



Policies and Procedures 2021

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Total cost per person (each Group Leader, Adult Chaperone, and Youth) registered is \$196.00 per person. The fee includes Friday night dinner, Saturday lunch and dinner and all conference programming. (Saturday and Sunday breakfast are included with your room rate at The Rosen Shingle Creek. If you are not staying at the conference hotel breakfast is on your own.)

\$96 pp deposit for all registrations is Non-Refundable. Provided there are spots available in the conference, we will process the deposit and email a confirmation letter to the Group Leader.

There are 2 Drop Dates:

1st Drop Date - March 12th: If you drop the number of participants before or on this date there is no penalty, however, deposits will not be refunded. All non-refundable deposits paid for the participants dropped will be transferred and applied to the final bill. After this date the group is responsible for the non-refundable/non-transferable deposit of \$96 per participant dropped.

2nd Drop Date - March 13th – June 4th: All participants dropped between these dates are responsible for the non-refundable/non-transferable deposit of \$96 per participant dropped.

June 5th - All participants dropped on or after June 5th owe the full payment of \$196 per participant dropped.

No Registration will be taken without a DEPOSIT. Deposits due within 14 days of reserving your spaces.

Payment from your group must be paid by check (drawn on a United States bank) Make check payable to: Steubenville Florida. Please note the group name on the check.

Due to demand and the need for advance planning, we require a definite commitment from our participants. For this reason, all payments are non-refundable. If our office does not receive written notification from you of the dropping of spots or entire registration, your group will be responsible for paying the entire balance due.

Bad Checks If your check fails to clear the bank and is returned for insufficient funds, the group leader will be notified that the status of the group's registration has been changed to "insufficient funds" category. Your registration will not be processed until the conference office receives a money order or cashier's check for the entire amount. There is a \$35 handling charge for each NSF check.

All balances are due **June 18, 2021.**

Failure to pay your entire balance due will result in a forfeiture of your registration, so we can accommodate any group on our waiting list wishing to attend. These policies are in place so that we may be as fair as possible to all groups and prepare adequately for the participants attend the conference.

The following paper forms are due **June 18, 2021** to the Steubenville Florida Conference Office:

- Original Adult Chaperone Verification Form-Charter for the Protection of Children and Young People signed by the (Arch)Bishop.

The following online requirements need to be completed by **July 13, 2021** at noon:

- All participants (one per participant - group leader, chaperones and youth) need to complete the online liability release registration through the link that is provided to the group leader at the time of the initial registration.

All deadlines are FINAL.

All groups must identify one person as the Group Leader for the conference. All correspondence, phone calls, email, etc., will be handled through them. Conference materials at registration check-in will be issued to that person.

A group is defined, at minimum, one group leader and one youth participant. No single registrations will be accepted.

Group Leader: the one person organizing the trip and serving as a contact person for the group. The Group Leader must be an adult who is prepared to attend the conference. All correspondence will take place between the Group Leader and the conference office.

Adult Chaperone: adults (21 years of age and older) must be with the youth throughout the conference, it is necessary that there is at least one male adult chaperone for every 8 young men and one female adult chaperone for every 8 young women. We realize that there are situations where it may be challenging to find another chaperone; however, the conference staff has found that dual chaperones are imperative, especially in times of ministry and for supervisory reasons. Groups are unable to share chaperones with other groups in order to meet the minimum requirement of 1 adult (Group Leader or Adult Chaperone) per eight youth, per gender. Young adults (18-20) cannot serve as chaperones.

Youth: the participants in the conference must be entering 9th, 10th 11th, or 12th grade in the fall of 2021 or a 2021 high school graduate.

Day of Arrival: Plan to arrive at the Conference Registration check-in table between 1:30 PM and 5:30 PM on **July 16, 2021** at the Rosen Shingle Creek. The Group Leader and one chaperone of the opposite gender will check-in. In order to prevent confusion, the rest of the group MUST wait away from the check-in area.

