

GROUP LEADER CHECKLIST

The Eighth Day: June 22 - 24 steubenville south 2012

Mail Forms and Payments to:
Steubenville South Attn: Group Registration
4400 Coliseum Blvd. | Alexandria, LA 71303

Phone: (318) 473-0539
Fax: (318) 473-0539 or (318) 448-6121
Email: centraloffice@steubenvillesouth.com
Website: www.steubenvillesouth.com

Steubenville South

Catholic High School Youth Conference
Hosted by the Diocese of Alexandria
and Franciscan University of Steubenville

DECEMBER 9, 2011...

GROUP REGISTRATION OPENS

- Review registration instructions and initial mailing thoroughly.
- Begin registering for this year's conference.

MARCH 2, 2012...

GROUP DEPOSIT DUE

- Once you have completed steps 1 - 5 of the initial registration instructions, please submit the NON-REFUNDABLE \$30 deposit per person by this date. This deposit is NON-TRANSFERABLE to your final balance.
- You will not be able to manage your group on-line until we have received your payment and have activated your account.**

APRIL 27, 2012...

GROUP FINAL PAYMENT DUE, NON-REFUNDABLE

- You will not be able to manage your group on-line until we have received your payment for your deposit and have activated your account.
- After we have activated your account, begin registering yourself, youth, and chaperones for your group.
- The NON-REFUNDABLE \$120 final payment per person (\$80 per person for the Diocese of Alexandria groups) is due by this date.
- Initial "Verification Form" is due. (Available on the "Manage Events" page on-line.)

GROUP REGISTRATION CLOSES (IF FULL)

FRANCISCAN LEAD APPLICATIONS DUE

MAY 25, 2012...

GROUP REGISTRATION FORMS DUE:

- NOTARIZED "Liability, Medical Release, and Request to Participate" Forms (one per person)
- Verification Form** (Signed by Pastor and Group Leader) (one per group)
You are responsible for obtaining a signed and notarized liability form for each participant and mailing it to the conference office by this date. Liability and Verification Forms may be found online through the "Manage Events" page.
- **One-time LATE FEE of \$50 will be charged if Verification form and Notarized Liability forms are not post-marked by this date.**
- Pre-order T-shirt Deadline with Payment Due.
Pre-ordered t-shirts are \$12 each. T-shirts will be sold in the bookstore for \$15 each.
- Screen Announcement form and payment due by this date.

VOLUNTEER APPLICATIONS DUE

SERVICE CREW APPLICATION DUE

JUNE 22 - 24, 2012...

STEUBENVILLE SOUTH CONFERENCE: The Eighth Day!

Please see our Policies and FAQs page on our website at www.steubenvillesouth.com for our Policies and Procedures Booklet and our Frequently Asked Questions. If you need assistance, please e-mail us at centraloffice@steubenvillesouth.com.