



STEUBENVILLE MID-AMERICA 2022

JULY 8-10 (WEEK 1) | SPRINGFIELD, MO

OR

JULY 15-17 (WEEK 2) | SPRINGFIELD, MO

ARCHDIOCESE OF OMAHA REGISTRATION INFORMATION

The purpose of this document is to give parish leaders an overview of their role in the administrative process for attending the conference with the Archdiocese of Omaha.

COST:

Youth*	Adults (college & up)	Priests & Religious
\$242	\$200	Free

**8th grade to 12th grade (for the current school year)*

Included in the price:

- Conference fee including:
 - Housing at campus of Missouri State University
 - Meals from Friday dinner to Sunday lunch
- Archdiocesan T-shirt

Please note: Transportation, Friday lunch & Sunday Dinner are **NOT** included in the price.

ADMINISTRATIVE RESPONSIBILITIES

Registration will be through parishes. Parishes should designate a primary 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 and/or fundraising (as needed) for participants
- Recruiting adults to lead small groups. Each parish **MUST** meet the youth/adult ratio requirement
- Parishes are welcome to group together for transportation purposes, however each parish should still designate a point person who will oversee their own teens and adults.

RATIO REQUIREMENT

The ratio requirement is one (1) adult for every five (5) youth. You must have at least two adults for the first ten youth. Another adult is needed for each additional 1-5 youth. Adults must be 21 or older and Safe Environment Certified. (*You may always bring more adults with you if you choose. See "Small Groups" section on page 9*)

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

SAFE ENVIRONMENT VERIFICATION

Parish group leaders are responsible for verifying safe environment certification for EVERY adult, priest, & religious in their group.

Parish group leaders must submit the following information for every adult, priest, & religious in their group to John Gencarelli at jjgencarelli@archomaha.org by 5:00 p.m. on Monday, May 30, 2020.

1. First & Last name
2. Maiden name
3. Date of Birth
4. Address, city, State and Zip
5. Parish
6. Safe Environment Certification date (please make a note if the certification is listed under a maiden name)

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.

ARCHDIOCESE OF OMAHA QUICK GUIDE

REGISTRATION PROCESS & DEADLINES

STEUBENVILLE 2022

Due Date	Step	Administrative Responsibilities
Ongoing To April	Step 1	Gather Archdiocesan registration packets for all participants (youth, adults, priests) Set up payment plans for participants
Tuesday February 8 th	Step 2	Deadline to fill out 2022 Steubenville Spot Reservation & Deposit Invoice online A deposit invoice will be automatically generated and emailed to the parish leader once the form is submitted.
Tuesday February 22 nd		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 24 th		Steubenville scholarship applications due. The application and further information can be found at steubystl.com .
April 4 th		Priest Hotel Room Buy-Out due *Cost to be added to final invoice
Monday April 11 th		Archdiocese of Omaha Online Scholarship Applications due.
Tuesday April 19 th		Deadline to drop/add spots Call or email John Gencarelli at 402-551-9003 #1331 or jgencarelli@archomaha.org
Thursday April 21 st	Step 3	Online Registration Instructions to be posted on Basecamp Final Payment Invoices sent (Youth \$188 - Adults \$150)
Friday April 29th		Final payment due to the Archdiocese of Omaha
Thursday May 26 th	Step 4	Safe Environment Verification due to the Archdiocese of Omaha (see instructions on page 2)
Thursday May 26 th		T-shirt sizes due online
Thursday May 26 th	Step 5	Housing lists (Room Lists) due to the Archdiocese of Omaha
Thursday May 26 th		Sunday Lunch Orders Due (this is included in the cost, so this is part of their order)

Monday June 13 th		Deadline to complete individual Registrations online https://steubystl.com/
Monday June 13 th		Deadline to submit Letters of Good Standing for all Clergy. Please send to Deacon Tim McNeal
Friday June 13 th		Deadline to submit additions & substitutions. No refunds will be issued after this date.
June 13 th	Step 6	Archdiocese of Omaha Youth and Adult Registration Packets Due
July 8 - 10		Week #1 - Steubenville STL Mid-America
July 15 - 17		Week #2 - Steubenville STL Mid-America

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	STEUBENVILLE SCHOLARSHIPS	ARCHDIOCESE SCHOLARSHIPS
<p>Deadline: Ongoing</p>	<p>Due: March 24th</p>	<p>Due: April 11th</p>
<p>Download paper packets from Basecamp (available late February).</p> <p>Parish leader gathers registration information using the Archdiocesan-provided paper registration packets for youth and adults.</p> <p>Parish leaders may also set up payment plans for individuals as needed.</p> <p>The registration packet gathers the following information:</p> <ul style="list-style-type: none"> • Demographic information (name, address, parents' names, etc.) • Roommate Requests • Archdiocesan Code of Conduct and Liability Waiver • Archdiocesan Medical Information Sheet 	<p>Teens may apply for a scholarship through the Steubenville Mid-America Conference.</p> <p>Application not yet available online. Check https://steubystl.com/ frequently for scholarship forms.</p>	<p>Archdiocese of Omaha Scholarship Application is online!</p> <p><u>Application Criteria:</u> Steubenville scholarships given by the Archdiocese of Omaha have new criteria based on the Archdiocesan Vision and Priorities. Unfortunately, the Archdiocese cannot guarantee a scholarship to everyone who applies, regardless of financial need. This year priority will be given to first year teen participants.</p>

Parish Leader Registration Steps (continued)

STEP 2 - RESERVE SPOTS/DEPOSIT	DROPPING OR ADDING SPOTS	ADDITION & SUBSTITUTION POLICY
<p>Deadline: Tuesday, February 8th</p>	<p>1st deadline: Tuesday, April 19th</p>	<p>Deadline: Friday, June 13th</p>
<p>The parish youth minister or designated leader completes the 2022 Steubenville Spot Reservation & Deposit Invoice.</p> <p>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.</p> <p>Parishes are welcome to reserve as many spots as needed. However, it is important to remember that your parish is responsible for paying a <u>\$50.00 per person, non-refundable deposit</u> to the Archdiocese for each spot reserved on this form. There is no charge for priests/religious to attend the conference. A Deposit Invoice will be automatically generated and emailed to the parish leader once the form is submitted.</p> <p>Deposits are due by Tuesday, February 22nd. Please send to:</p> <p style="text-align: center;"><i>Archdiocese of Omaha Attn: Reggan Simons 2222 N 111 Street Omaha, NE 68164</i></p>	<p style="text-align: center;">DROPPING SPOTS BY TUESDAY, APRIL 19TH</p> <p>If your group has requested spots that you are unable to use, please email or call John Gencarelli at 402-551-9003 extension #1331 or jgencarelli@archomaha.org to notify us the number of spots no longer needed.</p> <p>NOTE: The parish will not be refunded the deposit for dropped spots. However, the parish will not be responsible for paying the remaining balance owed.</p> <p><u>ADDING SPOTS</u></p> <p>If your group needs additional spots, please call or email John Gencarelli at 402-551-9003 extension #1331 or jgencarelli@archomaha.org to indicate the number of spots needed.</p> <p>The Archdiocese cannot guarantee that spots will be available. Availability depends on the number of spots dropped by other parish groups. These spots will be reallocated on a first come, first serve basis.</p>	<p>To accept an addition/substitution, the following must be completed:</p> <ol style="list-style-type: none"> 1. The registration packet must be submitted. 2. Full payment must be submitted. 3. Online registration must be completed. <p>As needed, full refunds will be issued if the above criteria is met. Verbal agreements will not be accepted.</p> <p style="text-align: center;">Additions/substitutions will not be accepted after Friday, June 13th at 5:00 pm.</p>

Parish Leader Registration Steps continued

STEP 3 – ONLINE REGISTRATION	FINAL PAYMENTS	STEP 4 – SAFE ENVIRONMENT VERIFICATION
<p>Opens: February 17th, 2002 Deadline: Monday, June 13th</p>	<p>Due: Friday, April 29th</p>	<p>Deadline: Thursday, May 26th</p>
<p>Parents and adult individuals must register online and electronically sign the Steubenville Conference Liability form.</p> <p>The Archdiocese will release online registration instructions on Thursday, April 21st for distribution to all participants who must register themselves.</p> <p>If you need to make a substitution after online registration is completed, please contact the Archdiocese.</p>	<p>The Archdiocese of Omaha will email an invoice for the final payment amount to the parish leader.</p> <p>Please Note: With regards to the price break for adults, once final payments are submitted, adults who are being substituted into a youth spot will NOT be issued a refund of \$42.00.</p>	<p>Parish group leaders are responsible for verifying Safe Environment Certification for EVERY adult, priest, & religious in their group.</p> <p>Email the following information to the Archdiocese of Omaha (jgencarelli@archomaha.org) by 5:00 p.m. on Thursday, May 26th:</p> <ol style="list-style-type: none"> 1. First & Last name 2. Maiden name 3. Date of Birth 4. Address, city, State and Zip 5. Parish Name & City 6. Safe Environment Certificate Date (please make a note if the certification is listed under a maiden name)

Parish Leader Registration Steps continued

T-SHIRT ORDERS	STEP 5 – SUBMIT HOUSING LISTS	STEP 6 – SUBMIT PAPERWORK
<p>Due: Thursday, May 26th</p>	<p>Due: Thursday, May 26th</p>	<p>Due: June 13th</p>
<p>The T-shirt order form is online!</p> <p>The form will be available until 5:00 pm, Thursday, May 26th</p>	<p>Instructions can be found on Basecamp.</p> <p>Housing accommodations are still being worked out by the conference organizers, and more information will be available prior to March 18th.</p>	<p>Please submit all Archdiocese of Omaha registration packets to the Archdiocese.</p> <p>You may drop them off in one large envelope per group or mail them to:</p> <p style="text-align: center;"><i>Archdiocese of Omaha Attn: Reggan Simons 2222 N 111 Street Omaha, NE 68164</i></p>

REFUND POLICY

Parishes are responsible for paying a **\$50.00 per person, non-refundable deposit** for all spots reserved. *The deposit is non-refundable even if another parish can fill the dropped spots.*

Parishes are responsible for paying the remaining balance for all spots retained after April 19th, 2022. **No refunds will be issued after this date**, but parishes may still make additions/substitutions until 5:00 p.m. on Friday, June 13th.

FINDING SMALL GROUP LEADERS

Small Groups Leaders

An important part of the Steubenville conference experience is the time provided to meet in small groups. The time provided allows teens an opportunity to digest what they are learning and hearing, as well as build relationships with other teenagers and adults who will walk in community with them back home. We cannot emphasize enough the important role our adult leaders play in accompanying teens both at the conference and in your parish. **The primary role of adults attending the conference is to serve as small group leaders and spiritual mentors to your teenagers**, with chaperone duties as a (very important) secondary responsibility. This means the leaders we bring ought to be capable of facilitating small group discussion, as well as serving as strong models of prayer, healthy relationships, and Christian discipleship who uphold the teachings of the Church. We also encourage parish groups to bring adult leaders who will have a continuing presence and impact in the teens' lives when they return home.

We recognize Steubenville can also be an opportunity to bring adults who need to experience a deeper encounter with Jesus Christ themselves. We recommend pairing these leaders in small groups with another leader who can mentor them throughout the conference.

Recruitment

It is common to recruit our students for a conference first, and then find leaders to accompany them on the trip. However, we recommend finding leaders *first* to avoid the necessity of scrambling to meet ratio requirements. The scramble often puts our teens in a situation where their small group leader may not really want to be there or be capable of helping them process the event. Once you have found capable leaders committed to their own spiritual life and excited to guide teens, you can set a goal for recruiting teens.

Small Groups

Our Safe Environment ratio for Steubenville is 1 adult for every 5 students. However, we highly recommend having two leaders for each small group of 4-8 students. Two leaders will help facilitate conversation, and a smaller group of students is more likely to stick together throughout the duration of the trip.

Students are more likely to share deeply with students of their same sex, and some of the Steubenville content is gender specific. For these reasons, we also recommend having single-gender groups.

The Role of the Parish Coordinator/Group Leader

It is best if the person coordinating the trip as the Parish Leader does not also serve as a small group leader. This person ought to be available in case of logistical emergencies. Not having a small group also allows the coordinator to check in with small group leaders and provide for their needs, in addition to talking through any concerns they have with their students.