

ATTENDEE INFORMATION – RULES AND REGULATIONS



STEBENVILLE
CONFERENCES

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 & could be the Group Leader, but are excluded from the chaperone ratio due to separate housing.

Youth: Youth participants must be entering grades 9 – 12 in the Fall of 2016 or be a 2016 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. Priests are not included in the chaperone ratio due to separate housing.

General Guidelines.

- **Appropriate Dress and Speech**: Clothing must cover all undergarments and midriffs. Bikini tops, low cut tops, mini skirts, yoga pants, short shorts, and any 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.
 - **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 loss of conference attendance for one year may be 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 of Steubenville's guidelines, you are required to report it immediately to a member of the Conference Staff.
- Franciscan University of Steubenville reserves the right to deny entrance to, or request the ejection of, any group or individual who does not comply with their regulations and policies. Should this happen, **no refund** will be made.



PLANNING, PACKING, AND ARRIVAL

Arrival Time and Check-In.

Check-in for the Main Campus Conferences is from **2:00pm to 6:00pm** on the Friday the conference begins. 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). 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 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 **Adult and Youth Liability Forms, Adult Chaperone Application/Verification Forms, 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 buses 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.

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

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
- A sweatshirt or jacket for the evening sessions (the Fieldhouse can get cold)
- A fan
- Sunblock
- A Bible, notebook and pen
- Appropriate clothing - see page 4 under "Appropriate Dress and Speech"
- Priests attending should bring their own alb and stole(s)

Optional Items

- Group T-shirts (A majority of groups will have group t-shirts that identify them as a group)
- Bathing suit for showers (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)



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).

For those staying in our on-campus dorms, please be prepared to walk a significant distance with your luggage. Buses will **not** be permitted to drive directly to most dormitories (see [map](#)).

Due to security concerns and in order to protect participants, **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 of Steubenville 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. Conference 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: Admittance to the cafeteria 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, and would like to speak to someone, please email Ryan at rgregorius@franciscan.edu. Our food services dept. **is able** to accommodate allergies to Milk, Eggs, Wheat, Soy, Fish, Shellfish, Peanuts, Tree nuts, Gluten, Dairy, Diabetic needs, Low sodium.

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 2016

Franciscan University of Steubenville is in full compliance with the Diocese of Steubenville's Child Protection Policy. When you attend a Steubenville Main Campus Conference, 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 and entertainers at the Steubenville Main Campus Conferences are required to have a background check prior to the start of the conference.
- 2) All 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 of Steubenville 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 will monitor the campus 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 Steubenville Main Campus materials, we have included the following: this declaration of "Compliance with Diocesan Protection Policy", a "Main Campus Terms and Conditions" and an "Adult Chaperone Application/Verification Form".

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 designated 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!**