



2017 Steubenville Rochester Group Leader Checklist

Promotion and Recruiting		
Status	What	When
<input type="checkbox"/>	Invite teens to attend	
<input type="checkbox"/>	Invite adults to attend as chaperones	
<input type="checkbox"/>	Invite parish priest to attend	
<input type="checkbox"/>	Explore option of Big Screen ad (birthdays, etc)	By June 14
<input type="checkbox"/>	Invite teens to participate in Franciscan LEAD	
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Media Kit • YouTube Promo Video • Application and Information for Franciscan LEAD 		

Meals		
Status	What	When
<input type="checkbox"/>	Plan for meals while traveling	
<input type="checkbox"/>	*NEW- Order Sunday Boxed Lunch	By June 14
<input type="checkbox"/>	Confirm if hotel offers breakfast. Contact PFY if you want to purchase breakfast through Civic Center catering.	By June 14
<input type="checkbox"/>	Communicate special food needs to Conference Office	By June 14
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Conference pages lists meals included in ticket price • Purchase breakfast and boxed lunches at PFY Shop 		

Registration		
Status	What	When
<input type="checkbox"/>	Register your group to attend	Beginning Jan. 12, 2017
<input type="checkbox"/>	Register Participants: Group Leader, Teens, Chaperones, Priests	By June 14
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Group Leader Registration Instructions • Participant Registration Instructions • Group Leader Video 		

Housing		
Status	What	When
<input type="checkbox"/>	Reserve Hotel Rooms	By June 16
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Hotel Registration Webpage 		

Transportation		
Status	What	When
<input type="checkbox"/>	Determine method and make reservations as needed: <ul style="list-style-type: none"> • Bus/Van/Car/etc. 	
<input type="checkbox"/>	Verify details: <ul style="list-style-type: none"> • Directions & Maps • Bus Staging at Event • Parking • Notify PFY of travel vehicle 	
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Event Location Webpage • Parking Instructions 		

T-Shirts		
Status	What	When
<input type="checkbox"/>	Design and order group t-shirts	
<input type="checkbox"/>	Pre-order Conference t-shirts	By May 22
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • PFY Shop 		

Fundraising		
Status	What	When
<input type="checkbox"/>	Determine total event cost	
<input type="checkbox"/>	Determine Participant contribution	
<input type="checkbox"/>	Determine Parish contribution	
<input type="checkbox"/>	Determine other sources of funds	
<input type="checkbox"/>	Identify teens in need of scholarship assistance	Apply by April 5
Items available from Partnership for Youth website: <ul style="list-style-type: none"> • Scholarship Application 		

Payments		
Status	What	When
<input type="checkbox"/>	Submit Deposit	Beginning Jan. 12, 2017
<input type="checkbox"/>	Submit Final Ticket Payment	By May 17
<input type="checkbox"/>	Submit Franciscan LEAD Fees	By May 17
<input type="checkbox"/>	Submit Pre-order T-shirt Payment	By May 19
Items available from Partnership for Youth website:		
<ul style="list-style-type: none"> • Online Payment • Invoices 		

Forms		
Status	What	When
<input type="checkbox"/>	Scholarship Application	By April 5
<input type="checkbox"/>	Franciscan LEAD Application	By April 1
<input type="checkbox"/>	Clergy Testimonial Letter	By June 14
<input type="checkbox"/>	Verification Form	By June 14
<input type="checkbox"/>	Liability Forms	Bring to Check-In
<input type="checkbox"/>	Volunteer Application	By July 1
Items available from Partnership for Youth website:		
<ul style="list-style-type: none"> • All applications and forms 		

Participant Training & Communication		
Status	What	When
<input type="checkbox"/>	Group Leader Webinar	TBA
<input type="checkbox"/>	Chaperone Training <ul style="list-style-type: none"> • Determine Small Group make up • Confirm Teens assigned to each Chaperone • Review small group questions 	
<input type="checkbox"/>	Participant Informational Meetings	
Items available from Partnership for Youth website:		
<ul style="list-style-type: none"> • Group Leader Webinar, Video • Conference Policy & Procedures • Conference Schedule • Packing List • Small group questions 		

Share the Glory		
Status	What	When
<input type="checkbox"/>	Review the Share the Glory organization for your conference site	
<input type="checkbox"/>	Organize a collection at your parish	
Items available from Partnership for Youth website:		
<ul style="list-style-type: none"> • Donation List 		