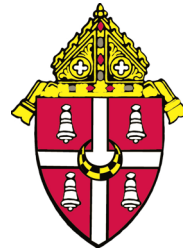


**Policies and Procedures Booklet
Diocese Alexandria**



**DIOCESE OF
ALEXANDRIA**

STEUBENVILLE SOUTH 2018 Policies and Procedures Booklet

**This booklet provides you with information
on how to register for the conference,
what forms to turn in, and deadlines,
as well as our Conference Policies and Procedures.
Please also see the FAQs page of our website for additional information.**

**The Steubenville South Conference Office reserves the right
to amend and/or change
these policies and procedures at any time.**



Policies and Procedures Booklet Diocese Alexandria

CALENDAR OF EVENTS FOR THE SOUTH CELEBRATION: STEUBENVILLE SOUTH 2018

- October 25, 2017:** Group Registration Opens
- Group Deposit Due Upon registration
NON-REFUNDABLE
- \$35/person
- **If the deposit balance is not paid within two weeks of registration, your spots will AUTOMATICALLY roll over to the stand-by list.** (Any deposits from unfilled spots are non-transferable to your final balance due.)
- April 9, 2018:** Group Final Payment Due NON-REFUNDABLE
- \$160/person
Franciscan L.E.A.D. Applications Due
- May 9, 2018:** Forms Due:
Pre-Order T-Shirt Deadline with Payment Due
Volunteer Application Due
Priest Registration Form Due
Service Crew Application Due
- June 22-24, 2018:** Steubenville South 2018 Conference: "Revealed"
Held @ Alexandria Riverfront Center
Located at: 707 Second Street
Alexandria, LA 71301

Please contact our office with any questions:
centraloffice@steubenvillesouth.com or (318) 448.6120 or Fr. Jose @ 318-613-4066

Policies and Procedures Booklet

Diocese Alexandria

TABLE OF CONTENTS

Behavioral Guidelines _____	4
Group Registration Policies _____	6
Guidelines for Group Leaders and Chaperones _____	7
Rules and Regulations for Housing _____	7
Priests and Deacons _____	8
Religious Brothers & Sisters & Seminarians _____	9

Policies and Procedures Booklet

Diocese Alexandria

BEHAVIORAL GUIDELINES

THESE GUIDELINES APPLY TO EVERYONE AT THE CONFERENCE

MODESTY POLICY - VERY IMPORTANT:

The Steubenville South Conference has very specific guidelines regarding modest dress. We ask that you adhere to these policies. You will find scripture and Catechism references at the bottom of this list. Please go over these policies with all participants, chaperones, parents, and volunteers. These rules must be enforced by the adult leaders and **WILL** be enforced by the conference. If someone does not adhere to our policies, the Group Leader will be notified and asked to enforce this policy and changes are expected. **PLEASE HELP US ENFORCE THIS POLICY.**

Also, keep in mind that some rules apply specifically to males while others are directed toward females.

- Shorts, skirts, or dresses that are shorter than 3 inches above the knee while standing, or that are too tight, drawing attention to the shape of the body, are not permitted.
- Shirts that reveal midriff are not permitted, nor are shirts that are too low cut from the neck area, or that are too tight, drawing attention to the shape of the body. Spaghetti straps and muscle shirts are not permitted. Making alterations to t-shirts (cutting at the neck or waist for example) is strongly discouraged. Rolling up of skirts or shorts at the leg or waistband is prohibited. Pants or shorts are also not allowed to sag to the point where they reveal one's undergarments.
- During all Liturgies and prayers, out of respect, every male, youth or adult, must remove any headwear. This includes all hats, visors, headbands, bandanas, etc.
- Clothing or articles that may appear to have an anti-Christian message or with writings that include crude language, promotion of alcohol or drug use, or suggestive material of a crude or sexual nature, is prohibited. There will be no tolerance for cross dressing.
- "Free Hugs" signs and related signs will not be permitted.
- **Any individual wishing to serve as an Extraordinary Minister of Holy Communion for any Liturgy is asked to wear long pants or a long skirt and an appropriate shirt.**
- At such events where music is being played, many people often feel moved to dance. While we definitely encourage this at Steubenville South, we feel it is necessary to remind you that no moves that appear tasteless or vulgar will be permitted. We invite you to have a great time, but please keep it clean!

"Purity requires modesty, an integral part of temperance. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness. It guides how one looks at others and behaves toward them in conformity with the dignity of persons and their solidarity.

— Catechism of the Catholic Church #2521

"Let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity."

— 1 Timothy 4:12

"All things are lawful to me but not all things are helpful. I will not be enslaved by anything...the body is not for immorality, but for the Lord, and the Lord for the body. Shun immorality. Every other sin which a man commits is outside the body; but the immoral man sins against his own body. Do you not know that you are temples of the Holy Spirit within you... so glorify God in your body."

— 1 Corinthians 6:11 –20

Policies and Procedures Booklet

Diocese Alexandria

UP-BUILDING SPEECH:

Participants and Volunteers are expected to use positive and up-building speech at all times. Cursing, swearing, and other forms of foul and abusive language will not be permitted.

“No foul language should come out of your mouths, but only such as is good for needed edification, that it may impart grace to those who hear.”

-- Ephesians 4:29

TREATMENT OF PARTICIPANTS AND VOLUNTEERS:

We ask that each participant and volunteer treat others with respect, kindness, and consideration.

“Put on then, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience.”

-- Colossians 3:12

“Love one another with mutual affection; anticipate one another in showing honor.”

– Romans 12:10

“The prophets of the Old Covenant often denounced sacrifices that were not from the heart or not coupled with love of neighbor. [...] The only perfect sacrifice is the one that Christ offered on the cross as a total offering to the Father’s love and for our salvation. By uniting ourselves with his sacrifice we can make our lives a living sacrifice to God.”

-- Catechism of the Catholic Church #2100

ALCOHOL AND DRUGS:

All state of Louisiana laws concerning alcohol and drugs will be strictly enforced. Possession and/or consumption of alcohol or drugs are prohibited at all Steubenville conferences. Please be aware that Louisiana State law prohibits anyone under the age of 21 years from purchasing and consuming alcoholic beverages.

KNIVES, WEAPONS AND FIREARMS:

All state of Louisiana laws concerning knives, weapons and firearms will be strictly enforced. Possession of knives, weapons and/or firearms is prohibited at all Steubenville conferences.

SMOKING:

All the Steubenville South conference facilities are smoke-free facilities. Outside of conference session times, smoking will be limited to a designated location. Please be aware that Louisiana State law prohibits anyone under the age of 18 from purchasing tobacco products (the same rules apply to chewing tobacco).

MISCELLANEOUS GUIDELINES:

Food: Food is provided at the conference for the entire weekend. Please do not bring food (meals) onto the conference site, **unless you have special dietary needs**. Cooking on any part of the Conference venue will not be permitted. **Glow-sticks and flashing items are not permitted unless they are provided by Steubenville South.** **Camera use:** VIDEO CAMERAS and FLASH PHOTOGRAPHY are NOT allowed during Adoration. This includes cell phones with cameras and video capabilities. Assigned media representatives will be the only individuals allowed to take pictures or videos during Adoration.

Policies and Procedures Booklet

Diocese Alexandria

GROUP REGISTRATION

REGISTRATION:

Group Leaders may register their group by going to our website www.steubenvillesouth.com and clicking on the "Group Registration" link and filling out the Registration Form. Registration Instructions are available on the website. For more information email: centraloffice@steubenvillesouth.com

TOTAL COST:

\$160 for participants and chaperones. (Priests, Deacons, and Religious see page 9) This will be paid in a \$35 deposit per person and a \$125 final payment per person; **both are non-refundable and non-transferable.**

REGISTRATION AND DEPOSIT POLICIES:

Each \$35 deposit holds one spot, which may be filled by anyone in your group at any time. **If you are unable to fill all of your paid spots, your extra deposits will NOT be refunded, NOR will they be applied to your balance due.** Please do not register more youth than you estimate you can bring to the conference. There will be no buying or selling of spots by the conference office.

ADDING GROUP MEMBERS:

If you wish to add more members to your group at any time, you, the Group Leader, must call the office to add your group's registration information and add the spots yourself. Our office will notify you once the changes have been made. Please note that you will need to pay the additional amount. (Depending on the date, you may have to pay the deposit or the final payment immediately for the new spots). Due to limited seating space and the need for our office to process registrations, additions to your group, **pending availability**, must be made **before** your arrival at the conference. You may not bring more than your registered number of participants.

AGE POLICY:

Ages of Participants: Steubenville South is a conference for high school students, those entering 9th, 10th, 11th, 12th grades or who will have just graduated from high school. It is expected that all conference participants (youth, chaperones, group leaders) be present at scheduled sessions during the conference, and in appropriate places following the evening sessions. **Adults take full responsibility for a youth when he/she is off site. Adults are also discouraged from leaving their group, specifically while on the conference site or at conference housing sites.**
Ages of Chaperones: The age of your chaperones **must comply with the rules of your church parish or Diocese. Group leaders must be 21 years of age or older. We recommend that chaperones also be at least 21 years old. There must be ONE CHAPERONE PER EIGHT YOUTH** at the conference. **The HOUSING SITES also REQUIRE ONE CHAPERONE PER TEN YOUTH.** Inform the office when you register if your church parish, diocese or group requires more than this ratio. **Please send the required number of Adults.**

VERIFICATION FORMS POLICY:

(alphabetical list of all individuals attending)

One Verification Form listing all youth participants and one listing all adults are **due at check-in on the Friday of the conference.** The Verification forms are available through our office. They **MUST** be signed by the *Group Leader AND the Pastor* and have all of your participants and chaperones listed on each appropriate form. *Any person whose name is not on the Verification Form WILL NOT be allowed to participate in the conference.* **We will not accept verification forms before check-in on Friday. Please bring with you to check-in.**

MEDICAL FORMS POLICY:

Medical Forms must be filled out by each participant and signed by a parent/legal guardian. **Group leaders must make two copies of the medical form of each participant. Every group leader must keep one copy of each participant's Medical Forms with them throughout the weekend.** The other copy will be for us to keep.

We encourage everyone to know the name of his/her group and group leader in order to assist the First Aid personnel in treatment of those needing care. Persons needing medical attention must give their original Medical Form to First Aid staff in order to be treated. Any treatment received will be recorded on the form, which will then be copied and returned to the participant. **We will not accept medical forms before check-in on Friday of conference. Please have two copies of medical forms with you already alphabetized at check-in; one for the group leader and one for Steubenville South.**

ADMISSION AND SEATING POLICY:

Each group will receive a **bracelet color upon arrival.** **These bracelets and MUST be worn at all times and will indicate where the group must sit during the sessions and when they will be served meals. Seating and meal schedules will be rotated throughout the weekend.** Replacement bracelets are \$15.00. *Persons without bracelets & lanyards will not be allowed into the Main Arena or in any other Conference Site.*

Handicapped participants will be seated in the Special Needs section. They may have ONE chaperone and ONE other participant sit with them. Group leaders must contact the office ahead of time with any information on these participants and their special needs. Chaperones with disabilities will follow the same policies. Please note that the conference office cannot provide transportation throughout the weekend for handicapped participants.

Policies and Procedures Booklet

Diocese Alexandria

GUIDELINES FOR GROUP LEADERS AND CHAPERONES

ALL adults attending the conference must be in compliance with the USCCB Charter for the Protection of Children and Young People. Please check with your diocesan personnel office with questions regarding this matter. Each diocese has its own requirements to meet in order to be in compliance. **Your signature, along with your pastor's, on the Verification Form for Adults, states that all of your adults are in compliance with your diocese's requirements.** For more information on this, please visit www.usccb.org. It is recommended that chaperones be Catholic.

Group leaders are asked to give an emergency contact cell phone number when registering and to keep that cell phone with them and turned on all weekend.

Chaperones must be totally committed to following all of the conference policies and procedures.

A CHAPERONE MUST ACCOMPANY HIS/HER GROUP to every general session of the conference.

CHAPERONES MUST BE AVAILABLE during TRAVEL, SESSIONS, and SLEEPING HOURS.

Chaperones should PREPARE SPIRITUALLY FOR THE TASK OF CHAPERONING. Group leaders may want to have a retreat, a training day, a weekly prayer meeting, or some method of providing support and encouragement to chaperones.

Chaperones should **meet with their small groups at least two months before the conference.** This gives chaperones the opportunity to get to know the members of their group and also for the youth to get to know each other. This will begin to build the trust that is needed for the weekend.

It is very important that a chaperone BE MADE AWARE OF ANY SPECIAL NEEDS of the youth in his/her group. This includes health problems, family problems, and any additional information that may help the chaperones to minister more effectively.

Housing

LSUA Emergency Center, 8100 Hwy 71S, Alexandria, LA 71302

RULES AND REGULATIONS FOR HOUSING

Rules and Regulations will be followed or it will cost you the privilege of free housing.

SHOWERS:

- 1) There will be only one (1) group at a time permitted per each shower area. If your group is larger than 12, you will go in shifts. There will be no more than 12 at a time in the shower area. Showers are limited to 5 minutes.**
- 2) Group Leaders/Chaperones will accompany participants to the shower area and remain with them until all participants are done. When everyone is done, group leaders/chaperones are responsible for cleaning up (pick up trash, clothes, etc.) before exiting the shower area.**
- 3) Everyone will be fully dressed upon exiting the shower area. NO EXCEPTIONS. THIS WILL BE ENFORCED.**
- 4) Again, these policies and procedures will be followed or a loss of housing privileges will occur.**

ARENA AREA:

- 1) The arena must stay clean at all times. Trash cans and trash bags are provided for you to do so.**
- 2) Sleeping areas will be assigned by groups. Groups are not to relocate their area at any time.**

CELL PHONES:

- 1) Water fountains in the arena will not be unplugged for the purpose of charging cell phones. **STUBENVILLE SOUTH AND/or THE LSUA EMERGENCY CENTER ARE NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES OR OTHER ITEMS.****

Policies and Procedures Booklet

Diocese Alexandria

PRIESTS

All priests are encouraged to attend the Steubenville South conference. You are a treasure to the Church and an inspiration to our youth. ALL PRIESTS ATTEND FREE OF CHARGE but MUST fill out our "Priest Registration" form available through our office or on-line at www.steubenvillesouth.com. **No priest will be allowed at the conference without a letter from his bishop stating that he is in good standing. For those priests who register early, before the last week in May, the Steubenville South office will request a letter of suitability from their Bishop. After that time, the priest is responsible to obtain the letter and mail it or fax it to:**

**Steubenville South
PO Box 7417
Alexandria, LA 71306
FAX: 318-448-6121**

The priest registration is located at the information booth. We ask that all priests visit this table upon arrival on Friday of the conference. All priests attending the conference are asked to bring their own albs and stoles if planning to con-celebrate or hear confessions. Our Bishop has asked that all priests wear their clerics throughout the weekend so that they are easily identifiable as priests.

DEACONS

Deacons attend FREE but **MUST** register as a volunteer, chaperone, or group leader to attend the conference, but must have a letter of good standing from their bishop. If they would like to serve in the Liturgical Services during the weekend, they must register as a Liturgy Volunteer, even if they are coming as a chaperone or group leader. Registering as a volunteer requires a completed Volunteer Application and a Code of Conduct Form (signed by a priest). If a deacon is a chaperone or group leader, he is to be counted in the number of adults on the registration form. Then, please notify our office. **Due to Diocesan guidelines, ONLY ordained priests may wear clerics at the conference. No deacon will be allowed at the conference without a letter from his bishop stating that he is in good standing. For those deacons who register early, before the last week in May, the Steubenville South office will request a letter of suitability from their Bishop. After that time, the deacon is responsible to obtain the letter and mail it or fax it to:**

**Steubenville South
PO Box 7417
Alexandria, LA 71306
FAX: 318-448-6121**

Policies and Procedures Booklet

Diocese Alexandria

RELIGIOUS BROTHERS & SISTERS

Religious attend FREE but **MUST** register as a volunteer, chaperone, or group leader to attend the conference. Registering as a volunteer requires a completed Volunteer Application and a signed Code of Conduct Form (signed by their bishop or religious superior).

Religious are invited to set-up and monitor a Vocation table. Please use the Volunteer Application to register. **No religious brother or sister will be allowed at the conference without a letter from his or her bishop stating that he or she is in good standing. For those religious brothers and sisters who register early, before the last week in May, the Steubenville South office will request a letter of suitability from their bishop or religious superior. After that time, they are responsible to obtain their letter and mail it or fax it to:**

**Steubenville South
PO Box 7417
Alexandria, LA 71306
FAX: 318-448-6121**

SEMINARIANS

Seminarians attend FREE but **MUST** register as a volunteer, chaperone, or group leader to attend the conference. If they would like to serve in the Liturgical Services during the weekend, they must register as a Liturgy Volunteer, even if they are coming as a chaperone or group leader. Registering as a volunteer requires a completed Volunteer Application and a Code of Conduct Form (signed by a priest). If a seminarian is a chaperone or group leader, he

is to be counted in the number of adults on the registration form. Then, please notify our office. **Due to Diocesan guidelines, ONLY ordained priests may wear clerics at the conference. No seminarian will be allowed at the conference without a letter from his bishop or vocation director stating that he is in good standing. For those seminarians who register early, before the last week in May, the Steubenville South office will request a letter of suitability from their Bishop. After that time, the seminarian is responsible to obtain the letter and mail it or fax it to:**

**Steubenville South
PO Box 7417
Alexandria, LA 71306
FAX: 318-448-6121**

Policies and Procedures Booklet Diocese Alexandria

**This booklet provides you with information
on how to register for the conference,
what forms to turn in, and deadlines,
as well as our Conference Policies and Procedures.
Please also see the FAQs page of our website for additional information.**

**The Steubenville South Conference Office reserves the right
to amend and/or change
these policies and procedures at any time.**

Please contact us with any questions:

Steubenville South
Diocese of Alexandria
4400 Coliseum Blvd.
Alexandria, LA 71303

www.steubenvillesouth.com
www.diocesealex.org
centraloffice@steubenvillesouth.com

Phone: 318-473-0539 or (Toll Free) 866-447-7088 ext. 221
Fax: 318-448-6121 or 318-473-0539 (24 hr. receiving)