



Steubenville of the Rockies Youth Conference 2024 Important Dates & Reminders

January 17th – 9:00 am MST – Registration Opens

- \$50 per registration Non-Refundable/Non-Transferable Deposits are due within 2 weeks of registration date
- Regular Registration Payment Options: Check or Money Order
- Able to drop/release/cancel any Regular Registrations prior to May 9th (\$50 non-refundable/non-transferable deposit still due for all Regular Registration – No refunds checks will be issued)
- Registered groups may add Regular Registrations up until May 9th

May 9th – Group Leader & Adult Affidavit Form and T-Shirt Size Order Form Due

- Signed Adult Affidavit Form Due with ALL Adult Chaperones and Young Adults included and cleared; a \$100 late fee may be charged if this form is received after the date listed above
- T-shirts are included in the registration fee; sizes ordered are taken from the online liability forms. Forms not completed by May 9th will not be guaranteed the correct size.
- To submit additional sizes, please contact the Conference Office by May 9th, 2024.

May 9th – Final Payments Due

- Final payment must be received (not just postmarked) by end of business day. If paying by Check/Money Order, please plan accordingly
 - The following day a 10% late fee will be applied to any outstanding balances.

May 9th – Housing Request Form Due

- Hotel Rooms may be booked after this date depending on hotel room availability, the Steubenville of the Rockies Room Rate of \$199 per night, per room is not guaranteed after this date
- The Housing Request form will be sent via email to the Group Leader once their registration is confirmed

May 9th by 12:00 pm (noon) MST - ALL Liability Forms Completed in the Online Group Liability Platform

- Online Liability Forms should be completed online for all attendees by this date and time
 - Group Leader, Chaperones, Youth, and Youth Adult Group Assistants need to be listed within the Group Leader Platform
- A \$150 late fee may be charged if any Liability Forms are missing within your Group Liability Platform
 - If you are unable to fill all your spots, please contact the Conference Office to ensure this fee is not applied

May 9th – Parking Passes Request Due

- Parking is \$10 per day/per vehicle. You will be able to tell us how many parking passes you need on the Housing Request Form that will be emailed to you. If you need to add any after you have filled this form out, please email the Conference Office at SteubenvilleRockies@archden.org.
- Parking for buses is complimentary, but it is limited and will be provided on a first come, first served basis.

May 10th – Late Registration

- Full payment of \$225 due within 48 business hours of receiving electronic invoice
- Late Registration Payment Options: Overnighted Check or Overnighted Money Order
- Unable to drop/release/cancel any Late Registrations
- Registered groups may add Late Registrations up until when the conference sells out or up until the day of the conference