



STUDENT PARTICIPATION PERMISSION FORM
STEUBENVILLE RESTORED CONFERENCE ~ July 12-14, 2019

Statement of Consent

I hereby consent to participation by my child, _____
in the event described in the event flyer/brochure scheduled for Steubenville Restored Conference

In consideration of my child being allowed to participate in this event, I agree to waive and release, and indemnify and hold harmless Holy Family Parish, any and all affiliated organizations, its/their employees, agents, representatives, volunteers and drivers, from any and all claims I or my child may have, excluding claims for intentional misconduct or gross negligence, arising from or relating to my child's participation in this event.

I authorize Holy Family Parish to obtain necessary medical treatment for my child in case of illness, injury or accident. List allergies, medication, dietary needs, learning needs, contacts, or other pertinent comments that may affect his/her participation in this event. Please also include instructions about these needs for the adult supervisor of this event if applicable.

During this event, I can be reached at _____

I certify that I am the (check one) _____ custodial parent _____ legal guardian of the minor child named above and I agree to the above terms for myself and for my minor child. Please list any custodial concerns/agreements which may affect your child's participation in this event.

I understand that photographs and video may be taken during this event for future publicity, but would be used without my child's name, and that by consenting to my child's participation in the event, I am consenting to said photography and videography.

For this trip only and for the security of our participants, we are requesting permission to have access to your child's cell phone number. After the trip is complete and everyone is safely home, the contact numbers will be deleted from the chaperone's phones. Providing the phone number gives us permission to call or text for the purpose of communication for the trip. Your child will also be required to delete the adults' phone numbers from their cell phones.

I hereby grant All Chaperones for the Steubenville Restored Conference permission to interact via texting or phone calling with my child listed above for the period of July 12-14, 2019.

Participant cell phone number: _____

(Print Parent's Name)

(Parent's Signature)

(Date)

Please provide adult t-shirt size:

___ Small ___ Medium ___ Large ___ X-Large

STEUBENVILLE MAIN CAMPUS
Holy Family Parish
July 12-14, 2019

PACKING LIST

For every Guest attending the conference.

- Bedding: pillow and a sleeping bag or sheets
- Toiletries
- Towel and washcloth
- Clothes: enough for two days
 - Clothing must cover all undergarments and midriffs.
 - Bikini tops, low cut tops, miniskirts, yoga pants, and short shorts are unacceptable.
 - Inappropriate or profane attire are not to be worn at any time during the conference.
 - Shirts and shoes are to be worn at all times.
- Sweatshirt/jacket for sessions (the Fieldhouse can be cold)
- Water bottle – there are coolers to refill bottles all across campus. Stay hydrated!
- Bible, notebook, and pen
- Backpack/bag
 - Housing facilities will be closed during the day; you will need to take what you need for the day when you leave in the morning.
- Fan: only about half our housing facilities have Air Conditioning
 - Men will be housed in Assisi Heights where there is no AC
- Umbrella/other rain gear
- Sunblock
- Priests attending should bring their own alb and stole(s)

OPTIONAL ITEMS

- Group T-shirt
 - A majority of groups will have matching t-shirts for every member to identify them as a group
 - Visit our website and view our Media Kit for logos
- Bathing suit for showers – All showers have double curtains, but some people like the added modesty.
- Spending money – to visit the Franciscan Bookstore
- Cot/air mattress – about half the youth can expect to sleep on the floor as we do not have enough beds for each person

APPROPRIATE SPEECH/CONDUCT

Shirts and shoes are to be worn at all times.

Group Leaders and Adult Chaperones are expected to communicate these expectations to their Youth beforehand and to enforce the dress code at the conference.

Foul and abusive language will not be permitted.



LIABILITY FORM: PARTICIPANT INSTRUCTIONS

Every Guest must submit a Liability Form or admittance to the conference will not be permitted.

LIABILITY FORMS - EXPLANATION

- In order to ensure the safety of all our Guests and remain in compliance with the policies established by Franciscan University of Steubenville, all Guests are required to have completed a Liability Form.
- We do not accept a liability form from any other event, year, or Regional Steubenville Conference.
- Forms do not need to be printed, as the online Platform allows the Christian Outreach Office with the necessary access to the information therein.
- Youth under the age of 18 must have a Parent/Legal Guardian sign their Liability Form

LIABILITY PLATFORM

- The Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.
- Your Group Leader will send you a link through which you will submit your personal Liability Form.
- We assure you that the Platform 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 Guests.

INSTRUCTIONS – FILLING OUT YOUR FORM

- 1) Your Group Leader will email you a "Group Link"
- 2) Follow the link (or copy & paste it into a web browser)
- 3) Confirm your Group Leader Information
 - a. If your Group Leader is not listed here on the first page, do not continue filling out the form, but contact your Group Leader to ensure he/she sent you the correct link.
 - b. If this is your Group Leader and his/her information, please continue filling out your Liability Form.
- 4) Select your Participant Type:
 - a. Teen
 - b. Priest
 - c. Adult Chaperone
- 5) Continue filling out your Liability Form,
 - a. Fields that are required are marked with an asterisk and must be filled in, if they are not you will not be permitted to continue to the next page.
- 6) On the last page you will see the "Liability Waiver" and a box for a digital signature.
 - a. Youth forms MUST be signed by a parent/guardian.
 - b. THESE FORMS DO NOT NEED TO BE PRINTED.
- 7) Once you are finished, you will have the chance to review the information you have inputted. BE SURE ALL INFORMATION IS CORRECT.
- 8) You are finished!
 - a. You can download this form for your records
 - b. You can begin the process again to fill out another form, should you need to (i.e. for a second child)

AFTER SUBMITTING YOUR FORM:

- You will receive an email confirming your submission with a downloadable copy for your records.
- If you find that your form has incorrect information on it, please follow the below steps
 - Contact your Group Leader
 - Your Group Leader will have to delete this form
 - You will then need to submit a new Liability Form



RULES AND REGULATIONS

Group Leaders, Chaperones, and Youth are responsible for knowing and adhering to all rules, regulations, and policies.

CONFERENCE ATTENDANCE

- Group numbers must be in accordance with the Chaperone Ratio or attendance will not be permitted
- No one is permitted to attend the conference unless they have completed a Liability Form via our Liability Platform
- Adult Chaperones and Priests must come with a completed Adult Chaperone Verification Form or attendance to the conference will not be permitted
- Wristbands will be provided to our group upon check in, these must be worn throughout the entire conference as they inform our staff that you are in fact a participant of the conference.

REQUIRED FORMS

Every group must have the following forms before attending the conference. If any of these forms are missing or are not filled to completion, attendance to the conference will not be permitted.

1. Payment Form – to be submitted with EVERY form of payment.
2. Liability Form – to be completed and signed by every adult and youth attending the conference.
 - a. Youth under the age of 18 must have a parent/guardian sign for them.
3. Adult Chaperone Application/Verification Form – EVERY adult attending the conference, including priest.
4. Group Information Form – to be submitted by each Group Leader.
5. On-Site Breakdown Form –brought to the conference, filled out on-site, and turned in to the conference staff.
6. Sunday Lunch Form – for groups with 30 or more people.

GENERAL CAMPUS RULES

- **Chaperones must know where their teens are at all times.**
- **No drugs or alcohol.** If any are found, the participant/group can be subject to immediate expulsion.
- **No smoking.** Ohio 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.
- **Insubordination:** All Youth and Adult Chaperones are expected to follow the direction of posted rules and Security and Conference Staff. Any instances of insubordination will be subject to appropriate discipline.
- **Infants and Children are not permitted** as the youth in attendance must be the first priority of Group Leaders and Adult Chaperones.
- For security reasons, Franciscan University of Steubenville reserves the right to check all bags/luggage/containers.

HOUSING RULES

- No moving furniture, though chairs may be placed on desks.
- Dorms and Assisi Heights are gender specific. No persons of the opposite gender permitted in dorms at any time.
- Lights out and quiet hours begin at 12:30 – do not leave the dorms and be respectful of those trying to sleeping.
- Food may be eaten and kept in the rooms, **ONLY** if there is no evidence of food afterwards.
- Keep rooms tidy. If we cannot walk from door to window without effort, an infraction will occur.
- No defacing Housing Signs or Franciscan University property.
- Use restrooms as designated. All dorm restrooms are communal and will be designated for either youth or adults. Notice posted signage.

REPORTING AN INCIDENT

- 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.
- Campus Security: 740-283-6333.

SAFE ENVIRONMENT

- Every adult chaperone must be Safe Environment trained and background checked to the specifications of his/her home diocese.
- Proof of such training must be presented to the Christian Outreach Office via the Adult Chaperone Verification Form at the time of check-in for the conference.

STEUBENVILLE MAIN CAMPUS
POLICIES AND PRACTICES

STRIKE POLICY

- Our system of disciplinary action for groups or individuals who violate any rule, regulation, or policy.
 - **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 possible loss of conference attendance for one year.
- Failure to pay a strike fee will result in three automatic strikes added to a group's registration.
- Franciscan University of Steubenville reserves the right to remove a group from the conference without warning. No refund.

WRISTBANDS

Wristbands will be provided to our group upon 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. **Colored Wristband** – this designates your groups color and tells you when your group will be allowed to enter Antonian Hall for meals and the Fieldhouse for General Sessions (chaperones will receive a Silver wristband with a colored dot).
2. **White Wristband** – this must be filled out and worn by every member of your group. Should an emergency arise, the Conference Staff will be able to easily contact a youth/chaperone's Group Leader immediately.

ALLERGIES AND DIETARY NEEDS

- All allergies (food, medical, etc.) and dietary needs are to be recorded on the Liability Forms (pg. 11).
- Our Food Service Provider is able to accommodate allergies to milk, eggs, wheat, soy, fish, shellfish, peanuts,
- tree nuts, gluten, and dairy, as well as diabetic needs and low sodium diets.
- If your allergies are not already accommodated, please email us at youthconferences@franciscan.edu prior to arriving on campus so that we can most effectively meet your needs.

HOUSING PRACTICES

- Youth and chaperones will be housed in the same proximity, under the same roof, but will not be expected to share sleeping quarters.
- In the dorms: Women will be housed here. Two (2) chaperones will be assigned to a room; up to four (4) youth will be assigned to a room. All rooms are double occupancy, so some youth can expect to sleep on the floor. Only half our dormitories are air conditioned.
- In Assisi Heights: Men will be housed here. Participants will be expected to sleep in bedrooms as well as on the floor in open living space. We will house your group with ample space for each participant. Heights are not air conditioned.
- Priests will be housed separately from their groups and will be assigned a roommate.
- You will receive your group's housing assignment when you arrive on campus for check-in. We cannot provide it to you beforehand.

