



STEUBENVILLE
CONFERENCES

REVEALED

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1 John 4:9
✦

More information:
<http://archden.org/steubenville>
303-715-3252



ARCHDIOCESE OF DENVER

2018 STEUBENVILLE OF THE ROCKIES Registration Timeline And Checklist

November 2017 **Promote Conference**

- Introduce conference to your youth
- Distribute interest flyer that includes:
 - Conference info including dates, cost, deposit, etc.
 - Tear off form with name of youth, parent signature, parent contact info, due date

December 2017 **Collect interest flyer and deposits**

- Collect Interest Flyer tear off
- Collect Deposits

January 2018 **Register Online**

- Group Leader registers group online
 - Based on Interest forms collected and estimate of potential additions
- Mail deposit check
- Distribute liability forms
 - Via email
 - Via printed copies

February - April 2018 **Collect group information**

- LEAD Registration begins in February
 - Invite veteran Steubenville attendees to consider joining Franciscan LEAD (application to Franciscan University)
- Collect participants (youth and chaperones) completed liability forms, payment, t-shirt sizes
- Determine housing preferences/assignments
- If outside Archdiocese of Denver, complete "Youth Protection Compliance Affidavit"
- Read weekly countdown email
 - Important conference info each week
 - FAQ's

May 2018 **Complete Registration**

- Early May - request final payment check from business manager
- Make copies of liabilities for your file
- Week of May 7th - Mail paperwork and final payment:
 - **FINAL PAYMENT DUE MAY 18**
 - Completed liabilities for youth and chaperones (send what you have, even if you are missing a few)
 - Final Payment form (include any dropped spots)
 - T-shirt order form
 - Group info form
- Out of Area paperwork
 - Youth Protection Compliance Affidavit
 - Bus driver housing form (if needed)
 - Extended Stay housing form (if needed)
- Email housing form with preferred room assignments
- If your priest is attending and helping with reconciliation, have him send completed Priest forms

May 18 - June 15, 2018 **Final Details**

- Send any missing liabilities
- Send any substitutions (names and liabilities)
- Coordinate transportation to Crowne Plaza Hotel
- Distribute packing list
- Go over Code of Conduct and Modesty Code with youth
- Meet with chaperones to discuss expectations and details

June 22-24, 2018 **Conference**