

## ON-CAMPUS REGISTRATION INFORMATION



### How to sign up for Steubenville Main-Campus.

- Registration is 100% online, and on a first come, first served basis.
- **Registration will open up at 8:00 a.m. EST on Monday, January 9, 2012. You may follow the link at [www.franciscanyouth.com](http://www.franciscanyouth.com).**
- All conference participants must be pre-registered as groups, as there will be no on-site registrations.
- Some weekends sell out very quickly, so please have a second choice in mind. If the conference you desire 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 14 regional conferences, you can register with one of our regional conferences. Go to [www.franciscanyouth.com](http://www.franciscanyouth.com) and click on the regional conference you are interested in attending for a list of contact information and registration materials.
  - You can be added to the wait list by calling Dan McBane at (740)284-5888. Please be advised that this list will not make any movement until mid-May when groups begin to drop spots.



### Price and Payment Information.

- On Campus: \$175 per person (Adult Chaperone and Youth). Included are meals, programming, and housing.
- Off Campus: \$150 per person (Adult Chaperone and Youth). Included are meals and programming, but NOT housing. If this option is selected, off campus housing arrangements must be made as well as transportation arrangements to and 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.

Best Western/Steubenville, OH	740-282-0901 & 800-780-7234
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
Fairfield Inn and Suites/Weirton, WV	304-723-0088 & 800-228-2800

A deposit of \$40 per person (non-refundable and non-transferable) must be made at registration via credit card, or within 10 business days by check or money order. Should you choose to mail payment, your spots will not be confirmed until payment is received. Your spots will be released after 10 business days if payment has not been received.

Final Payments are due April 27, 2012. At this point, a group may drop unneeded spots, and not have to pay the remaining balance for the dropped spots, but the deposits will be forfeited. After this point, the group will no longer have the option to drop spots. All payments made are non-refundable. All payments not made by this date will incur a 10% late fee.

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.**

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 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 total spots in your group (Adults and Youth combined) plus the number of priests in your group. **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 April 27, 2012, 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.



### Information concerning Priests.

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. **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 reserved for the conference.** Each priest is also required to have an **Adult Chaperone Application/Verification Form**.

In addition, we are offering separate housing for Priests in a wing of one of the designated male dormitories. Each priest will share a room with another priest. All other Adult and Youth participants will be prohibited from entering this wing at any time throughout the weekend. Please also note that each room does **not** have its own bathroom. There will be at least one community bathroom on this wing. If you feel the Priest(s) coming with your group would be more comfortable in a hotel, feel free to make other arrangements for him.



### Important Dates.

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

**January 9, 2012: Online registration begins!**

**April 27, 2012: Cut-off for Dropping Spots and Final Payment Deadline.**

**2 weeks prior to each conference: Group Information Form Due.**



### What is the Refund Policy?

**Due to 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.

## ATTENDEE INFORMATION – RULES AND REGULATIONS



### Can I send my youth alone?

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 age 21 or older, and actually attend the conference with the group (Group Leader is also 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 group's home diocese prior to the start of the conference you will be attending. Each Chaperone and priest must have an Adult Chaperone Application/Verification Form signed by both the applicant and the Diocesan Authority of Safe Environment of his/her home diocese.
- **Priest(s):** Are also Adult Chaperones and could be the Group Leader, but are excluded from the 1:10 ratio due to separate housing.
- **Youth:** Youth participants must be entering grades 9 – 12 in the Fall of 2012 or be a 2012 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, and due to insurance regulations children and infants are **not allowed**.



### How many Adult Chaperones need to attend?

There must be at least one, but no more than two adults (Group Leader and/or Adult Chaperones) per ten Youth of each gender. A group may be as small as one Youth and one same-sex Adult Chaperone. All Adult Chaperones are expected to be with the Youth throughout the conference, to include sleeping in the same or adjoined room(s) with the Youth.



### General Guidelines.

- **Appropriate Dress and Speech:** Clothing must cover all undergarments and midriffs. Bikini tops, low cut tops, mini skirts, short shorts, or other inappropriate or profane 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. Group Leaders and Adult Chaperones are expected to communicate these expectations to the Youth beforehand and to enforce the dress code at 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. 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.
- **Insubordination:** All Youth and Adult Chaperones are expected to follow the direction of security and Conference Staff. Any instances of insubordination will be subject to appropriate discipline and/or fines.
- **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.
  - **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, and the loss of conference attendance for one year is applied to the entire group.

For security reasons, Franciscan University of Steubenville reserves the right to check all bags/luggage/containers.

- **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 this happen, no refund will be made.

## PLANNING, PACKING, AND ARRIVAL



### Arrival Time and Check-In.

Check-in for High School 1 is from 2:00pm to 6:00pm on June 15, 2012. Check-in for the three remaining conferences is from 12:00pm to 6:00pm on June 22, June 29, and July 13, 2012. In order to attend the Travelers' Mass at 4:00 p.m., your group must be checked in and wearing wristbands.

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 University 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**, and **On-Site Breakdown Form**. You will also receive your wristbands, 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.

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.

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:** One for each Youth attending in order for the youth to be permitted on campus. Please order these alphabetically. We cannot accept any other Liability Release Form that is created by another Diocese, Parish, Youth Group, or Regional Youth Conference.
- **On-Site Breakdown Form:** An accurate count of the number of conference attendees.
- **Adult Chaperone Application/Verification Form:** One for each adult signed by the Diocesan Authority of his/her Diocese.



### Packing List.

- A sleeping bag and pillow (or small cot/air mattress)
- 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 will have group t-shirts 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)
- Appropriate clothing
- Priests attending should bring their own alb and stole(s)

## HOUSING AND MEALS



### Where will we be housed?

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, and up to six people, meaning **at least half will have to sleep on the floor**. 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**).

Due to security concerns and in order to protect both the Youth and Adult Chaperones, **dorms are closed throughout the day from the beginning of the morning session until after the evening session is over**. No attendee, Adult or Youth will be allowed in these areas for any reason. Franciscan University is not responsible for lost or stolen items.

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. Our University Staff will provide transportation to and from the three Steubenville hotels for bus drivers Friday and Sunday; **not** Saturday.



### 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. 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 during meal times and between sessions in the J.C. Williams Center. **Please Note: Saturday dinner admittance will be scheduled at designated times by wristband color**. 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 740-283-6323.

## Housing Rules

- **No moving furniture** (No bunking beds, no putting furniture in the hallway; chairs **ARE** allowed to be put on the desks or in the closets but must stay in the rooms.) Moving certain furniture can put the teens in danger, as well as the Housing Hosts as they move through the rooms.
- **No persons of the opposite gender are allowed in the dorm at any time.**
- **No noise after lights out and no leaving the dorm after lights out.**
- **Food may be eaten and kept in the rooms ONLY if there is no evidence of food afterwards.**
- **Rooms must be left clean enough to walk through each day.** If we cannot reach the window, an infraction will occur.
- **Disrespect or disregard of staff direction.** All participants must follow staff direction in the dorm at all times.
- **No profanity.**
- **No defacing Housing Signs.**

## ADDENDUM

# Franciscan University's Christian Outreach Child Protection Policies November 2011

Franciscan University is in full compliance with the Diocese of Steubenville's Child Protection Policy. When you attend a Youth Conference on campus, 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 adult chaperones must be at least **21 years old**, fill out an Adult Chaperone Application/Verification Form (signed by the Diocesan Authority of Safe Environment of his/her home diocese), 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 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). 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 most likely will have to share a room with adults from other groups and your youth most likely will 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".

## Campus-wide Rules

- **Chaperone must know where their teens are at all times.**
- **No drugs or alcohol.** Any drugs or alcohol found can subject the student to immediate expulsion from the conference.
- **Smoking allowed in designate areas.** Ohio Law requires smokers to be at least 18 years old and 30 feet from all buildings. We ask that all smokers *must be of age* and on the blacktop to abide by this.
- **Property Damage.** Responsible party will pay for the full repair/replacement costs.
- **Be respectful of the room phones.** Damaged room phones are \$100, broken room phones are \$400. **DO NOT UNPLUG THE PHONES FOR ANY REASON!**



# Final Payment Form

## Franciscan University of Steubenville's 2012 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 **April 27, 2012**. Failure to pay the entire balance due by April 27, 2012 will result in the assessment of a 10% late fee on the remaining balance. The Christian Outreach Office fax number is 740-284-5494. If you have any questions about your final payment, please contact a Christian Outreach Representative at 800-437-8368.

► **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: \_\_\_\_\_

► **I am attending (circle one):**

High School Youth 1  
*June 15-17, 2012*

High School Youth 2  
*June 22-24, 2012*

High School Youth 3  
*June 29-July 1, 2012*

High School Youth 4  
*July 13-15, 2012*

► **Dropping Spots:** Following the April 27, 2011 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: \_\_\_\_\_

Billing Address for Card: \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

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



# Group Information Form

Franciscan University of Steubenville's  
2012 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). We need this form to be as accurate as possible. The On-Site Breakdown form should only change the numbers of this form in an extreme circumstance. We need this information to house participants, prepare wristbands, program books, and address all special needs. **Failure to return this Group Information Form by the specified deadline will result in a \$50.00 late fee.** We will accept this form by fax, mail or e-mail. The Christian Outreach fax number is 740-284-5494.

Registered 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 Priests in your group be housed on campus, or providing their own accommodations?  
   **On Campus**    **Own Accommodations**
- Please list the names of all Priests 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: \_\_\_\_\_  
\_\_\_\_\_
- Are there any special dietary needs in your group? Please specify, and also contact Sodexo food services at (740)283-6323 so that they may accommodate your needs. \_\_\_\_\_  
\_\_\_\_\_

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

June 1, 2012 for HSY1    June 8, 2012 for HSY2    June 15, 2012 for HSY3    June 29, 2012 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  
2012 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 the **Adult, and Diocesan Authority of Safe Environment**, and paper clipped together)
- All of the male Adult Chaperone Applications (signed by the **Adult, and Diocesan Authority of Safe Environment**, and paper clipped together)

Thank you for your attention to this detail. For most groups, the information below will mirror the information you gave to us in the Group Information Form, but some groups, who have emergencies arise, 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.



# Youth Registration and Liability Release Form



## Franciscan University of Steubenville's 2012 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.

By signing this form, I acknowledge that my child's Group Leader has informed me of the possible sleeping arrangements and conditions, and also of the list of recommended things my child should bring along to make their stay more comfortable. I understand these things are contained in the document 'On-Campus Group Registration Terms and Conditions', and that this document can be made available to me by my child's Group Leader who, I understand, has read this document in its entirety as a required condition of being a Group Leader at a Franciscan University High School Youth Conference.

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(\_\_\_\_) \_\_\_\_\_

This form is to be filled out by each Youth and parent/guardian.

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



# *Adult Chaperone Application*

## *Franciscan University of Steubenville's 2012 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 at least 21 years of age and agree to abide by Franciscan University's policies for our 2011 High School Youth Conferences. This page must be completed and legible for each adult chaperone or priest to be admitted on campus. Your cooperation is appreciated.*

NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_ ZIP/POSTAL CODE: \_\_\_\_\_

HOME DIOCESE: \_\_\_\_\_

NAME OF CONFERENCE: \_\_\_\_\_ DATES OF CONFERENCE: \_\_\_\_\_

NAME OF GROUP LEADER: \_\_\_\_\_ NAME OF PARISH/GROUP \_\_\_\_\_

I affirm that I am at least 21 years of age. By signing this form, I acknowledge that my Group Leader has informed me of the possible sleeping arrangements and conditions, and also of the list of recommended things to bring along to make my stay more comfortable. I understand these things are contained in the document 'On-Campus Group Registration Terms and Conditions' and that I have seen, read, and understand this document in its entirety. 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

### *Adult Chaperone Verification Form*

#### *Charter for the Protection of Children and Young People*

As the Diocesan Authority of Safe Environment of the (Arch)Diocese of \_\_\_\_\_ I hereby notify the **Franciscan University of Steubenville's Conference Office** that \_\_\_\_\_ has been background checked and cleared in accordance with the policies of our (Arch)Diocese under the "Charter for the Protection of Children and Young People" as set forth by the United States Conference of Catholic Bishops. I understand that no adult will be permitted to attend as a volunteer or participate that has not been cleared by their home diocese and is named on this declaration.

\_\_\_\_\_  
Signature of Diocesan Authority

\_\_\_\_\_  
Date

This form is to be filled out by each Adult Chaperone.

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



# *Adult Attendees List*

## *Franciscan University of Steubenville's 2012 High School Youth Conferences*



*Please list all Adult Chaperones in the following space provided. Please include Priests in this list as well. Each one of the following chaperones and priests must also have an Adult Chaperone Application/ Verification Form signed by the appropriate Diocesan authority of his or her home diocese.*

GROUP LEADER: \_\_\_\_\_

ADULT CHAPERONE: \_\_\_\_\_

ADULT CHAPERONE: \_\_\_\_\_

ADULT CHAPERONE: \_\_\_\_\_

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ADULT CHAPERONE: \_\_\_\_\_

ADULT CHAPERONE: \_\_\_\_\_

PRIEST: \_\_\_\_\_

PRIEST: \_\_\_\_\_

This is the full list of chaperones that I will be bringing to Franciscan University of Steubenville's 2012 Youth Conferences. I am aware that every chaperone must have an Adult Chaperone Application/ Verification Form on file signed by the Safe Environment Coordinator or Diocesan Authority of Safe Environment of his/her home diocese. I am aware that **any adult** without this form will be denied admittance to Franciscan University of Steubenville's 2012 High School Youth Conferences.

\_\_\_\_\_  
Signature of Group Leader

\_\_\_\_\_  
Date

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

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