

# Group Leader Information Packet

## Steubenville of the Rockies 2024



**"The light shines in the darkness, and the darkness has not overcome it."**  
John 1:5

# Table of Contents

---

<b>Conference Office Contact Information.....</b>	<b>1</b>	Concerning Priests.....	7
<b>Group Leader Responsibilities.....</b>	<b>1</b>	<i>Free Admission for Priests</i> .....	7
Group Leader Agreement.....	1	<i>Testimonial of Suitability for Priests</i> .....	7
<b>Ministering to the Teens.....</b>	<b>2</b>	<i>Sacraments</i> .....	7
Conference Programming.....	2	On-Site Rules & Regulations.....	8
Group Leader Manual.....	2	<i>Expectations of Good Conduct</i> .....	8
Small Groups.....	2	<i>General On-Site Rules</i> .....	8
Pastoral Care & Prayer.....	2	<i>In the General Session</i> .....	8
The Team of Prayer Ministers.....	2	<i>Housing Rules</i> .....	8
<b>Conference Registration Information.....</b>	<b>3</b>	<i>Appropriate Dress and Speech</i> .....	8
Group Registration.....	3	Allergies and Dietary Needs.....	8
How to Register Your Group.....	3	On-Site Safety.....	8
Pricing and Payment.....	3	Security.....	8
Important Registration Policies.....	4	Emergencies.....	8
Modifying Your Registration.....	4	<b>The Conference Weekend.....</b>	<b>9</b>
Canceling Your Registration.....	4	Check-in.....	9
Booking Hotel Rooms.....	4	Parking.....	9
<b>Stuebenville of the Rockies Online Liability Platform.....</b>	<b>5</b>	Lanyards.....	9
Online Liability Form.....	5	Meals.....	9
The Group Liability Platform.....	5	First Aid.....	9
Group Liability Platform Instructions.....	5	Additional Conference Information.....	9
<b>Important Dates &amp; Deadlines.....</b>	<b>6</b>	<i>General Session Entry &amp; Assigned Seating</i> .....	9
<b>Conference Rules, Regulations, &amp; Policies.....</b>	<b>7</b>	<i>Marketplace</i> .....	9
Conference Attendance.....	7	<i>Lost &amp; Found</i> .....	9
<i>List of Required Forms</i> .....	7	<b>Cell Phone App.....</b>	<b>10</b>
<i>Lanyards</i> .....	7	Why did we create a conference app?.....	10
Adult Chaperones.....	7	How to Download.....	10
<i>Age and Safe Environment Policy</i> .....	7	For Those Without Phones.....	10
<i>Chaperone Ratio Policy</i> .....	7	<b>Suggested Packing List.....</b>	<b>10</b>
Young Adult Group Assistants.....	7	For All Conference Guests.....	10
		Optional Items.....	10
		<b>Franciscan LEAD.....</b>	<b>11</b>

## Conference Office Contact Information

---

Thank you for taking on the responsibility of bringing a group to Steubenville of the Rockies Youth Conference! Our office is here to support you every step of the way so please do not hesitate to reach out if you have any questions or concerns. Whether this is your first time, or you have been coming for years, we are here to serve you!

**Email:** [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org)

**Phone:** 303-715-3252

**Mailing Address:**

Archdiocese of Denver  
DBA: Steubenville of the Rockies  
1300 S. Steele Street  
Denver, CO 80210

**Venue Address:**

Gaylord Rockies Resort & Convention Center  
6700 North Gaylord Rockies Boulevard  
Aurora, CO 80019

## Group Leader Responsibilities

---

*Each group must have a designated Group Leader. This role can be fulfilled by a youth minister, parent, or other adult volunteer.*

## Group Leader Agreement

By taking on this role, the Group Leader agrees to the following responsibilities:

1. Remain the primary point of contact for the Conference Office, reading and responding to all correspondence from the Conference Office
2. Register and pay for the number of spots required by his/her group.
3. Ensure that all deadlines and due dates are promptly followed – including forms, payment, and any other requested information.
4. Read and abide by the policies contained in the Group Leader Information Packet
5. Ensure that all members of his/her group, as well as parents, are informed of the rules, regulations, and policies presented by the Conference Office in the Group Leader Information Packet or via email.
6. Ensure that all rules, regulations, and policies are followed throughout the duration of the registration process and conference weekend.
7. Take full responsibility for the actions of both youth and adult group members during the conference weekend.
8. Ensure that all members of his/her group complete the Online Registration/Liability Release within the group leader Platform.
9. Ensure that every Adult Chaperone is included on the Adult Chaperone Affidavit Form.
10. Ensure that every priest attending with your group submits the Testimonial of Suitability to the Archdiocese of Denver.
11. Organize all the details for his/her group's trip to and from the conference.

# Ministering to the Teens

---

*Thank you for your yes to care for and minister to the youth of your parish, community, or diocese! The group leader and adult chaperones are the primary ministers to the youth throughout the weekend. Please be sure to share this information with all adult chaperones.*

## Conference Programming

Each new conference season comes with its own theme and programmatic focus, each of which will be shared with the group leader, via email, so that they can appropriately and effectively prepare their youth for the weekend.

## Group Leader Manual

Our team at the Conference Office has put together an aid for our Group Leaders, whether it be your first time or your fifteenth time. This Group Leader Manual includes tips on how you can help your teens prepare for the conference, how to set up a preconference meeting for parents and youth and what to include. Overall, this aid is to help youth ministers, chaperones, and youth to get the most out of the conference weekend. The Group Leader Manual can be found by clicking this link: <https://archden.org/eflm/steubenville/resources/>

## Small Groups

Be sure to take advantage of the small group times noted in the Conference Schedule. It is you and your chaperones who will continue to minister to the youth once you leave the Conference, so it is good to begin building a stronger bond with your youth now! Small Group Questions are created by the Conference Staff and will reference the talks your youth hear; these will be shared via email. The Small Groups Questions can be found by clicking this link: <https://archden.org/eflm/steubenville/resources/>

## Pastoral Care & Prayer

Often, when teens come into the presence of Christ for the first time in a very profound and personal way, many of their past hurts and struggles are brought to the surface as God begins the process of healing and restoration. At that moment, they need people who care and support them. As a group leader or chaperone, you can offer the gift of your presence and be a mirror of God's restorative love through listening and praying with them. It is a simple, yet important role you will play throughout the conference weekend. Do not be afraid to minister to your group. Show that you are there for them and God will guide and equip you as you need it. If you need assistance, reach out to the team of Prayer Ministers.

## The Team of Prayer Ministers

The role of Prayer Ministry is to serve and support you and your chaperones by offering spiritual assistance to the youth in your group. Prayer Ministry is an extension of the ministry done by the Ministry Team from the stage and the ministry done by you as the group leader and chaperones. They can assist you if there are several youth that need attention or if there is a particular situation that you and your chaperones are unsure how to handle.

Prayer ministers will be wearing purple shirts and be available throughout the conference weekend. They may approach you to ask if you need assistance. Feel free to approach a prayer minister for help.

If a prayer minister does assist your youth, it is necessary to have an adult chaperone from your group present, to watch over and pray with them also. It is good for the youth to have a familiar person present. In addition, it is the adult chaperone that will be going home with the youth, therefore, he or she can continue to pray for and with the youth at home if needed. If this is not possible, know that the prayer minister will encourage the youth and let them know that group leaders and chaperones are there for them, if need be.

# Group Registration Information

---

## Group Registration

### Who can attend?

All Conference Guests **must attend in groups** - youth accompanied by Adult Chaperone(s); this can include parish groups, school groups, or parents and their children. **We do not accept individual registrations.**

Steubenville Youth Conferences are for high school youth: 9-12 graders. This includes those who will be entering Grade 9 in August 2024 up to those who graduated high school in June of 2024.

Adult **Chaperones must be at least 21 years of age.** Please review the Adult Chaperones section for additional requirements and policies.

Young Adults ages 19-20 are invited to attend the conference with your group. **They may NOT be chaperones, suffice your male chaperone requirement or be counted as youth.** As an alternative, they may attend with your group as "group assistants". All young adults attending with your group are required to be on your Adult Chaperone Affidavit Form.

### When can I register my group?

Registration opens on Wednesday, January 17, 2024 at 9:00 am MST. Registration will remain open until the conference sells out.

## How to Register Your Group

Visit <https://archden.org/eflm/steubenville/>. Click "Registration Information"

- You will need to know the estimated total number of youth, young adults and chaperones attending with your group.
- Registration is done on a first-come, first-serve basis.
- No on-site registrations are permitted.

## Pricing and Payment

### Conference Pricing

Conference pricing is by individual and is the same cost for youth, young adults, adult chaperones, group leaders, Religious, Deacons and Seminarians. Registration includes conference admission and meals.

- Registration Fee: \$199.00/per person

### Registration Payments

#### Deposits

A deposit is required within two weeks of the registration date to secure each spot. If the deposit payment is not received within 2 weeks of registration, you will risk losing the spot.

- Registration Deposit: \$50.00/per person
- This deposit is non-refundable and non-transferable

### Remaining Balance Payment

The remaining invoice balance is **due by Thursday, May 9, 2024.** A 10% late fee will be charged if not paid by this date.

### Payment Methods & Requirements

We accept the following forms of payment:

- Personal/Parish Check
- Money Order

Checks and Money Orders must be made payable to "Archdiocese of Denver". *There is a \$55 fee for a non-sufficient funds or returned check. The Archdiocese of Denver accepts U.S. funds only.*

### Refunds

Fees, deposits, and all payments collected are non-refundable and non-transferable. Please reference our Important Dates & Deadlines to avoid additional financial penalties and/or late fees.

## Important Registration Policies

### Chaperone to Youth Ratio

Your group must have at least one male chaperone for every 7 male youth and one female chaperone for every 7 female youth (1:7).

- You may bring additional chaperones as you see fit.

### Online Liability Form

To ensure the safety of all our conference guests and remain in compliance with the policies established by the Archdiocese of Denver and Franciscan University of Steubenville, all conference guests are required to have completed the Online Registration/Liability Release to attend a Steubenville of the Rockies Youth Conference. *More information is provided in the Group Leader section of this packet.*

### Changes in Group Leader

While this is not standard practice, we understand that circumstances may arise in which a new Group Leader needs to take over responsibility for the group's trip.

- The current Group Leader must send the request to [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org) copying the potential new Group Leader
- The new individual must confirm their willingness to take on all the responsibilities and duties of being the Group Leader.
- NOTE: All Liability forms must state the correct group leader's name; therefore, they may need to be redone in the event of a new group leader taking over.

## Modifying your Registration

### Adding Spots

A Group Leader may add spots at any time so long as a conference is not sold out. Please note:

- Send an email to the Conference office at [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org) with the number of youth spots and/or adult spots you would like to add.

- If the conference is sold out, spots cannot be added, but you can be placed on a wait list.

### Dropping Spots

A Group Leader may **request** to drop spots by emailing [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org). Please be aware of our registration fees and financial penalties for dropping spots by referencing the Important Dates & Deadlines in this packet.

## Cancelling Your Registration

If you find that your group is no longer able to attend the conference, please contact us. Fees, deposits, and all payments collected are non-refundable and non-transferable. All cancellation and refund requests must be made in writing by the Group Leader.

## Booking Hotel Rooms

The Gaylord Rockies Resort and Convention Center will be the home of the Steubenville of the Rockies Youth Conference for 2024 and we are excited to work with them to provide housing for your group! This is how it will work:

- The Conference Office will be working directly with the Gaylord to book rooms for your group.
- We will send out a Housing Request Form for you to fill out as soon as your registration numbers are confirmed.
- We have a limited number of rooms at the Gaylord Rockies Resort. Please submit this form as soon as you know what your housing needs are for your group.
- Please DO NOT reach out directly to the Gaylord to book hotel rooms.
- If you have any questions regarding this, please call us at 303-715-3252.

# Steubenville of the Rockies Online Liability Platform

Every conference participant (youth, young adult group assistant, and adult chaperone – the group leader does not as it is included in the original group registration) must complete the online liability release form or admittance to the conference will not be allowed.

## Online Liability Form

For the safety of all our conference guests and remain in compliance with the policies established by the Archdiocese of Denver and Franciscan University of Steubenville, all conference participants are required to complete the Online Liability Release Form. Please note:

- Registrations do not need to be printed, as the online platform allows the Conference Office the necessary access to the information therein.

Online Registration/Liability Releases for the Steubenville of the Rockies Youth Conference are managed via our online Group Liability Platform.

## The Group Liability Platform

We assure you that the Group Leader Platform is both safe and secure and is only accessible to those with the authority to do so in order to meet the needs of our conference participants.

After you have registered your group, you will have access to the Group Liability Platform using the provided login credentials in your confirmation

email. If you lose or forget your login information, please contact us at [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org).

Here you will be able to send the Online Liability Form Link to your youth, young adults, and adult chaperones. Once they complete the Online Liability Form, you will see your empty spots begin to fill up and all the forms that have been submitted by each member of your group by clicking their "name".

You will only be permitted to fill the number of spots that you have registered for. Once all your spots have been filled your Online Liability Form Link will no longer work. If you need to add more spots, please send the Conference Office an email at [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org).

If a form is submitted with an error, you must delete it and have the youth, young adult, or adult chaperone submit a new Online Liability Form. This is because they are signed legal documents and thus cannot be edited.

## Group Liability Platform Instructions

### Logging In

- You will receive an email from the Conference Office with your specific login credentials.
- Follow the link on that same email to the online platform and login

### Fill in your Adult Liability Form

- Fill in your information to generate your adult liability form.
- Doublecheck that all the information inputted is correct and accurate.
- Sign your form via the e-signature feature
  - Use your mouse on the provided signature box
  - If you are unsatisfied with your results, simply click 'clear' and try again.
  - Type your name as the signer.

- Submit your form, and your information and form will be saved and stored on our secured server.

### Send the 'Group Link' to all participants

On your Dashboard you will find the Group Link. Send this link to every person attending with your group.

- Copy/paste the link to an email or text
- OR click the 'Send Link' button and type in the email addresses of your group members, and they will be sent an email with instructions
- Everyone in your group will follow the link, fill in their information, sign the form and thus successfully generate their liability forms.
  - These do NOT need to be printed
  - Youth forms MUST be signed via the e-signature by a parent/guardian

# Important Dates & Deadlines

---

## January 17<sup>th</sup> – 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 9<sup>th</sup> (\$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 9<sup>th</sup>

## May 9<sup>th</sup> – 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 9<sup>th</sup> will not be guaranteed the correct size.
- To submit additional sizes, please contact the Conference Office by May 9<sup>th</sup>, 2024.

## May 9<sup>th</sup> – 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 9<sup>th</sup> – 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 9<sup>th</sup> 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 9<sup>th</sup> – 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](mailto:SteubenvilleRockies@archden.org).
- Parking for buses is complimentary, but it is limited and will be provided on a first come, first served basis.

## May 10<sup>th</sup> – 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



# Conference Rules, Regulations, & Policies

---

Group Leaders, Chaperones, Young Adult Group Assistants, and Youth are responsible for understanding and adhering to all the rules, regulations, and policies.

## Conference Attendance

### List of Required Forms

Every group must have the following forms before attending the conference.

1. Online Liability Form – This is **NOT** a physical form. You can access your group's Online Liability Forms in the Group Liability Platform. Completed by every person attending the conference.
2. Adult Chaperone Affidavit Form – Completed by the Group Leader on behalf of EVERY Adult Chaperone and Young Adult.
3. T-Shirt Size Order Form – Only required if your group's Online Liability Forms are incomplete within the Group Liability Platform. This form is due on May 9<sup>th</sup>.
4. Housing Request Form – This form will be sent to you via email as a link to fill out. The deadline for this form to be turned in to the Conference Office by May 9<sup>th</sup>.

If any of these forms are missing or are not filled to completion, attendance to the conference will not be permitted.

### Lanyards

Lanyards will be provided upon check-in; it must be worn throughout the entire conference as it informs our staff that you are a guest of the conference and serve as your meal ticket. See the 'Lanyards' under the Conference Weekend section.

## Adult Chaperones

### Age and Safe Environment Policy

Adult Chaperones must be 21+ and be Safe Environment trained and background checked to the specifications of his/her home diocese. Proof of such training must be presented to the Conference Office via the Adult Chaperone Affidavit Form.

### Chaperone Ratio Policy

Each group must have at least one male chaperone for every 7 male youth AND one female chaperone for every 7 female youth. You may bring additional chaperones as you see fit.

## Young Adult Group Assistants

Young Adults ages 19-20 are invited to attend the conference with your group. **They may NOT be chaperones, suffice your male/female chaperone requirement or be counted as youth.** As an alternative, they may attend with your group as "group assistants". All young adults attending with your group are required to be on your Adult Chaperone Affidavit Form.

## Concerning Priests

### Free Admission for Priests

As a sign of our gratitude for their priestly service, we have waived the registration fee for all priests in attendance for those who assist throughout the weekend with a minimum of 2 sessions of the Sacrament of Reconciliation. Note: Housing costs are additional.

### Testimonial of Suitability for Priests

Each priest visiting from outside the Archdiocese of Denver must submit a Testimonial of Suitability for Priestly Ministry in the Archdiocese of Denver, in order to be granted priestly faculties for the conference weekend. You can find a copy of this letter on our website:

<https://archden.org/eflm/steubenville/priests-and-religious/>. Please submit your Testimonial of Suitability Letter to the Conference Office via email at: [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org).

### Sacraments

Priests may assist with the Sacraments throughout the weekend by signing up for desired time slots. Priest should bring their own alb, stole, and cassock, as we may not have enough to accommodate everyone. We kindly ask all deacons and seminarians to assist with adoration and mass.

## On-Site Rules & Regulations

### Expectations of Good Conduct

It is expected that EVERYONE will follow the direction of all posted rules, Conference Staff, Hotel Staff, Security, and Volunteers. Any instances of insubordination will be subject to appropriate discipline. The primary method of dealing with discipline problems, including inappropriate dress or speech, will be to work through the Adult Chaperones and/or Group Leader.

The Archdiocese of Denver and Franciscan University of Steubenville and the Conference Office reserve the right to handle disciplinary situations in a way that best serves the overall conference, including removal of a guest/group from the conference without warning.

### General On-Site Rules

- Chaperones must know where their teens are at all times.
- Children other than the conference attendees are not permitted as the teens in attendance must be the priority of Group Leaders and Adult Chaperones.
- No drugs or alcohol. If any are found, the conference guest/group can be subject to immediate expulsion.
- No smoking. Colorado Law requires smokers to be at least 18 years old and 30 feet from any buildings. All smokers must be of age and the appropriate distance from all buildings.
- Property Damage. Responsible party will pay for full repair/replacement costs.

### In the General Session

- Conference guests should refrain from running and keep aisles clear.
- No one is permitted to go on the stage unless invited by the Host or a Speaker.
- Conference guests are to refrain from standing on, folding, or moving chairs.

### Housing Rules

- When returning to hotel rooms in the evening our golden rule is: Once we exit the elevator we are SILENT. There are other guests of the hotel enjoying their vacation. Be respectful of their sleep.
- All housing arrangements must be gender specific; no persons of the opposite gender may enter at any time.

- Lights out and quiet hours begin at midnight in the Convention Center – Do not leave the hotel rooms and be respectful of those trying to sleep.
- Notice and obey posted signage.

### Appropriate Dress and Speech

All conference guests are expected to dress in a fashion that represents modesty, respecting other conferences guests, staff, and our Lord. It is the Group Leader's responsibility to communicate the following expectations beforehand and, with the assistance of their adult chaperones, to enforce them during the conference.

- Clothing must cover all undergarments and midriffs.
- Bikini tops, low cut tops, miniskirts, short shorts, or other inappropriate attire are not permitted.
- Gentlemen are required to wear shirts at all times.
- Shoes are to be worn at all times.
- Clothing that displays profane or offensive messages or images is not allowed.
- All conference guests are expected to use positive and up-lifting speech.
- Foul and abusive language will not be tolerated.

## Allergies and Dietary Needs

All allergies (food, medical, etc.) and dietary needs are to be recorded on the Online Liability Form.

The Gaylord Rockies Resort will do their best to accommodate all major allergies. If have any questions, please email us at [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org) 2 weeks prior to arriving on-site so that we can most effectively meet your needs.

## On-Site Safety

### Security

For the safety of all participants, the Ballroom will be under a "lockdown" and closed to the general public during the entire conference weekend. People who are not attending the conference will not be permitted to enter the Ballroom unless cleared by Conference Staff.

### Emergencies

In case of emergency, always listen to our staff & security personnel. If you discover an emergency situation, please contact the nearest staff member.

# The Conference Weekend

---

## Check-in

Check-in will be June 21, 2024, from 1:00pm to 4:00pm at the Gaylord Rockies' Convention Center. The Group Leader will check-in for the entire group. In order to prevent confusion, the rest of the group MUST wait away from the check-in area.

## Parking

Parking passes are required in order to park at the Gaylord Rockies Resort and Convention Center property. These passes must be requested by the Group Leader for the entire group when filling out the Housing Request Form. Parking is \$10 per day/per vehicle. Parking for buses is complimentary, but it is limited and will be provided on a first come, first served basis. Parking fees will be included on the housing invoice you receive after the conference from the Conference Office.

## Lanyards

Lanyards will be provided to your group at check-in; these must be worn throughout the entire conference. Without a lanyard you will not be permitted into any conference venues or events.

1. Lanyards – this will serve as your name badge and will also display your group's name. It will also serve as your meal ticket. Everyone must wear his/her lanyard at all times.

Admittance to sessions and meals will not be permitted without BOTH wristband and lanyard.

- If a lanyard is lost or broken, you must get a new one immediately.
- New lanyards may be obtained at the Information Desk (located directly outside the Ballroom)
- There is a \$25 fee for replacing lost or broken lanyards.
- Lanyards will double as your meal ticket.

## Meals

All meals will be served in the Exhibit Hall designated for Meals. Mealtimes are worked into the schedule throughout the conference.

## First Aid

Minimal First Aid will be offered. The Archdiocese of Denver will not provide or distribute any medication of any kind. Cots will not be offered. If anyone is feeling ill, they need to return to their hotel room, youth must go with a chaperone, or return home.

## Additional Conference Weekend Information

### General Session Entry and Assigned Seating

Each group is assigned seats within the General Session; be sure to reference the seating chart on the Steubenville Conference Phone App. If you are struggling at any time to find your assigned section, please ask a volunteer for assistance.

### Marketplace

The Marketplace, located in the Exhibit Hall designated Marketplace, will be open throughout the conference but will be closed during mass and adoration.

### Lost and Found

Lost and Found will be located at the Information Desk (outside the main Ballroom). If you realize after the conference that you lost something, email [SteubenvilleRockies@archden.org](mailto:SteubenvilleRockies@archden.org) within two weeks to claim your item(s).

# Cell Phone App

---

## Why did we create a Conference App?

In the summer of 2017, we introduced our first Steubenville Conferences Phone App. The use of an app came about out of the desire to better meet the youth of today where they are in this society. Because technology is so prominent today, we want to utilize this app to speak to and redeem the culture in which teens find themselves. We hope to take this opportunity to teach them of the importance of balance and moderation and how to use their cell phones and social media for good. Because the teens are constantly on their phones at home, our hope is that this message will continue into their lives beyond the conference weekend. We will encourage the hosts on Friday night to emphasize the importance of not being on their phone all weekend, the last thing we want is for this to serve as a distraction.

## How to Download

Even if you choose not to use the app on the conference weekend, we encourage you, and your youth, to download the app after the conference, as there are many tools that will help them to grow in their faith and continue on this journey towards heaven.

1. Access the Steubenville Conference App by downloading the "myParish App" from the iTunes/Google Play Store.
2. Once downloaded, click "Find a Parish" and type in "Steubenville of the Rockies".
3. Allow for push notifications in order to get updates throughout the weekend.
4. All information pertinent to the conference weekend is accessible through the app!

## For those without phones...

Please be assured that we have considered those who do not have a smart-phone or those groups that do not allow phones on the weekend. While we strongly encourage your youth to utilize the app, if you have decided that it is best for your group if they do not have access to their phones, we respect your decision to not allow cell phones. For this reason, each lanyard contains a minimalized schedule that participants may follow. We would never want people to be at a disadvantage for not having a smart phone.

# Suggested Packing List

---

## For All Conference Guests

- Toiletries
- Clothes: Enough for two days
  - Clothing must cover all undergarments and midriffs.
  - Bikini/crop tops, low cut tops, miniskirts, yoga pants, and short shorts are unacceptable.
  - Inappropriate or profane attire is not to be worn at the conference.
  - Shirts and shoes are to be worn at all times.
- Water bottle
- Bible, notebook, and pen
- Backpack/bag
- Travel Sized Tissues
- Snacks
- Sunblock

- Any Medication needed (in original bottle with name and marked with dosage.)

## Optional Items

- **Spending money**  
To visit the Marketplace and or purchase snacks!

## Franciscan LEAD

---

Franciscan LEAD is a five-day, Christ-centered, sacrament-soaked, prayer-fueled immersion in Catholic teachings on Leadership, Evangelization, And Discipleship, inspired by the life of St. Francis of Assisi.

Our leadership philosophy is based on the foundation that leadership flows from a personal relationship with Christ. Therefore, we first give your teens tools to grow closer in their relationship with Jesus and then give them the essentials for leadership and evangelization.

LEAD Takes place the week before Steubenville of the Rockies, Monday-Friday, after which, the LEAD participant will join their group for the conference weekend.

Youth can apply for Franciscan LEAD for the summer after their freshman year in high school through the summer after their senior year in high school. We are looking for youth who Love Jesus and His Church, are ready to take their Catholic faith to the next level, want to learn how to share their love of Christ with friends and classmates, want to go deeper in prayer, and want to inspire others to answer Christ's radical call to love and serve.

We recommend sending applications for 3-4 from each parish/youth group, with at least one youth from each gender.

For more information, visit <http://steubenvilleconferences.com/lead>