



STEUBENVILLE MID-AMERICA 2017

JULY 14-16, 2017 (WEEK 1) | SPRINGFIELD, MO

ARCHDIOCESE OF OMAHA REGISTRATION INFORMATION

The purpose of this document is to give parish leaders an overview of their role in the registration process.

COST: \$290 per person (youth and adults) - Priests/Religious attend for free!

Included in the price:

- Conference registration - includes all meals at the event and dorm housing at Evangel University
- Bus Transportation
- Archdiocesan T-shirt
- Sunday Lunch

Please note: Friday lunch is NOT included in the price. Parish leaders and hub-coordinators will decide how to coordinate this meal.

HUB COORDINATORS

The Archdiocesan-sponsored trip will operate with three main hubs and coordinators. These hubs will also be the locations for bus departure.

Hub	Coordinator	Contact Information
Columbus	Belinda Keiter	bkeiter@stboncc.com 402-564-7151
Norfolk	Marilyn Kathol	marilynkathol@sacredheartnorfolk.com 402-371-2621
Omaha	Beth Carlson	bccarlson@archomaha.org 402-557-5610

REGISTRATION GENERAL INFORMATION

The primary method for registration will be through parishes. Parishes should designate a main adult leader (i.e. youth minister, priest, volunteer, etc.) who will be responsible for:

- Gathering registration information and payment for all youth and adults who will attend the conference
 - Submitting designated paperwork and payment to the Archdiocese of Omaha
 - Registering individual participants from your parish group online using the link provided by the Archdiocese of Omaha
- Setting up payment plans (as needed) for participants
- Recruiting adults to lead small groups and meet the youth/adult ratio requirement
 - It is important to communicate with your hub coordinator about specific parish needs for adults & small groups. Additional adult leaders may be available if needed.

ADULT ATTENDEES & RATIO REQUIREMENTS

The ratio requirement is one (1) adult for every five (5) youth. An additional adult is needed for each additional 1-5 youth. **Please see the note below and contact your hub coordinator to communicate and/or collaborate adult participation and small group placements.** The Archdiocese of Omaha requires that adults who are 21 or older are Safe Environment Certified.

Youth	Adults
1-10	2
11-15	3
16-20	4
21-25	5

All adult leaders MUST be certified (including those whose certification will expire on or before July 16, 2017) before July 1, 2017, or they will not be allowed to participate. To verify your own certification please contact Beth Carlson, 402-557-5610 or bccarlson@archomaha.org.

Young adults (age 19-20) are welcome to attend as junior leaders but must be Safe Environment Certified. They will be paired with an adult leader and may assist in small group facilitation. Junior leaders are not counted in the youth/adult ratio requirement. They must follow the adult code of conduct but should not be given supervision responsibilities without the oversight of an adult.

A Note on Small Groups and Adult Leaders

An important part of the conference experience is the time provided to meet in small groups (typically 4-8 teens with 1 or 2 adult leaders). Because some of the content is gender-specific (and for organizational purposes), our preference is for small groups to be separated by gender. If your parish does not have enough teens for a full small group of girls or boys, or if you do not have enough adult leaders for each small group, **please talk to your hub coordinator before Friday, February 3.** It is usually possible to pair up with others to accommodate everyone.

We encourage parish groups to bring adult leaders who can have a continuing presence and impact in the teens' lives when they return home. However, we also want to be clear that **the primary role of adults attending the conference is to serve as small group leaders and spiritual mentors** (in addition to the normal chaperone duties). This means that they are capable not only of facilitating small group discussion, but are also strong models of prayer, healthy relationships, and Christian discipleship who uphold the teachings of the Church. If you have parents wishing to attend the conference with their teens, we ask you to evaluate whether or not they can serve in the role of a small group leader or co-leader. We strongly encourage you to keep the number of adults who are not in a direct ministerial role to a minimum.

PARISH LEADER REGISTRATION STEPS

Please carefully note all deadlines! Submitting information and payments on time allows our office to plan and communicate adequately, both with parishes and conference organizers. Thank you for your cooperation!

STEP 1 – REGISTRATION PACKETS

DEADLINE: ONGOING

Parish leader gathers registration information using the Archdiocesan-provided paper registration packets for youth and adults. **Please note: the provided paper registration packet contains all necessary information for the online registration (step three).** Parish leaders may also set up payment plans for individuals as needed.

The registration packet gathers the following information:

- Demographic information (name, address, parents' names, etc.)
- Emergency Contact
- Roommate Requests
- Archdiocesan Code of Conduct and Liability Waiver
- Archdiocesan Medical Information Sheet

Steubenville Scholarships

Due: Monday, March 13

Teens may also apply for a scholarship through the Steubenville Mid-America Conference. They have substantial funding to provide assistance to families and teens. Click here to access the application form: <http://steubystl.com/wp-content/uploads/2016/10/2017-Scholarship-Application-Revised.pdf>

Archdiocese Scholarships

Due: Friday, March 31

Please contact your hub coordinator for more information about local scholarships. We will do our best to help every teen attend!

STEP 2 – RESERVE SPOTS

DEADLINE: FRIDAY, FEBRUARY 3

The parish youth minister or designated leader fills out the “[2017 Steubenville Spot Reservation Form](#)” online. **This communicates to the Archdiocese the number of spots that your parish wishes to reserve at the conference.** Please account for all youth, adult leaders, priests, and religious. The Archdiocese will then reserve the total number of spots desired by our parishes with the Steubenville Mid-America Conference.

Parishes are welcome to reserve as many spots as needed. However, it is important to remember that **your parish is responsible for paying a \$50.00 per person, non-refundable deposit to the Archdiocese for each spot reserved on this form.** There is no charge for priests/religious to attend the conference.

The Archdiocese of Omaha will email an invoice for the deposit amount to the parish leaders by Wednesday, February 8.

Note: If you are uncertain about the number of spots to request or have only a few youth interested in attending, please talk to your hub coordinator, who will work with you to determine small group placements and assign small group leaders. This also enables us to accommodate individual teens whose parishes are not organizing a group to attend.

Individual youth registrations: Teens are asked to register through their parish if the parish is taking a group, as this allows us to get a more accurate count of the number of spots needed. Each hub will reserve a limited number of spots for individual teens without a parish group to attend; parents/teens should contact their hub coordinator for registration materials as soon as possible (before Friday, Feb. 3) to ensure a spot at the conference. Thank you!

DROPPING SPOTS **DEADLINE: WEDNESDAY, APRIL 19**

If your group has requested extra spots that you are unable to fill, please email or call Beth Carlson, bccarlson@archomaha.org or 402-557-5610, to indicate how many spots are no longer needed. **The parish will not be refunded the deposit amount for dropped spots.** However, the parish will not be responsible for paying the remaining balance owed (\$240 per person).

ADDING SPOTS **DEADLINE: AS AVAILABLE**

If your group is in need of additional spots, please email or call Beth Carlson, bccarlson@archomaha.org or 402-557-5610, to indicate how many spots are needed. **The Archdiocese cannot guarantee that spots will be available**, as availability depends on how many spots are dropped by other parish groups. **These spots will be reallocated on a first come, first serve basis.**

REFUND POLICY

Parishes are responsible for paying a **\$50.00 per person, non-refundable deposit** for all spots reserved using the online “2017 Steubenville Spot Reservation Form” (Friday, February 3). ***The deposit is non-refundable even if another parish is capable of filling the dropped spots.***

Parishes are responsible for paying the remaining balance (\$240 per person) for all spots retained after the drop date (Wednesday, April 19). **No refunds will be issued after the drop date** (Wednesday, April 19), but parishes may still make substitutions up until the registration deadline (Friday, May 19).

STEP 3 – ONLINE REGISTRATION **DEADLINE: FRIDAY, MAY 19**

The Archdiocese of Omaha will send the parish leader a link for registering their group online on Monday, April 24. The parish leader will enter information from the paper registration forms into the Steubenville Conference online registration software for each member of their group (youth, adults, and priests). **Youth and adults are not allowed to register themselves individually.**

STEUBIE LIABILITY WAIVER DUE TO ARCHDIOCESE: FRIDAY, JUNE 30

The online registration will generate a Liability Waiver that is required by Steubenville to attend the conference. Parish leaders should distribute the forms to each youth and adult participant for appropriate signatures. Forms must be returned to the Parish Leader and submitted to the Archdiocese of Omaha by Friday, June 30.

PLEASE DO NOT register more people than you have reserved spots for. If you do, you will be taking a spot away from another parish group.

The Archdiocese of Omaha will email an invoice for the final payment amount to the parish leader indicating the date it is due. Parish leaders submit must final payment to the Archdiocese of Omaha by Friday, May 5.

If you need to make a substitution after online registration is completed, please contact the Archdiocese.

STEP 4 – SUBMIT ROOMMATE LIST DUE: FRIDAY, MAY 26

We will be housed in dorm accommodation at Evangel University (1111 N. Glenstone Ave. 65802) which is approximately 3 miles north of the conference site at Missouri State University (901 S. National Ave. 65897). Youth and adults will be placed two (2) people per room.

Parish leaders please work with your hub coordinators to submit roommate lists to the Archdiocese by Friday, May 26.

STEP FIVE – SUBMIT PAPERWORK DUE: FRIDAY, JUNE 30

Parish leaders should retain a copy of each form to bring with them to the conference. Paperwork is due to the Archdiocese on Friday, June 30 for each participant (youth and adult):

- Archdiocese of Omaha Registration Packets
 - Demographic Info
 - Medical Information Sheet
 - Consent and Liability Waiver
 - Code of Conduct
- Steubenville Liability Waiver

It is imperative that the Steubenville Liability Waivers are submitted on time. The Archdiocese of Omaha must submit all the waivers to the Steubenville Conference during check-in. **Failure to submit a waiver will result in the individual's inability to attend the conference.**

PLEASE SEE THE NEXT PAGE FOR QUICK GUIDE OF THE REGISTRATION PROCESS AND DEADLINES.

ARCHOMAHA QUICK GUIDE

REGISTRATION PROCESS & DEADLINES

STEUBENVILLE 2017

Date	Step	Parish Responsibilities
Ongoing To April	Step 1	Gather ArchOmaha registration packets for all participants (youth, adults, priests) Set up payment plans for participants
Present to February	Step 2	“2017 Steubenville Spot Reservation Form” available
Friday, February 3		Deadline to fill out “2017 Steubenville Spot Reservation Form” online
Friday, February 17		Deposit due to the Archdiocese of Omaha \$50.00 per person, non-refundable deposit for each spot reserved Priests/religious attend for free.
Thursday, March 13		Steubenville scholarship applications due.
Friday, March 31		Archdiocese scholarship applications due.
Wednesday, April 19		Deadline to drop/add spots Call or email Beth Carlson, 402-557-5610 or bccarlson@archomaha.org
Monday, April 24	Step 3	Online Registration with the Steubenville Conference opens. The Archdiocese of Omaha will send the parish leader a link for registering individual participants online.
Friday, May 5		Final payment of \$240 per person due to the Archdiocese of Omaha
Friday, May 19		Deadline for registering your group online.
Friday, May 26	Step 4	Parish rooming lists due to the Archdiocese of Omaha
Friday, June 30	Step 5	Paperwork due to the Archdiocese of Omaha: <ul style="list-style-type: none"> • Archdiocese of Omaha Registration Packets <ul style="list-style-type: none"> ○ Demographic Info ○ Medical Information Sheet ○ Consent and Liability Waiver ○ Code of Conduct • Steubenville Liability Waiver