

# Steubenville Main Campus Important Dates & Deadlines

## ❑ January 29, 2024 – 1:00 pm EST – Conference Registration Opens!

- A Group Leader may register his/her group at any time after this date.
- Deposits payment is due within 2 weeks of registration date. Deposits are non-refundable.
- Registration will remain open until 3 weeks before a conference or until sold out

## ❑ February 15, 2024 – Liability Platform Available

- Once you have paid your deposit, expect an email regarding your group's Liability Platform Link
- Groups Leader will receive link and instructions approx. 1 week after their deposit is received
- Group Leader must fill out his/her form and send link to all members of the group (youth, chaperones, priests)

## ❑ 5 Weeks Prior to Conference

- Dates by conference:

Conference:	Conference Date:	5 Weeks Prior Date:
Main Campus 1	June 21-23, 2024	May 17, 2024
Main Campus 2	June 28-30, 2024	May 24, 2024
Main Campus 3	July 12-14, 2024	June 7, 2024
Main Campus 4	July 19-21, 2024	June 14, 2024

- Dropping Spots Deadline: All requests to drop spots must be emailed to [youthconferences@franciscan.edu](mailto:youthconferences@franciscan.edu)
  - After this date, a group can no longer drop spots and is responsible for the entire remaining balance due
  - After this date, all additional spots must be paid in full at time of registration/modification.
- Remaining Balance: Payment must be received (**not just postmarked**) by end of business day. If paying by Check/Money Order, please plan accordingly. The following Monday, a 10% late fee will be applied to any outstanding balances.
- Liability Forms: should be also completed online for all attendees by this date; you will receive a reminder if you're missing any.
- T-shirt Order: registration for a 2024 Steubenville Main Campus Youth Conference includes a complimentary 2024 official Theme t-shirt. To ensure your group receives the appropriate sizes for each individual in attendance, submit your shirt sizes **via the Liability Platform** by this 5 week prior date. Any Liability waivers/T-shirt sizes that are not submitted by this date, will not be included in your group's t-shirt delivery on the first day of the conference.

## ❑ 3 Weeks prior to Conference

- Dates by conference:

Conference:	Conference Date:	3 Weeks Prior Date:
Main Campus 1	June 21-23, 2024	May 31, 2024
Main Campus 2	June 28-30, 2024	June 7, 2024
Main Campus 3	July 12-14, 2024	June 21, 2024
Main Campus 4	July 19-21, 2024	June 28, 2024

- Group Information Form: includes group breakdown (male/female/youth/adults, etc.) which allows us to begin housing assignments and other logistical considerations; a \$150 late fee may be charged if this form is received after the date listed above.
- Letter of Good Standing: for all priests and deacons attending, must be sent to the Diocese of Steubenville for the confirmation of clergy faculties being granted. See "Priest Participation" for details.
- Pizza Order: if your group would like to feast on pizza after the evening sessions, you need to pre-order it via the form for your conference (link to come). Cash payments only, will be accepted on pickup.

## ❑ Check-in Day of Conference Weekend

- On-Site Breakdown Form – Every group must turn in their official breakdown of on-site numbers
- Adult Chaperone Verification Forms – turn in completed printed form and present photo ID
- Liability Forms – Every member of your group must have submitted one online. There is no need to print.
- Sunday-Lunch Order Form – Groups with 30+ members only