



Jn 16:33

Group Leader

Information Packet 2022

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Conference Office Contact Information

Thank you for taking on the responsibility of bringing a group to a Steubenville Florida 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: info@steubenvilleflorida.com

Voice or Text: 561-797-4977

Mailing Address:

Catholic Servant Ministries
DBA: Steubenville Florida
4521 PGA Blvd. #173
Palm Beach Gardens, FL 33418

Venue Address:

Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819

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 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 portal.
9. Ensure that every Adult Chaperone is listed on the Adult Chaperone Verification Form.
10. Ensure that every priest attending with your group submits the Priestly Aptitude to the Diocese of Orlando.
11. Organize all 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://steubenvilleflorida.com/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://steubenvilleflorida.com/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 red shirts with blue vests 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 ideal 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: 9-12th graders. This includes those who will be entering Grade 9 in August 2022 up to those who graduated high school in June of 2022.

Adult **Chaperones must be at least 21 years of age**. Please review 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 Verification Form.

When can I register my group?

Registration opens on Monday, January 26, 2022 at 12:00 pm (noon) EST. Registration will remain open until 3 weeks before the conference or until sold out.

If you would like to add spots or register within 2 weeks of the start of the conference, please contact the Conference Office.

How to Register Your Group

Visit steubenvilleflorida.com Click "Group Registration"

- 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, and the group leader. Registration includes conference admission and meals.

- Registration Fee: \$205.00/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: \$100.00/per person

Remaining Balance Payment

The remaining invoice balance is **due by Friday, June 10, 2022**. 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 or Money Order
- Bill.com Electronic Check

Checks and Money Orders must be made payable to "Catholic Servant Ministries". *There is a \$55 fee for a non-sufficient funds or returned check. Catholic Servant Ministries, Inc. 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 8 male youth and one female chaperone for every 8 female youth (1:8).

- Priests cannot serve as male chaperones.
- You may bring additional chaperones as you see fit.

Online Registration/Liability Release

To ensure the safety of all our conference guests and remain in compliance with the policies established by Catholic Servant Ministries, Inc. and Franciscan University of Steubenville, all conference guests are required to have completed the Online Registration/Liability Release to attend a Steubenville Florida Youth Conference. *More information is provided in the Group Leader Portal 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 info@steubenvilleflorida.com, 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.

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:

- Log into the Group Leader Portal, Click "High School", then Click "Register More Spots". Be sure to only add what you need, not your new total number. For example: You are currently registered with 10 spots - log in and add only 2 spots. DO NOT log in and register for 12 spots. The systems ADDS your registrations together.

- In addition, you may email info@steubenvilleflorida.com and we can add the additional spots for you.
- If the conference is sold out, spots cannot be added, but you can be placed on a wait list.
- If you are only adding: t-shirts, pizzas, or theme bags and not additional spots you must email info@steubenvilleflorida.com to make this request

Dropping Spots

A Group Leader may request to drop spots at any time by emailing info@steubenvilleflorida.com. Please be aware of our drop dates 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 or Pastor.

Booking Hotel Rooms

Groups DO NOT need to stay on-site at the Rosen Centre, however, it is highly suggested to get most out of your Steubenville Florida experience.

Booking 9 Rooms or Less

- Book rooms using the link provided in your Confirmation Email
- Enter your name, for the "guest names"
- Reference the Rosen Center Policies and Payments Section for more details

Booking 10 Rooms or More

- Book rooms using the Hotel Reservation Form in the Forms Section of this packet and email form to groupreservations@rosenhotels.com
- Reference the Rosen Center Policies and Payments Section for more details

Steubenville Florida Online Registration/Liability Release

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

Online Registration/Liability Release

For the safety of all our conference guests and remain in compliance with the policies established by Catholic Servant Ministries, Inc. and Franciscan University of Steubenville, all conference participants are required to complete the Online Registration/Liability Release. Please note:

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

Online Registration/Liability Releases for the Steubenville Florida Youth Conference are managed via our online Group Leader Portal.

The Group Leader Portal

We assure you that the Group Leader Portal 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 Leader Portal using the provided login credentials in your confirmation

email. If you lose or forget your login information, you may reset your password via the Group Leader Portal login page or contact us at info@steubenvilleflorida.com.

Here you will be able to send the Online Registration/Liability Release Links to your youth, young adults, and adult chaperones. Once they complete the Online Registration/Liability Release 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 Registration/Liability Release Link will no longer work. At this time, you would click "Register More Spots" to add onto your registration. If someone drops from your group, delete their form to make room for whomever might take their place.

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 Registration/Liability Release. This is because they are signed and legal documents and thus cannot be edited.

Group Leader Portal Instructions

Logging In

Your log-in information was provided in your Confirmation Email

Adding Spots

A Group Leader may add spots up to 2 weeks prior or so long as a conference is not sold out by simply clicking "Register More Spots"

When adding additional spots, ONLY add what you need and NOT your new total number. The system will add all your registrations together for a new total. If you make an error when adding more spots please contact our office and we can fix the error.

Removing Participants

Check the box next to the participant you wish to remove, then click "Remove" at the top of the column. The participant will be removed, but the spot will remain empty to fill with a new participant.

Printing Individual Registration Forms

Click the participant's name and then print the completed form.

Excel Download of Group Data

Click "See the Full Report" then open as an excel file.

Important Date & Deadlines

January 26th – 12:00 pm (noon) EST – Conference Registration Opens!

- A Group Leader may register his/her group at any time after this date
- Deposits are due within 2 weeks of registration date, sent via check, money order, or Bill.com Electronic Check
- Registration will remain open until 2 weeks before the conference or until sold out
- Deposits are non-refundable but may be applied to the remaining balance due prior to April 9th
- Once you have registered your group online, expect a confirmation email regarding your Group Leader Portal Log-In to access your Online Registration/Liability Release Links
 - You will also receive an email with a link to book hotel rooms, if needed

April 8th – 1st Drop Date

- If you drop the number of spots before or on this date all non-refundable deposits paid for the spots dropped will be transferred and applied to the remaining balance due
 - If dropping spots results in a "credit" refunds will not be issued
- After this date the group is responsible for the non-refundable deposit of \$100 per spot dropped

April 9th – May 31st – 2nd Drop Date

- All spots dropped between these dates are responsible for the non-refundable/non-transferable deposit of \$100 per spots dropped

June 1st – Final Drop Date & T-Shirt Size Order Form Due

- All spots dropped on or after June 1st owe the full payment of \$205 per spot dropped

June 10th – Final Payment & Adult Chaperone Verification Form 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 (June 2, 2022) a 10% late fee will be applied to any outstanding balances.
- Signed and Sealed Adult Verification Form Due with ALL Adult Chaperones and Young Adults listed and cleared; a \$150 late fee may be charged if this form is received after the date listed above

June 14th – Last Day to Book Hotel Rooms and Complete Housing Forms

- ALL Forms and Payments for Hotel Rooms MUST be submitted to groupreservations@rosenhoteles.com
 - Confirm Payment Method with Rosen Centre Group Housing (Credit Card, Check or Money Order)
 - Submit the Room Assignment Form
 - Submit your Parish Tax Exempt Form
- Hotel Rooms may be booked after this date depending on hotel room availability, the Steubenville Florida Room Rate of \$152 per night, per room is not guaranteed after this date

July 5th – 12:00 pm (noon) ALL Online Registration/Liability Releases Complete

- Online Registration/Liability Releases should be completed online for all attendees by this date
- A \$150 late fee may be charged if any Online Registration/Liability Releases are missing within your Group Leader Portal
 - If you are unable to fill all your spots, please contact the Conference Office to ensure this fee is not applied

July 8th – Check-in Day at Steubenville Florida

- Check-In for the Conference: Between 1:30 pm – 5:30m pm in the Signature 1 Meeting Room on the Lower Level of the Rosen Centre
- Check-In for Hotel Rooms: Beginning at 3:00 pm at the Rosen Centre Front Desk
 - To expedite the check-in process, complete all the hotel steps listed above on-time

Conference Rules, Regulations, & Policies

Group Leaders, Chaperones, Young Adults, 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 Registration/Liability Release – This is **NOT** a physical form. You can access your group's Online Registration/Liability Release Links in the Group Leader Portal. Completed by every person attending the conference.
2. Adult Chaperone Verification Form – Completed by the Group Leader on behalf of EVERY Adult Chaperone and Young Adult.
3. T-Shirt Size Order Form – Only required if you pre-ordered t-shirts and your groups Online Registration/Liability Release are incomplete within the Group Leader Portal.
4. Room Assignment Form – Only required if you booked room at the Rosen Centre.

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

Wristbands & Lanyards

Wristbands and lanyards will be provided upon check in; these must be worn throughout the entire conference as they inform our staff that you are a guest of the conference. See Wristbands & Lanyards under the Conference Weekend section.

COVID-19 Protocols

All conference guests are expected and required to abide by all protocols established by Catholic Servant Ministries, Inc. and Franciscan University of Steubenville for the Steubenville Florida High School Youth Conference. The most up to date information on the plan to keep everyone safe and healthy during the event can be found at:

<https://steubenvilleflorida.com/resources/>

Adult Chaperones

Age and Safe Environment Policy

Adult Chaperones must 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 Verification Form.

Chaperone Ratio Policy

Each group must have at least one male chaperone for every 8 male youth AND one female chaperone for every 8 female youth. You may bring additional chaperones as you see fit.

Concerning Priests

Free Admission

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 the Sacrament of Reconciliation.

Certificate of Aptitude

Each priest visiting from outside the Diocese of Orlando must submit the Certificate of Aptitude to the Diocese of Orlando, in order for Bishop Noonan to grant priestly faculties for the conference weekend.

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.

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.

Catholic Servant Ministries, Inc. 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. Florida 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 Grand Ballroom

- 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 – Do not leave the hotel rooms and be respectful of those trying to sleeping.
- Notice and obey posted signage.

Appropriate Dress and Speech

All conference guests are expected to dress in a fashion that represents modesty, respecting other conference 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 Registration/Liability Release.

The Rosen Centre can accommodate all major allergies. If have any questions, please email us at info@steubenvilleflorida.com 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 Grand 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 Grand 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.

Inclement Weather

Throughout the weekend we will be monitoring the weather. In the case of a declared weather WARNING in Orange County, an emergency will automatically be declared. The evacuation procedures will be immediately implemented.

Reporting an Incident/Emergency Contact

If you witness a Youth or Adult Chaperone violating any policy in regard to Child Protection or Franciscan University of Steubenville's guidelines, you are required to report it immediately to a member of the Security or Conference Staff.

The Conference Weekend

Check-in

Check-in will be July 8, 2022, from 1:30pm to 5:30pm at the Rosen Centre, Convention Center, Lower Level, Signature 1 Meeting Room. The Group Leader and one chaperone of the opposite gender 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.

Wristbands & Lanyards

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

1. Wristband – this designates your group's color and tells you when your group will be allowed to enter the Executive Ballroom for meals and the Grand Ballroom for General Sessions.
2. Lanyards – this designated your name and group names. 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 wristband is lost or broken, you must get a new one immediately.
- New wristbands may be obtained in the Main Office.
- There is a \$20 fee for replacing lost or broken wristbands/lanyards.

Meals

All meals will be served in the Executive Ballroom. Meal times are worked into the schedule throughout the conference and admittance to the meal room will be staggered based upon wristband color.

First Aid

Minimal First Aid will be offered in the Main Office: Small and Large Band-Aids, feminine products, instant cold packs, adhesive tape, hydrogen peroxide, sterile bandages. Catholic Servant Ministries, Inc. 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 Grand Ballroom, be sure to reference the seating chart in your welcome packet or the master seating chart inside the Grand Ballroom. If you are struggling at any time to find your assigned section please ask a volunteer for assistance.

Group Leader & Chaperone Meeting

Please be sure to have at least one Adult from your group attend this meeting, as it will update you and your group on any changes or items of note about the conference weekend.

Marketplace

The Marketplace, located in the Junior Ballroom will be open throughout the conference but will be closed during mass and adoration.

Lost and Found

This is located at the Main Office If you realize after the conference that you lost something, email info@steubenvilleflorida.com 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 Florida Conference App by downloading the "myParish App" from the iTunes/Google Play Store.
2. Once downloaded, click "Find a Parish" and type in "Steubenville Florida".
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 are 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

Optional Items

Group T-shirt

Many groups will have matching t-shirts for every member to identify them as a group. Visit our website and view our Media Kit for conference logos.

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 Florida, 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.

Franciscan LEAD will be postponed until 2023. For more information, visit <http://steubenvilleconferences.com/lead>

Adult Chaperone Verification Forms

The safety of the youth is our number one priority. The Steubenville Florida Conference Office works closely with each Diocese in Florida to ensure that all group leaders and chaperones attending the conference have completed the Safe Environment Requirements in accordance of the policies under the "Charter for the Protection of Children and Young People."

Each form below is specific to one of the seven (arch)dioceses in the state of Florida and one for out-of-state groups.

Submit the proper form to your home diocesan contact. **DO NOT send this entire packet to your Diocesan Contact, they will NOT process your form.** You have two options:

1. Print your Diocese Adult Chaperone Verification Form from this packet, complete the required portions then scan your form to your diocesan contact
2. Visit our website: <https://steubenvilleflorida.com/resources/> for the Adult Verification Form in Microsoft Word format, you may then type directly onto the form, save, and e-mail to your diocesan contact

Diocesan Contacts

Diocese of Orlando

Signed and Sealed by your Parish Pastor

Archdiocese of Miami

Viviana Yerex
Coordinator of Youth Ministry
Phone: 305-762-1185
Email: vyerex@theadom.org

Diocese of Palm Beach

Kathy Casey
Diocese of Palm Beach Safe Environment Office
Phone: 561-775-9530
Email: kcasey@diocesepb.org

Diocese of Pensacola/Tallahassee

Jeanne M. Blake
Office of Human Resource and Safe Environment
Phone: [850-435-3570](tel:850-435-3570)
Email: blakej@ptdiocese.org

Diocese of St. Augustine

Norma Garcia
Diocese of St. Augustine Youth and Young Adult
Ministry
Phone: 904-262-3200 ext. 108
Email: ngarcia@dosafll.com

Diocese of St. Petersburg

Kim Sbarra
Safe Environment Office
Phone: 727-344-1611 ext. 5303
Email: ks@dosp.org

Diocese of Venice

Cara Smith
Diocese of Venice Background Screening
Coordinator
Phone: 941-441-1104
Email: Smith@dioceseofvenice.org

Out of Florida Diocese

Signed and Sealed by your home Diocesan Office
(last form)



STEUBENVILLE
CONFERENCES

Group Leader and Adult
Chaperone
2022 Verification Form
Diocese of Orlando

As Pastor of _____ Church/Parish in the Diocese of **Orlando**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Group Leader or Chaperone	Date of Fingerprinting (Completed by Pastor ONLY)
1.			
2.			
3.			
4.			
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14.			
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16.			
17.			
18.			
20.			

Number of Adults Verifying

Signature of Pastor

Date Verified and Signed

(PARISH SEAL)



STEUBENVILLE CONFERENCE

Group Leader and Adult
Chaperone
2022 Verification Form
Archdiocese of Miami

As Archbishop/Vicar General/Chancellor of the Archdiocese of **Miami**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Archdiocesan Office ONLY)	Date of PGC (Completed by Archdiocesan Office ONLY)	VIRTUS Report Submitted (Completed by Archdiocesan Office ONLY)
1.				
2.				
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18.				
20.				

Number of Adults Verifying

Signature of Archbishop/
Vicar General/Chancellor

Date Verified and Signed

(DIOCESAN SEAL)



STEUBENVILLE
CONFERENCES

Group Leader and Adult
Chaperone
2022 Verification Form
Diocese of Palm Beach

As Bishop/Vicar General/Chancellor/Vice Chancellor of the Diocese of **Palm Beach**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.			
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20.			

Number of Adults Verifying

Signature of Bishop/Vicar General/
Chancellor/Vice Chancellor

Date Verified and Signed

(DIOCESAN SEAL)



STEUBENVILLE
CONFERENCES

Group Leader and Adult
Chaperone

2022 Verification Form

Diocese of Pensacola/Tallahassee

As Bishop/Vicar General/Chancellor/Vice Chancellor of the Diocese of **Pensacola/Tallahassee**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Group Leader or Chaperone	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.				
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20.				

Number of Adults Verifying

Signature of Bishop/Vicar General/
Chancellor/Vice Chancellor

Date Verified and Signed

(DIOCESAN SEAL)



STEUBENVILLE
CONFERENCE

Group Leader and Adult
Chaperone
2022 Verification Form
Diocese of St. Augustine

As Bishop/Vicar General/Chancellor/Vice Chancellor of the Diocese of **St. Augustine**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Group Leader or Chaperone	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.				
2.				
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Number of Adults Verifying
(DIOCESAN SEAL)

Signature of Bishop/Vicar General/
Chancellor/Vice Chancellor

Date Verified and Signed



Diocese of St. Petersburg Adult Chaperone Verification Form

As bishop of the Diocese of St. Petersburg (“Diocese”), the Safe Environment Office, on my behalf, has verified that each adult listed below has a current FBI Background Check and is cleared in accordance with the Diocese of St. Petersburg Policy for the Protection of Children and Vulnerable Adults and, the Florida Conference of Catholic Bishops, and the US Conference of Catholic Bishops Policy for the Protection of Children and Young People. No adult will be permitted to attend as a volunteer or participate on behalf of the Diocese who does not have a current FBI Background Check and has successfully completed Safe Environment Program training for adults who wish to have the care, responsibility, and or supervision of children and vulnerable adults. The individuals listed on this declaration are as follows:

Parish/School Affiliation:				
Destination Address:				
Dates:				
Count	Last Name	First Name	Social Security # (Last 4 digits)	Position (Group Leader, Priest, Adult Chaperone)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Number of Male Youth on Trip:	
Number of Female Youth on Trip:	

Number Verified:	
Bishop’s Signature:	
Date:	



STEUBENVILLE
CONFERENCES

Group Leader and Adult
Chaperone
2022 Verification Form
Diocese of Venice

As Bishop/Vicar General/Chancellor/Vice Chancellor of the Diocese of **Venice**, I hereby notify Catholic Servant Ministries, Inc that each adult listed below has been background checked and cleared in accordance with the policies of the 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 listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Group Leader or Chaperone	Date of Fingerprinting (Completed by Diocesan Office ONLY)	Date of PGC (Completed by Diocesan Office ONLY)
1.				
2.				
3.				
4.				
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20.				

Number of Adults Verifying

Signature of Bishop/Vicar General/
Chancellor/Vice Chancellor

Date Verified and Signed

(DIOCESAN SEAL)



STEUBENVILLE CONFERENCE

Group Leader and Adult
Chaperone

2022 Verification Form Out of Florida Diocese

As (Arch)Bishop/Vicar General/Chancellor/Vice Chancellor/Safe Environment Director of the (Arch)Diocese _____ I hereby notify Catholic Servant Ministries, Inc and the Steubenville Florida Conference Office that each adult listed below has been background checked and cleared in accordance with the policies of the 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 his or her home diocese and is listed on this declaration.

Parish/Group Name: _____

#	Full Legal Name (Must Match Online Registration)	Group Leader or Chaperone	Date of Fingerprinting (Completed by (Arch)Diocese ONLY)
1.			
2.			
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20.			

Number of Adults Verifying

Signature of Bishop/Vicar General/
Chancellor/Vice Chancellor/
Safe Environment Director

Date Verified and Signed

(DIOCESAN SEAL)



Steubenville Florida High School
 Youth Conference 2022
T-Shirt Size Order Form

Please indicate the number of T-Shirts per size.
 The total number of T-Shirts ordered should match the number of
 T-Shirts ordered on your group registration.

Group/Parish Name: _____

Group Leader Name: _____

Please note that we only offer adult sizes

Size	Number of T-Shirts
Small	
Medium	
Large	
XL	
2XL	
3XL	
4XL	
Total	

Email this form back to:
info@steubenvilleflorida.com

Steubenville Florida Conference Office by **June 1st**

Rosen Centre: Policies and Payments

Room Assignments Form

All group leaders must provide the hotel with a room assignment list on or before **June 14th by 5pm**. If you fail to provide this list by **June 14th by 5pm**, any rooms on hold will be released and will be subject to availability.

Payment Options:

Credit Cards

- An online payment link will be provided *upon request* from groupreservations@rosenhoteles.com
- Five Days prior to arrival the credit cards provided will be authorized for one night for each room.
- If you would like to pay in full with a church credit card prior to arrival, this will expedite your check-in process.

Checks

- Mail your check for one night's room and tax for each room and include all reservations #'s or your Hotel Reservations Form (only if you booked 10 or more rooms).

Reservations Department
400 Destination Parkway
Orlando, FL 32821

- Final payments must be submitted at least 10 days prior to your arrival to avoid delays in receiving payment.
- If you reserve rooms with a credit card, you can still pay in full with a church check.

Invoices

If you need an invoice, please email groupreservations@rosenhoteles.com and the hotel can provide one. You will need to include church name, each guest name and confirmation numbers in order to process this request.

Tax Exemption

In order to be exempt from taxes, you must provide your DR-14 Florida Tax Exemption Form with room list.

Payment must be received prior to arrival with either a company check or company credit card. The name on the check/credit card must match the name on the Tax Exemption Form or you will be required to pay taxes. Please note that the 1% OCCC charge is not Tax Exempt.

Cancelation Policy

Should you need to cancel any rooms you must do so 5 days prior to your arrival to avoid a one night penalty.



HOTEL RESERVATION FORM
2021 Steubenville Youth Conference
July 8 – July 10, 2022

THE ROSEN CENTRE HOTEL is pleased to welcome the 2022 Steubenville Youth Conference
To reserve 10 or more rooms, complete and email this form to: groupreservations@rosenhoteles.com

- Rosen Centre must receive this form with a credit card for guarantee before June 14, 2022 to secure rooms.
All forms will be processed and subject to availability in the order they were received.
If you do not include a credit card guarantee or the form is incomplete, your rooms will not be processed
Requests for pre and post-convention dates will be accepted on a space available basis
Please include your valid Florida Tax Exemption form. PLEASE NOTE, THE 1% OCCC CHARGE CANNOT BE TAX EXEMPT.

Room rate is \$152.00+12.5% Tax and 1%OCCC charge

Cancellation Policy is 5 days prior to arrival

Total Number of Rooms Requested: Parish/Group Name:

Arrival Date: Departure Date:

Group Leader Name:

Address:

City: State: Zip:

Daytime Phone: Email:

To confirm your room reservations a one-night guarantee is required (for each room). If sending a check, reservations will not be accepted until the entire list and check for the deposit have been received by the hotel.

CC NUMBER: EXP DATE:

CARD HOLDER SIGNATURE:

CHECK CHECK NUMBER: TOTAL AMOUNT ENCLOSED: \$

- Credit cards provided will be authorized for 1 night's room and tax for EACH ROOM five days prior to arrival.
Rosen Hotels & Resorts will not generate purchase orders or direct billing for your rooms during this event.
If your organization is Tax Exempt, a valid Florida State Tax Exemption must be sent with an organization check or credit card to pay for the rooms in full.
Check-In Time is after 3:00pm. Check-Out Time is 11:00am. Early check-ins are not guaranteed.
Room types, room requests (connecting, king, double queen, etc....) and suites are not guaranteed, but will be granted based on availability

I have read and understand the above information.

SIGNATURE: DATE:

Proudly, Rosen Centre is a smoke-free environment in all indoor public areas and guest rooms!