



STEUBENVILLE ATLANTA 2010

FORM GUIDE: The What & How

Below is the list of required forms and what we need you to do with them. If you have any questions, please let me know. Email (steubenvilleATL@lifeteen.com) is the best way to contact me, but if you are not able to, you can call me at 404-732-7261.

2 forms- Adult Medical Release & Chaperone Guidelines- one each per chaperone.

You are to bring 2 copies of each of the liability and release forms with you to the conference. DO NOT MAIL THESE TO US. Put one set of **alphabetized** forms in a notebook to be handed in when you register at the conference. You will keep the other copy with you at all times during the conference. Remember that one liability/medical form **and** expectation/guidelines form must be completed for each person attending.

LIABILITY/MEDICAL RELEASE FORM - ADULT PARTICIPANT (18 and over)

Event: Steubenville Atlanta 2010

Group Leader: _____ Group Name: _____

Check one of the following:

Chaperone (over 21 and in charge of teens)

Young Adult participant

Participant's Name _____

M/F _____ Date of Birth _____ E-Mail _____

Address _____ City _____ State _____ Zip _____

Home Phone # (_____) _____ Work Phone # (_____) _____

Cell Phone # (_____) _____
_____ Will have at event
_____ Will not have at event

Other # (_____) _____

LIABILITY RELEASE

- ❖ I agree to abide by all the rules and regulations stated by Steubenville Atlanta/LIFE TEEN, Inc., and the event staff.
- ❖ I remain fully responsible and liable for any claims brought against Steubenville Atlanta/LIFE TEEN, Inc., which may result from action I may take.
- ❖ I have read and understood the expectations and guidelines for this event and will cooperate with these rules. I understand that failure to comply may result in my immediate dismissal, with transportation home at my expense, as outlined in the consequence policy.

Signature: _____ **Date:** _____

MEDICAL HISTORY

PLEASE HAVE YOUR INSURANCE CARD WITH YOU AT ALL TIMES

Allergies: _____

Current Medications: _____

Medical History: _____

EMERGENCY MEDICAL TREATMENT:

- ❖ In the event of an emergency, I hereby give permission to the Steubenville Atlanta/LIFE TEEN, Inc., its officers, directors, agents, volunteers and representatives associated with this event to transport me to a hospital to receive emergency medical or surgical treatment.
- ❖ I give permission for myself to be evaluated, diagnosed, treated, and/or given medication in accordance with standard medical practice by appropriate health care personnel.
- ❖ I relieve Steubenville Atlanta/LIFE TEEN, Inc. of all responsibility and consequences that may arise as a result of this treatment.
- ❖ I will not hold Steubenville Atlanta/LIFE TEEN, Inc. liable in the event of injury.
- ❖ Further, I agree to accept any and all financial responsibility as a result of medical treatment.

Signature: _____ **Date:** _____

In the event of an emergency please contact: Name: _____

Relationship: _____ **Telephone: # (_____)** _____



Group Leaders and Chaperones must **read, understand, agree, sign** and return this sheet with the Liability forms. Please be sure that **you, the adult chaperones, and youth** understand and abide by these policies.

Basic Role of Chaperones

- ❖ The Steubenville Atlanta staff depends on the chaperones to help facilitate order and to serve as a network of support for the youth. It is important that the chaperones be an example of obedience and cooperation with the following policies as well as with our staff and volunteers on site.
- ❖ ***Because of the physical demands of the youth conference weekend, it is necessary that chaperones be in good health. It is a very intense weekend and can be exhausting both physically and spiritually. Because of these conditions, it is not recommended that those with health problems participate as chaperones.***
- ❖ Chaperones should be **constantly assessing** the youth in their group to be aware of any **special needs**. They should feel comfortable talking and sharing with the youth, helping them deal with points of confusion. Adults should also be willing to pray with the youth in their group. Adult chaperones are responsible for their students at all times.

A chaperone's responsibilities include, but are not limited to, the following areas:

1. Alcohol and Drugs
 - a. All state laws concerning alcohol and drugs will be strictly enforced.
 - b. Possession and/or consumption of alcohol or drugs are not permitted on site during the conference.
2. Appropriate Dress
 - a. All participants are expected to dress in a fashion that represents modesty and good taste, respecting other participants and our Lord.
 - b. Clothing must cover all undergarments and midribs. Male's must wear shirts at all times.
 - c. The Group Leader and chaperones are expected to communicate these expectations to the youth beforehand and to enforce the dress code at the conference.
3. Participation
 - a. It is expected that all conference participants (youth, chaperones, group leaders) will be present at scheduled sessions during the conference, and in appropriate places following the evening sessions.
 - b. At no time should a youth participant leave the conference site without one of their adult chaperones. *Adults are strongly discouraged from taking youth off site, except in the case of an emergency.*
 - c. It is to be understood that the said adult takes full responsibility for a youth once off the conference site grounds.
4. Housing
 - a. Chaperones are responsible for making sure that teen participants are in their rooms at curfew time.
 - b. Parents bringing infants must find off-site housing, while still maintaining the chaperone-youth ratio staying on site.
5. Insubordination
 - a. It is expected that youth and adults will follow the direction of all conference staff, security, and volunteers.
 - b. Any instances of lack of cooperation or insubordination will not be tolerated and will be subject to appropriate discipline.
 - c. The first and primary method of dealing with discipline problems will be to work through the Group Leader.
6. Lights Out
 - a. All youth and adults must be in the sleeping facilities by midnight. *Lights out is at 12:30am.*
 - b. An atmosphere of quiet and respect is expected following the lights out time. Violators will be subject to appropriate discipline.
7. Saving Seats
 - a. Signs or items of any type cannot be used to reserve seats.
 - b. A fair seat assignment policy will be implemented at the conference. We ask your patience and cooperation in this matter.
8. Smoking
 - a. *All conference site buildings are smoke-free facilities.*
 - b. Georgia State Law prohibits selling tobacco products to anyone under the age of 18.
9. Up building Speech
 - a. Participants are expected to use positive and up building speech during the conference.
 - b. Foul and abusive language will not be permitted.

*Steubenville Atlanta/LIFE TEEN, Inc. reserves the right to deny entrance to, or request the ejection of any group or individual who does not comply with the regulations and policies for Steubenville Atlanta. In the event that entrance is denied or a person(s) is ejected, **NO REFUND** will be made.*

I have read, understand, and agree to the above policies. I will ensure that anyone accompanying me to the conference also understands and agrees to these policies.

Signature _____ Date: _____
One form each must be signed by Group Leader and all chaperones