inn, Holiday Inn and Super 8 on Friday and Sunday, **not Saturday**. The campus is in walking distance of each of these hotels should the bus driver need access to his/her bus on Saturday.



What if our group prefers to make our own housing accommodations?

If you prefer to make your own housing at a local hotel or other venue, your group **will** be given a per person discount of **\$20** for the weekend. Transportation to/from alternate housing is the responsibility of the group. Hotels in the Steubenville, OH/Weirton, WV areas are as follows:

Holiday Inn/Steubenville, OH	740-282-0901 & 800-465-4329
Hampton Inn/Steubenville, OH	740-282-9800 & 800-426-7866
Super 8/Steubenville, OH	740-282-4565 & 800-800-8000
Baymont Inn and Suites/Weirton, WV	304-723-0050 & 800-434-5800
Holiday Inn/Weirton, WV	304-723-5522 & 800-465-4329



Will we have our own bathrooms in the dorms?

For a majority of campus housing, there is at least one large bathroom per floor. Group Leaders and Adult Chaperones are given special shower times throughout the weekend. Please note that showers for all participants will be available at designated times only. These times will be posted on the bathroom doors. The showers **do** have curtains.



What can you tell us about the meals during the conference?

All meals are served in bags. Participants will walk through a line to pick up their food and eat outside. For those who would like more to eat, additional food items will be available for sale between sessions. These lines can get long at times; however, we will do our best to make sure the lines move as quickly as possible. **Please Note: Saturday dinner admittance will be scheduled at designated times by wristband color.** This is to ensure that those who are admitted into the Fieldhouse first will have had time to eat. This wristband schedule will be handed to you at check-in and will be posted around campus. If you or anyone in your group has special dietary needs, please contact Sodexo Campus Food Services in advance at 740-283-6274.

Planned Menu: (This menu is tentative and subject to change.)

Friday Dinner (4:30pm - 7:00pm)	Personal Pizza, Tossed Salad, Frozen Fruit Bar, Bottled Water, Fresh Whole Fruit, Dessert
Saturday Breakfast (7:00am - 9:00am)	Individual Cereals, Muffin, 8 oz. Milk, 10 oz. Juice, Granola Bar, Fresh Whole Fruit
Saturday Lunch (11:30pm - 1:00pm)	Hamburger, Pretzels, Fresh Baked Cookie, Fresh Whole Fruit, Bottled Water
Saturday Dinner (4:30pm - 6:30pm)	Breaded Chicken Breast Sandwich, Potato Chips, Tossed Salad, Dessert, Bottled Water
Sunday Breakfast (7:00am - 9:00am)	Individual Cereals, Danish, 8 oz. Milk, 10 oz. Juice, Fresh Whole Fruit, Granola Bar
Sunday Lunch (12:30pm - 2:00pm)	Turkey and Swiss on Hoagie Roll, Chips, Fresh Whole Fruit, Brownie, Bottled Water

CONTACT US



How can I contact the Christian Outreach Office?

If you have any further questions, please refer to the following:

Youth Conference web site: www.franciscanyouth.com
Christian Outreach web site: www.franciscanconferences.com
E-mail (Christian Outreach): youthconferences@franciscan.edu
E-mail (Franciscan LEAD): franciscanlead@franciscan.edu
Christian Outreach Phone: (800) 437-8368 or (740) 284-5888
Christian Outreach Fax: (740) 284-5494
Mailing Address: Christian Outreach Office
Franciscan University of Steubenville
1235 University Blvd.
Steubenville, OH 43952

“Yours, O LORD, is the greatness, and the power, and the glory, and the victory, and the majesty; for all that is in the heavens and in the earth is yours; yours is the kingdom, O LORD, and you are exalted as head above all.”

1 Chronicles 29:11

ADDENDUM

Franciscan University's Christian Outreach Child Protection Policies January 2009

Franciscan University is in full compliance with the Diocese of Steubenville's Child Protection Policy. When you attend a High School Youth Conference on the campus of Franciscan University of Steubenville, you can be assured that we have done as much as possible to create a safe environment for both the youth and the adult chaperones. The following policies govern adult and youth participation at the conferences:

- 1) All speakers, musicians, and entertainers at the Franciscan University High School Youth Conferences are required to have a background check prior to the start of the conference.
- 2) All University conference staff and student workers in the areas of housing and support security are required to have background checks.
- 3) All adults who serve as chaperones must be at least **21 years old**, fill out an Adult Chaperone Application, and be approved to work with teenagers and minor children in their home diocese.
- 4) All adult volunteers and special ministers who serve at the High School Youth Conferences are required to have background checks.
- 5) The sleeping arrangements provided by Franciscan University meet the Diocese of Steubenville's Child Protection Policy. Only registered adults with wristband identification will be allowed into any of the sleeping areas or sessions on campus (including Mass). The dormitories include St. Francis Hall, Louis/Elizabeth Halls, Marian Hall, Thomas More Hall, Kolbe/Clare Halls and Trinity Hall. Youth participants and adults are housed in dorm rooms (minimum of 4 persons per room) and lounges. Room doors are required to stay open throughout the sleeping hours. Security and housing personnel will monitor the hallways throughout the sleeping hours. Dorms are closed to participants throughout the day. Showers are available to adults and youth at separate, designated times.
- 6) If your diocese prohibits adults from sleeping in the same room as their youth, we can accommodate you on campus. Adults will be housed in rooms next to or across from their youth. Please be aware that in this case, your adults may have to share a room with adults from other groups and your youth may have to share rooms with youth from other groups, in order to accommodate the number of participants in attendance. Please be aware that this does not limit the extent of the responsibility of your chaperones to supervise and discipline your youth.
- 7) Within the High School Youth Conference materials, we have included the following: this declaration of "Compliance with Diocesan Protection Policy", an "On-Campus Group Registration Terms and Conditions" and an "Adult Chaperone Application".

It is required that all Adult Chaperones review the first two documents and then fill out and sign the Adult Chaperone Application. The Adult Chaperone Application requires the signature of the Group Leader as well. An Adult Chaperone Application must be on file for every Adult Chaperone prior to the start of the conference or participation will be denied.

- 8) In addition, the Group Organizer's Manual, which contains more detailed suggestions for Adult Chaperones, can be downloaded from the website at www.franciscanyouth.com or obtained by calling 1-800-437-8368.

We have a letter on file from our diocesan attorney stating that Franciscan University of Steubenville is in compliance with the Child Protection Policy of the Diocese of Steubenville, and we will gladly fax or send you a copy if necessary.



Final Payment Form

Franciscan University of Steubenville's 2009 High School Youth Conferences



Please fill out this page and return it to us with your final payment. Final payments and all requests to drop spots must be received by our office on or before **May 1, 2009**. Failure to pay the entire balance due by May 1, 2009 will result in the assessment of a 10% late fee on the remaining balance. If you have any questions about your final payment, please contact a Christian Outreach Representative at 800-437-8368.

► **I am attending (circle one):**

High School Youth 1
June 12-14, 2009

High School Youth 2
June 19-21, 2009

High School Youth 3
June 26-28, 2009

High School Youth 4
July 10-12, 2009

► **Group Leader Information:**

Prefix: Mr. Mrs. Ms. Fr. Sr. Dcn. First Name: _____ Last Name: _____

Group Name/Organization (if applicable): _____

Address: _____

City: _____ State/Prov: _____ Zip/PC: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

E-mail: _____

► **Dropping Spots:** Following the May 1, 2009 deadline to Drop Spots, you will not be able to drop spots, and you will be responsible for paying the entire balance due regardless of whether or not those spots have been filled. The deposit for all dropped spots is forfeited and cannot be applied to the final payment.

I do not want to drop spots from my group's registration.

I have already contacted the Christian Outreach Office in writing with the number of spots I would like to drop from my registration.

I have not yet contacted the Christian Outreach Office with the number of spaces I would like to drop, but would like to drop spots from my groups registration using this form in the spaces below.

I would like to drop # _____ spaces for Adult Chaperones and Youth
-and/or-

I would like to drop # _____ spaces for Priests

► **Final Payment Information:** (must be in U.S. funds; sorry, we cannot accept debit cards)

Check/Money Order # _____ (made payable to Franciscan University)

Credit Card (signature required for credit card authorization)

Master Card

Visa

Discover

Card # _____ Expiration Date ____/____

Payment amount: \$ _____ Name as it appears on card: _____

Signature of Card Holder _____

(I authorize Franciscan University of Steubenville to charge my credit card)

This form is to be filled out by the Group Leader.

Due Date: No later than May 1, 2009.



Group Information Form

Franciscan University of Steubenville's
2009 High School Youth Conferences



Directions: Please complete this form in its entirety and return by the deadline for the conference you are attending (see below). Even if all of spaces you reserved are not filled with Youth/Adult Chaperones by this deadline, please return the form with as much information as you know, indicating the number of spaces you have yet to fill. We will need this information to begin assigning sleeping spaces and preparing wristbands, program books, CD's and addressing all special needs. Failure to return this Group Information Form by the specified deadline will result in a \$25.00 late fee. We will accept this form by fax, mail or e-mail.

Group Leader's Name: _____

- Our Group Is Housed: On-Campus Own Accommodations
- Conference Attending: HSY1 HSY2 HSY3 HSY4
- Total # in Group: _____ *(includes Group Leader, Adult Chaperones, Priests and Youth)*

Number of Males:

Youth: _____ + Adults: _____ + Priests: _____ = Total

Males: _____

Number of Females:

Youth: _____ + Adults: _____ = Total Females: _____

- Will the Clergy/Religious attending with your group need separate housing accommodations?

Yes No
- Please list the names of all Clergy/Religious attending:

- According to your home diocesan policies and regulations, are Adult Chaperones permitted to sleep in the same room/sleeping area as their Youth?

Yes No
- Are there any members of your group who have special needs? Please specify: _____

This form MUST be returned to the Christian Outreach Office no later than:

May 29, 2009 for HSY1 June 5, 2009 for HSY2 June 12, 2009 for HSY3 June 26, 2009 for HSY4

This form is to be filled out by the Group Leader.

Due Date: Two weeks prior to the opening day (see above).



On-Site Breakdown Form

*Franciscan University of Steubenville's
2009 High School Youth Conferences*



Dear Group Leaders,

When you arrive on-site for check-in, please hand this form to the staff along with the following:

- All the female Youth Registration and Liability Release Forms (signed by parent/guardian and paper clipped together)
- All of the male Youth Registration and Liability Release Forms (signed by parent/guardian and paper clipped together)
- All of the female Adult Chaperone Applications (signed by Group Leader and Adult Chaperone, and paper clipped together)
- All of the male Adult Chaperone Applications (signed by the Group Leader and Adult Chaperone and paper clipped together)

Thank you for your attention to this detail. This should speed up the check-in process greatly. For most groups, the information below will mirror the information you gave to us in the Group Information Form, but some groups will have Youth drop out last minute and we need to know the most up to date information when your group checks in. Please provide that information below. These numbers must match the number of Youth Registration and Liability Release Forms and Adult Chaperone Applications that you hand in at check-in.

GROUP LEADERS NAME: _____

Total # in Group: _____ (*includes Group Leader, Adult Chaperones, Priests and Youth*)

Number of Males:

Youth: _____ + Adults: _____ + Priests: _____ = Total Males: _____

Number of Females:

Youth: _____ + Adults: _____ = Total Females: _____

This form is to be filled out by the Group Leader. Due Date: Due at check-in on the opening day.



Adult Chaperone Application

Franciscan University of Steubenville's
2009 High School Youth Conferences



It is important for Franciscan University to use due diligence in providing a safe environment for all participants in their summer youth conference programs. This application helps assure that all Adult Chaperones are 21 year old or older and are suitable to engage in ministry to minors. Your cooperation is appreciated.

NAME: _____ BIRTH DATE ____/____/____

STREET ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____ ZIP/POSTAL CODE: _____

HOME DIOCESE: _____

NAME OF CONFERENCE: _____

NAME OF PARISH/GROUP: _____

NAME OF GROUP ORGANIZER: _____

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or young people? YES NO

If yes, please explain. _____

I affirm that the information given in this application is true, complete, and correct. I affirm that I am 21 years old or older and have been trained and approved to work with children and/or young people in accordance with the policies and procedures as outlined by my home diocese. Furthermore, I have read and agree to abide by all rules and policies of Franciscan University as outlined in the On-Campus Group Registration Terms and Conditions in regard to providing a safe and healthy environment for young people at a Franciscan University High School Age Youth Conference.

Signature of Applicant Date

I have verified and attest to the fact that the above applicant has been trained and approved to work with children and/or young people in accordance with the policies and procedures of his/her home diocese, and that the above applicant is 21 years of age or older.

Signature of Group Leader Date

This form is to be filled out by each Adult Chaperone and Group Leader Due Date: Due at check-in on the opening day.



Youth Registration and Liability Release Form

Franciscan University of Steubenville's
2009 High School Youth Conferences



This entire page must be completed and legible for each youth to attend the conference! Please make sure a parent or legal guardian has signed this form on the designated signature line! Thank You!

REGISTRATION FORM – YOUTH PARTICIPANT

Registration Information:

Participant's Name _____ Birth Date _____

Name of Parent(s)/Legal Guardian(s) _____

Address _____ Year of Graduation _____

City _____ State _____ Zip _____ Phone # (____) _____

Gender: (circle one) F M Group Leader's Name _____

LIABILITY RELEASE FORM – YOUTH PARTICIPANT

Parent/Guardian Release

I, _____ (print name), give permission to my above named son/daughter to attend Franciscan University of Steubenville's High School Youth Conference to be held on _____ (dates). If needed for health reasons, I give permission for my child to be evaluated, diagnosed, treated, and/or given medication in accordance with standard medical practice by appropriate health care personnel. I give my permission to Franciscan University of Steubenville and its agents to share and disclose health and medical information for the treatment and care of my child and to disclose this information to Chaperones who are responsible for my child. I release Franciscan University of Steubenville and its agents of all responsibility and consequences that may arise as a result of any injury suffered and resulting treatment. Further, I agree to accept any and all financial responsibility as a result of scheduling medical treatment.

My child agrees to abide by all the rules and regulations stated by Franciscan University of Steubenville and the conference staff. I understand that Franciscan University of Steubenville will not be liable if my child fails to cooperate with regulations, and that any infraction of the rules may result in immediate dismissal from the conference at my expense.

X _____
SIGNATURE OF PARENT OR LEGAL GUARDIAN DATE

Medical Information
Family Physician _____ Phone # (____) _____
Allergies: _____
Current Medications: _____
Medical History: _____

Emergency Contact
In the case of an emergency, please contact:
Name _____ Home (____) _____
Address _____ Work (____) _____
_____ Cell (____) _____

This form is to be filled out by each Youth and parent/guardian. Due Date: Due at check-in on the opening day.



Youth Participant Expectation Agreement

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Each participant is expected to adhere to the following principles while attending the On-Campus Steubenville Youth Conferences in Steubenville, Ohio:

SHOW LOVE AND RESPECT FOR GOD:

1. Pray daily for self and others.
2. Receive the Sacraments.
3. Participate in the activities.
4. Be open, flexible, and have a servant's attitude.
5. Represent God in your words and actions.

SHOW LOVE AND RESPECT FOR SELF:

1. This is a "no smoking" weekend.
2. Responses from past conferences, from both sexes, have requested that the opposite sex dress with modesty. Bare mid-ribs, spaghetti straps, short-shorts low cut tops, or guys without shirts are not to be worn at any time during the conference. Remember that you are a temple of the Holy Spirit. Present yourself accordingly.
3. For safety reasons, shoes are to be worn at all times.
4. Drink plenty of water, obey sleeping times, and make sure you eat all meals. This will allow you to participate and not be tired.
5. Any CD's or music you bring should glorify God.
6. Come to all scheduled sessions and if you must leave an activity, adult chaperones should accompany you since they are responsible for you.

SHOW LOVE AND RESPECT FOR OTHERS:

1. Be safe. No horseplay or other potentially harmful actions. Leave pocketknives, lighters, or other hazardous materials at home.
2. All words and actions you use should build up others and not injure.
3. No teenagers are allowed to drive to or from the conference due to limited parking and liabilities.
4. The facilities must remain clean and undamaged. Otherwise, you will personally be responsible to pay for the damage. Don't bring food or drinks to the rooms and pick up trash if you see it.
5. Outside visitors to the conference are not allowed.
6. All aisles and the stage area must remain clear for safety reasons. Remain in your youth group's area at all times.
7. Make sure that your actions during the activities do not distract others from hearing, seeing, or praying.
8. Allow others to sleep. "Lights Out" means that it is time to go to sleep. You should not be in the showers or halls after "Lights Out".

I have read, understand and agree to the above principles.

SIGNATURE: _____ DATE: _____

This form is to be filled out by each Youth

Due Date: Due at check-in on the opening day.