



ADVISOR GUIDE & PROGRAM GUIDE



NAME _____

DELEGATION _____

Welcome to NC YMCA Youth and Government!

First, thank you for your commitment to supporting and encouraging civic engagement in your community through the Youth and Government program. We are excited about this upcoming year and look forward to serving alongside with you. This guide is designed to serve as a resource for your club and your work.

This overview should provide a framework for what exactly a delegation should look like and how you can prepare your teens for the Youth Legislature Conference in February. Information includes agendas for meetings, officer descriptions and other helpful support. Throughout the course of your experience if you need more information or you notice something missing, please feel free to contact the State Office.

Thank you for your commitment to serve!

Leigh Dauchert and Kate Gross

HISTORY OF YOUTH AND GOVERNMENT

Since its inception in North Carolina in 1993, NC YMCA Youth & Government has grown from a simple program featuring only a Model Legislature and a Youth Governor, to an incredibly realistic and complex simulation of North Carolina state government, involving over 1,100 young people every year. Participants have opportunities to serve as legislators, judges, attorneys, lobbyists, budget analysts, and media members. The NC YMCA Youth Legislature Conference is conducted almost entirely by students and thus many leadership opportunities exist for interested delegates. The possibilities for discovery are virtually limitless.

While the primary goal of this program is the promotion of responsible citizenship, students come away from NC YMCA Youth & Government with much more. Participants sharpen their leadership skills and improve their problem solving and critical thinking abilities while they become more adept at debate and public speaking. Students build self-esteem as they learn that their ideas matter and they can make a difference in their world. Delegates meet their peers from around the state, form life-long friendships and learn to respect the views and opinions of others. As NCYMCA Youth & Government participants experience what it is like to run the state of North Carolina for a few days, they also learn a great deal about themselves – their abilities, their interests, and their responsibilities as citizens in a participatory democracy.

Club Advisor Best Practices & Expectations

Advisor Role & Safety

- Lead advisors must attend all webinars throughout the calendar year in order for your delegation to be eligible for the conference.
- Attendance is mandatory for all students and advisors at preconference events unless specified by the State office.
- A 1:12 advisor to student ratio is required for all statewide events. Additionally, all advisors must be at least 21 years of age. This is the policy adopted by the YMCA of the Triangle and the associated insurance group. Because the NCYMCA Youth & Government program is a part of the YMCA of the Triangle, this ratio must be met for safety standards.
- Advisors must have a type of identification for each student. This identification should include pertinent information that would be used in the event of an emergency.
- Each advisor will complete an online background check and Child Sexual Abuse training conducted by the YMCA of the Triangle and VolunteerMatters.
- Club meetings should be held at least twice a month. All students must attend at least 80% of club meetings. It is up to the School Lead or YMCA Lead to track attendance. The State Office may require record of attendance for all meetings. Any student that does not meet the 80% requirement will not be allowed to attend the February Conference.
- Each student must sign the NCYMCA Youth & Government Program Policy and Code of Conduct prior to the February Conference. This is completed upon registration online.

Relationships

NCYMCA Youth Legislature prides itself on offering a highly relational environment.

- Advisors should spend time at club meetings creating an environment of learning for each student. Students should feel comfortable throughout the learning process. Each student should receive time from an advisor that is focused specifically on them as an individual program participant.
- Advisors should focus time and energy on building healthy, positive relationships with all students while at NC Youth & Government events. While the students may come to learn, they will stay because of the time that has been invested in them.

Communication

To ensure program excellence, NC YMCA Youth Legislature will make every effort to keep the lines of communication open to all advisors.

- The State Office will communicate via email, social media platforms and phone calls with Lead Advisors. Due to the highly relational aspect of the program, it is imperative that each additional advisor be communicated with in the same format.
- All communication from the State Office pertaining to students should be delivered promptly and effectively to all students and volunteers.
- Deadlines for student/advisor registration and paperwork will be strictly adhered to. Exceptions will not be made lightly.

Program Objectives

- NC YMCA Youth & Government states that it “enables young people to prepare for moral and political leadership through training in the theory and practice of developing public policy.” So a good portion of time in the program needs to focus on education of the students.
- Each club meeting should involve a substantial amount of time spent teaching students the fundamentals of this program. These basic training pieces include:
 - Parliamentary procedure
 - Bill research
 - Bill writing
 - Judicial brief writing
 - Public speaking
 - Position paper writing
- Sufficient time should be spent during club meetings focusing on each of the program areas. All club officers need to focus their time on developing strong public speaking skills and mastering parliamentary procedure.
- Each delegation must elect student officers to lead the delegation. See Delegation Officers Descriptions and Meeting Guides.

Club Requirements

- Club Size: 4-12 members
 - President
 - Student Delegation Leader
- Club Size: 13 -50+ members
 - President
 - Student Delegation Leader
 - Vice President
 - Secretary/Treasurer

Club Advisor Best Practices & Expectations

Delegation Meeting Structure

Delegation Meetings:

Two times per month, with students attending at least 80% of meetings. Meeting less than twice per month is not a conducive learning environment and will not prepare students for the conference. The local delegation manages the 80% attendance requirement.

Officer Meetings:

One per month. As delegation meetings are run by the students, it is imperative that advisors and students are on the same page with regards to agendas.

Parent Meetings:

See ncyag.org advisor resources for agendas

Two per year – Time frame for the fall meeting is September and October before the start of registration. Our suggested time frame for the pre-conference meeting is in late January. The purpose of a parent meeting is to inform them of the benefits that the delegation and the conference have for their teen. It will also provide necessary conference information so they feel their child will be in a safe, positive environment.

Fundraising:

Fundraising is not always easy but sometimes a necessity for students to learn how to tell the story and ask for help. It is important that all teens walk away from this delegation with the understanding that their participation in fundraising efforts supports those in need, not just themselves. Contact the State Office for fundraising recommendations and also scholarship applications. In addition, please remember to receive permission from your school or YMCA prior to fundraising.

Recruiting Students

- Utilize the student handouts, cards and flyers found on ncyag.org.
- Host an interest meeting in the Spring and Fall

Sign up for your schools club fair and have information available. Also ask interested students or previous participants to stand at the club table.

- Engage older students to recruit new students
- Have a parent meeting with students
- Invite parents to the conference
- Lunch Meetings are better than afterschool meetings
- Digital Fliers and commercials on PA system

Club Delegation Officer Job Descriptions

A delegation is only as strong as its students. Regardless of whether your delegation is new or it's been around for twenty years, having delegation officers leading the effort is a crucial component of success within Youth & Government. Below you will find a sampling of positions that you may choose to utilize within your delegation, dependent upon size and interest. Please refer to program Code of Conduct and Dress Code for more information.

Any position with *** indicates a required leadership role for every delegation, regardless of size or age.

Note to New Clubs: When it speaks of having experience for a requirement to be a Club Officer, please make exceptions because you are new. This is for club officer positions only.

1. President***

- a. **Requirements:** Must have participated in a Youth Legislature conference
- b. **Job Description:** This particular individual must be knowledgeable of and well-versed on all aspects and programs of Youth and Government, including: the executive, legislative, and judicial branches, media, budget committee, and the lobbyist program.
- c. **Responsibilities:**
 - i. Making a written agenda for every meeting, prior to the start of the meeting
 - ii. Communicating bi-monthly with delegation leader
 - iii. Conducting each meeting with flow and precision
 - iv. Along with school lead, writing announcements for school advertisement of meetings
 - v. Work with any appointed officers to help train them
 - vi. Work with any officer candidates to help set them up for success at the conference

2. Student Delegation Leader***

- a. **Requirements:** Must have participated in a Youth Legislature conference
- b. **Job Description:** This particular individual must have a firm grasp on what the delegation wants/needs from the State Office

Club Delegation Officer

Job Descriptions

2. Student Delegation Leader (con't.)***

c. Responsibilities:

- i. Must participate in an online webinar once per month (access to computer with internet and a phone are required)
- ii. Be willing to discuss varied Y&G topics with other students from around the state, as well as the State Office
- iii. Must complete assignments in a timely fashion

3. Vice President of Legislative

a. Requirements: Must have participated in a Youth Legislature conference within the Legislative program

b. Job Description: This particular individual must be knowledgeable of and well versed in the Legislative program, including chambers, committees, and bill presentations

c. Responsibilities:

- i. Training participants in parliamentary procedure
- ii. Brainstorming bill topics and creating bill sharing groups
- iii. Serve as Presiding Officer, in absence of elected conference Presiding Officer at club level.

4. Vice President of Judicial

a. Requirements: Must have participated in a Youth Legislature conference within the Judicial program

b. Job Description: This particular individual must be knowledgeable of and well versed in the Judicial program, including briefs, debate, and presentations

c. Responsibilities:

- i. Training participants in judicial debate
- ii. Explaining different roles within program
- iii. Develop articulate briefs

5. Vice President of Additional Areas

a. Requirements: Must have participated in a Youth Legislature conference

b. Job Description: This particular individual must be knowledgeable of each of the following areas: lobbyist, budget committee, and media

c. Responsibilities:

- i. Helping each participant of the smaller program areas feel connected
- ii. Be able to provide an overview of the conference
- iii. Throughout the year, create publications in school newspaper or parent newsletter.

Conference Role Requirements & Descriptions

The role a student will select to be at Conference. See ncyagorg for more details

Youth Legislature Roles

Representative (Grades 10 – 12)

- No experience required to participate
- Must submit an original bill, either as an individual or in a group of no more than three people
- If the bill is selected for the Conference, you will argue your bill in front of both the House and Senate Chambers. If your bill passes in both you will present in front of the Youth Governor to potentially have your bill signed into Youth & Government law.

Senator (Grades 11 – 12)

- Must be a Junior or Senior with at least one year of conference experience
- Must submit an original bill, either as an individual or in a group of no more than three people
- If the bill is selected for the Conference, you will argue your bill in front of both the House and Senate Chambers. If your bill passes in both then you will present in front of the Youth Governor to potentially have your bill signed into Youth & Government law.

Lobbyist (Grades 10 – 12, application required)

- One year of conference experience required to participate
- Will be assigned an area of interest and corresponding Youth & Government bills. You must submit a background paper arguing in favor of or in opposition to each bill assigned in order to participate.
- You will argue for or against bills, whichever is in the best interest of your area, during Chambers at the conference.

Budget Analyst (Grades 10 – 12, application required)

- One year of conference experience required to participate
- Will be assigned Youth and Government bills and must submit a budget analysis for each bill in order to participate
- You will argue for or against bills, whichever is in the best interest of the state budget, during both committees and chambers .

Conference Role Requirements & Descriptions

The role a student will select to be at Conference. See ncyagorg for more details

9th Grade Legislature

Forum (Grade 9)

- Forum will be placed into teams of 4-5 students at Pre-Conference. Each team will select a topic of interest, i.e. animal rights, education, immigration, health care, etc. From there, your team will brainstorm potential ideas for bills.
- At the conference, your team will present your bill, take it through committees, present your bill in front of the Forum Legislature and if it passes will go into the House. If your bill passes, then you will present in front of the Youth Governor to potentially have your bill signed into Youth and Government law.

Judicial Roles

Appellate Attorney (Grade 9 – 12)

- No experience required to participate
- May work as an individual or in pairs
- Will be assigned two court cases and must submit a brief for each in order to participate
- You will serve as an appellate attorney and argue your side of the case against other attorneys. The best attorneys for each case will be selected and then they will present in front of all judicial participants

Mock Trial Participant (Grade 9 – 12, application required)

- No experience required to participate
- Will work in teams assembled by the State Office
- Opportunity for students interested in theater, as there is a need for strong witnesses, as well as attorneys
- Will be assigned one court case and must prepare arguments for both sides
 - Your presentations will alternate between prosecution and defense. The best teams for each side of the case will be selected and will present in front of all judicial participants during the Showcase Round at the conference in February.

Other Conference Roles

Media Member (Grade 10 – 12, application required)

- One year of Conference experience required to participate
- Will be given an assignment (video, print, social media, or photography) and must submit a sample of work to participate.
- Media students produce blogs, slideshows, video, photography, social media, and more to capture the successes of students at the conference.

Conference Role Requirements & Descriptions

The role a student will select to be at Conference. See ncyag.org for more details

Appointed Officer

- Clerks, Sergeant. at Arms, and Chaplains require no conference experience at time of appointment.
- Floor Leaders and Committee Chairs require one year of conference experience at time of appointment.
- Chief of Staff, State Treasurer, Secretary of State and additional media and judicial leadership are appointed at the end of the conference. No additional conference experience is required.

Elected Officer

- Speaker of the Forum and Speaker Pro Temp require no experience prior to campaigning/election.
- Presiding Officers and Associate Justices require one year of Conference experience prior to campaigning/election.
- Governor and Chief Justice candidates must be juniors in high school at the time of campaign/election with one year of prior conference experience.
- Lt. Governor candidates must be juniors in high school at the time of campaign/election with one year of prior conference experience and must serve as committee chairs at this year's conference.
- Speaker of the House candidates must be sophomores in high school at the time of campaign/election with one year of prior conference experience and must serve as committee chairs at this year's conference.
- Media Editor and Attorney General must be sophomores in high school at the time of campaign/election with one year of prior Conference experience in program area.

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

September Meeting I – Interest

Date of Meeting:
Facilitator: Advisor and Student Officers, if elected
Location:

Agenda Items	Facilitator
Welcome & Introductions	Advisor
Thought of the Day	Student & Advisor
Explanation of Youth & Government	
State Events: Calendar Review	
Program Benefits/Skill Development	
Next Steps/Reminders	

Supplies Needed	
Copies of Calendar	Roles Handout Sheet
Copies of Student Handout	Refreshments & Music (Optional)
Sign-in Sheet	

Suggested Facilitator: Lead Advisor

Meeting Facilitation

1. Introduction of YMCA Staff and/or school leads

- If elected officers are already in place, please have these students introduce themselves as well.
- If you need to elect officers please see: Delegation Officer Descriptions

2. Student Introductions : Have students introduce themselves and possibly answer the question why they are interested in this club or why they want to rejoin the program.

3. Thought For The Day – This can be a quote, poem, etc.

4. Explanation of Youth & Government program

- Student Handout – Edit this document to give to the students. Found on ncyag.org.

- b. The NCYMCA Youth & Government program develops personal growth and encourages life-long, responsible citizenship by providing experiential learning for teens. Y&G also provides public forums to recognize teens' abilities and capabilities. In other words, students get to work alongside their peers from around the state to debate bills, argue cases, and/or produce amazing media, all in the hopes that teens come away from the program better than they were before.
- c. Describe local delegation meetings (bi-monthly, for most delegations). This is how you plan to run your delegation, i.e. twice per month, Tuesdays after school, etc.

PRO TIP: Remember when planning your delegation meetings that the more simplistic you can make it for your teens, the more likely they will remember. It is easy to recall Tuesday meetings. However, switching around each week will potentially create confusion.

- d. Choosing a Role: Students can choose between the roles listed on the Conference Roles Handout
- e. State Events:
 - i. Review the calendar of events with the dates for Pre-Conference and Conference. It is imperative for students to be committed to these engagements.
 - ii. Pre-Conference: Everyone attends this event. The purpose of this is to gather all students together for program specific training. Students will further develop skills necessary for their individual program area, hear from guest speakers related to their roles, and meet other teens from around the state.
 - iii. Youth Legislature Conference: This is the big finale to the year. Students from all over the state gather together to debate bills, argue cases, create media, etc.
 - 1. Dates for the conference
 - 2. Departure from school Thursday afternoon – check-in begins at 3:30 p.m. in Raleigh so you will need to plan accordingly. If you haven't already, please talk to your Principal or Assistant Principal about having Thursday and Friday counted as a field trip so that students don't "miss" days of school.
 - 3. Return home Sunday early afternoon – the conference ends at 11:30 on Sunday so plan accordingly. Please note that leaving the conference early is not allowed.

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

5. Program Benefits/Skill Development

- a. Have past program participants and/or seniors speak about how Youth and Government has impacted their high school experience. Some areas to focus on are:
 - i. Developing public speaking abilities
 - ii. Encouraging growth of leadership skills
 - iii. Facilitating networking skills
 - iv. Increasing confidence
 - v. Cultivating ideas on what it means to be a servant leader
- b. If (a) is not an option, simply discuss the points above in a teen-friendly way to let them know what they can expect to gain from Youth & Government

6. Obtain accurate contact information for students AND parents

- a. Students should give both their email and their parent's email addresses for easy flow of communication. At bare minimum they should list their parent's email.
 - i. This can be completed through a sign in sheet or a simple registration form. If you need an example please contact the State Office.

7. Select one student to represent the delegation on the State Level as the Student Delegation Leader, or SDL.

This person will be responsible for calling in on either a webinar or conference call once per month beginning in October. The meeting should last no longer than 30 minutes. Meetings are scheduled for a certain date range. There will only be two real-time meetings, as everything else will be pre-recorded. SDLs are required to watch/participate in each month's webinar and submit required assignments by the due date. If there is ever a time that a SDL cannot attend a webinar/conference call, they must find a student from your delegation to replace him/herself. Attendance will be taken and will count towards delegation awards at the conference. Requirements for this person include:

- a. Must be able to access a computer/phone for the duration of the meetings
- b. Must be an experienced student (with the exception of first-year delegations)
- c. Must be able to attend ALL meetings

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

8. Next Steps

- Come to delegation meetings on the set dates
- Anyone interested in running for delegation officer may do so at the next meeting. See advisors to discuss.
- Announce parent meeting date/time/location.
- Next meeting: how to register online, voting for club officers

September Meeting II
Date of Meeting:
Facilitator: Advisor and Student Officers, if elected already
Location:

Agenda Items
Welcome & Introductions
Thought of the Day
Explanation of Elections
State Events: Calendar Review
Candidate Forms
Next Steps/Reminders

Supplies Needed	
Copies of Calendar	Roles Handout Sheet
Copies of Student Handout	Dress Code
Sign-in Sheet	Code of Conduct/ Program Policy

Facilitator: Advisor

After this meeting – Advisors should allow their newly elected club president take on the facilitation role. Between now and the next meeting schedule time with you officers.

Overview: Delegation Elections, Roles and Registration

1. Introduction of all members

2. Thought for the Day

3. Club/Conference Elections

- Explanation of Delegation Officer job descriptions and availabilities.
Please note that you may have as many or as few officer roles as you like. The Delegation Officer Job Descriptions handout is merely a suggestion of what some clubs have done successfully. Delegation size will be a determinant in the number of officers you should elect
- Hold officer speeches and then vote
- Candidate Forms for Conference – Open online in early October
 - Highlight which ones are due

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

4. **Further explanation/questions on conference roles:** Watch videos online.
 - a. Students should have had time to look over roles from the last delegation meeting. Options for reviewing roles:
 - i. Have experienced students speak in detail about each program.
 - ii. Discuss from the Roles Handout how each program works. Give them details so that they can make an informed decision.
5. **Registration Process:** Review via computer with students
6. **Contact Information:** Obtain accurate contact information for students that missed the last meeting.
 - a. Students should give both their email and their parent's email addresses for easy flow of communication. At bare minimum they should list their parent's email.
7. **Next Steps**
 - a. Reminder of when delegation meetings are
 - b. Pay dues.
 - c. If interested in an officer role at the Conference, submit the candidate interest form to the State Office, or they may submit to you first and then you submit to State Office.
 - d. Reminder of parent meeting date/time/location
 - e. Reminder to check email for any delegation updates or important information

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

October Meeting I
Date of Meeting:
Facilitator: Elected President and Officers
Location:

Agenda Items	Facilitator
Welcome & Introductions	
Thought of the Day	
Registration Instructions	Advisor
Virtual Regional	
Candidate Forms Review	
Reminders	

Supplies Needed	
Copies of Calendar	Roles Handout
Dress Code Handout	Computers Available
Student Code of Conduct	Candidate Forms

- Welcome and Introductions of Participants**
- Thought of the Day** – Poem, Quote, Etc
- Online Registration Reminders** (Review Parent Registration Handout)
 - Review registration dates and fees
 - New students must create an account. Visit ncyag.org for instructions.
 - Returning students need to register
 - If registering for media, mock trial, lobbyist or budget, please provide your second choice if not selected for the applied program
- Review**
 - Handout Student Consent forms and read over student codes of conduct
 - Read over the entire student code of conduct and address questions
 - Review Dress Code and answer any questions
 - Candidate Forms - review requirements and due dates
- Next Steps**
 - Reminder of due dates for delegation
 - All Program Applications are coming due in November
 - Next meeting: fundraising ideas, leader selection, online reg. reminders

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

October Meeting II
Date of Meeting:
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Small Group
Registration Follow Up
Selection of Rles – Program Applications
Candidate Forms Review
Fundraising Brainstorm
Election of Student Delegation Leader
Reminders

Supplies Needed
Copies of Calendar
Roles Handout
Dress Code Handout
Computers Available
Student Code of Conduct
Access to a projector and speakers

1. Welcome and Introductions of Participants

2. Thought for the Day

3. Announcements:

- See Calendar for events
- Bill Boot Camps in October

4. Participant Small/ Large Group Discussion after watching Program Videos

- What were your top three takeaways?
- What questions did you leave wishing to be answered, give to your SDL?
- What are you most looking forward to about Youth and Government?

5. Candidate Forms Reminders

- Ensure all candidate forms for committee chairs, etc. are completed for the deadline.

6. Fundraising Brainstorm – If applicable

- Begin to brainstorm ideas as a collective group
- Ask students to see you separately to discuss any financial needs
- The point of fundraising is for all students to further their understanding of the importance of helping others. If a student doesn't need money, then they should not receive money just for participation in a fundraising event. The alternative would be to select a fundraiser that is solely individual based and would not require any type of event (i.e. spirit night at a local restaurant)

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

7. Election of Student Delegation Leader

8. Time in programs areas or begin brainstorming bill ideas as a group.

- a. Review pacing guide to see what they should be doing during this month

9. Next Steps

- a. All Program Applications are coming due in November
- b. Final registrations
- c. Next meeting: Focus on Program Areas

November Meeting I

Date of Meeting:

Facilitator: Elected President and Officers

Location:

Agenda Items

Welcome & Introductions

Thought for the Day

Registration & Reminders

Candidate Forms Review

Supplies Needed

Copies of Calendar

Roles Handout

Dress Code Handout

Computers Available

Student Code of Conduct

1. Welcome & Thought of the Day

2. Reminders about Registration

- a. Materials Deadline Completed – See Calendar
 - i. Bill Submission
 - ii. Registration
 - iii. Candidate and Other Applications Completed

3. Online Registration Reminders (Review Registration Handout)

4. Program Time

- a. See suggested pacing guide and resources for this time.

5. Next Steps

- a. Reminder of due dates for your delegation
- b. Anything else you see fit.

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

November Meeting II
Date of Meeting:
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Introductions
Thought for the Day
Registration & Reminders
Pre-Conference Details

Supplies Needed
Copies of Calendar
Dress Code Handout
Computers Available
Student Code of Conduct
Candidate Forms

1. Welcome & Thought of the Day

2. Reminders about Registration

- a. Bill Submission Due – by advisors approval

3. Online Registration Reminders (Review Registration Handout)

4. Pre-Conference Details

- a. Travel Schedule and date
- b. Attendance for this event – mandatory for all programs participants
- c. Dress for this event – Business Attire

5. Program Time

- a. See suggested pacing guide and resources for this time.

6. Next Steps

- a. Date of December meeting

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

December Meeting I
Date of Meeting: Prior to Pre-Conference
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Introductions
Thought for the Day
Registration & Reminders
Pre-Conference Details

Supplies Needed
Copies of Calendar
Dress Code Handout
Computers Available
Student Code of Conduct

1. Welcome & Thought of the Day

2. Reminders about Registration – Late Fee begins in December

3. Online Registration Reminders (Review Registration Handout)

4. Pre-Conference Details:

- Travel Schedule and date
- Attendance for this event – mandatory for all programs participants
- Dress for this event – Business Attire

5. Program Time

- See suggested pacing guide and resources for this time.

6. Next Steps

- December II meeting date

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

December Meeting II
Date of Meeting: Post Pre-Conference
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Introductions
Thought for the Day
Pre-Conference Debrief

Supplies Needed
Copies of Calendar
Dress Code Handout
Computers Available
Student Code of Conduct
Refreshments for a Holiday Party. Students could all bring something to share.

- 1. Welcome & Thought of the Day**
- 2. Reminders about Registration and Late Fees**
- 3. Online Registration Reminders (Review Registration Handout)**
- 4. Pre-Conference Debrief:**
 - What was helpful?
 - What was missing from the experience?
 - Student Delegation Leader please send these to the Chief of Staff.

PARTY TIME - ENJOY
- 5. Next Steps**
 - January Parent meeting date
 - Happy Holidays!

January I Meeting
Date of Meeting:
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Introductions
Thought for the Day
Program Time

Supplies Needed
Dress Code Handout
Computers Available
Student Code of Conduct

- 1. Welcome & Thought of the Day**
- 2. Program Time – Parli Pro reviewed**
 - See suggested pacing guide and resources for this time.
- 3. Next Steps**
 - Parent Meeting Details
 - Fundraising Update if applicable

Meeting Planning Guides & Suggestions

This is a baseline of what a meeting can be.

January II Meeting
Date of Meeting:
Facilitator: Elected President and Officers
Location:

Agenda Items
Welcome & Introductions
Thought for the Day
Program Time
Conference Details

Supplies Needed
Dress Code Handout
Computers Available
Student Code of Conduct

1. Welcome & Thought of the Day

2. Program Time

- See suggested pacing guide and resources for this time

3. Conference Information:

- Departure Time
- Dress – Packing List
- Printed materials needed and reminders
- Review of schedule

4. Next Steps

- Parent Meeting Details
- Fundraising Update if applicable

After Conference Meeting
Date of Meeting:
Facilitator: Elected President and Officers
Location:

1. Welcome & Thought of the Day

2. Conference Debrief

- What did you enjoy?
- What did you learn?
- What opportunities do we have as a club to improve?
- How do we invite more people?
- Anything needing to be shared with the state office?

3. Next Steps

- Schedule meeting for election of new officers
- Schedule meeting for Interest Meeting prior to the end of the year!

Dress Code

Conference dress code expectations

EDUCATE & EMPOWER

The reason we have a dress code for our events is to educate and empower our participants:

Educate students about proper dress etiquette and expectations for business and business casual. This type of dress expectation is used for interviews, work place environments or college interviews.

Empower students to feel confident in their clothing which is visual image of one's self. When you dress the part, you will act the part.

Dress Code Expectations

At each event students and advisors must adhere to the following dress expectations.

Overall Expectations:

- Shirt tails tucked in and pants pulled up
- Keep your hair styled so that it won't fall into your face.
- Dress socks must be worn at all times
- Suit jackets must be worn at all times
- Dresses and skirts may not be more than 2 inches above the knee. If not meeting expectation delegates are asked to wear pants.
- No sleeveless or spaghetti straps unless accompanied by sweater or suit jacket.

Casual Attire Examples:

Retreats, Friday Fun Night and Travel Time

- Plain t-shirt, sweatshirt, sweater, jeans, khakis, dress and/or skirts
- Shoes must be worn at all times

Business Casual Attire Examples:

Thursday Conference and Pre-Conference

- Dress shoes, dark socks, 3 inch or less heels (no peep toe), flats
- Sports coat, slacks, dress shirt, tie, belt & socks
- Suit, dress shirt, tie, belt & socks
- Blouse, skirt/pants
- Dress

Business Formal Attire Examples:

Friday Program Sessions & Saturday Program Sessions

- Dress shoes, dark socks, 3inch or less heels (no peep toe), flats
- Suit, dress shirt, tie/bowtie, dress shoes, belt & socks
- Blouse, skirt/pants and dress shoes
- Dress with jacket and dress shoes
- Modest party dress, or floor length dress

*Additional option for Governor's Gala only

Ideas for finding affordable clothing options:

- Department Store – Belk, Macy's
- H&M has an affordable work section
- Local thrift or consignment shop
- Ask family and friends to borrow options

NC Youth & Government

Participant Code of Conduct

It is important that staff maintain good order and discipline in all programs. Top objectives in all YMCA programs are safety and a positive atmosphere for learning and developing social skills. The YMCA makes every effort to help participants understand clear definitions of acceptable and unacceptable behavior.

All participants shall conduct themselves in an orderly and responsible manner in transit to and from, and during all functions of the NC YMCA Youth & Government. Personal behavior reflects upon the quality of the program, one's delegation, the YMCA, one's school, and one's self.

PARTICIPATION

Each participant shall attend all scheduled program functions, activities, meetings and training sessions.

Participants are expected to conform to all regulations on the honor system. Those who are present when a violation occurs may be considered a participant in the violation. Participation in all dimensions of the program shall be maintained on an intellectual and productive level.

NAMETAGS

Worn at all times when outside assigned lodging facility rooms. Nametags shall be worn visibly on the front of the upper torso. **NAMETAG SWITCHING OR SHARING IS STRICTLY PROHIBITED.** Participants will wear their assigned badges at all times when they are not in their sleeping rooms, and must be able to produce their nametag at all times. Nametags are not to be defaced, decorated, or altered in any way.

BEHAVIOR

Harassment or intimidation by words, gestures, body language or any other menacing behavior will not be tolerated at any NC YMCA Youth & Government function, activity, meeting or training session.

Sexual behavior of any kind is not appropriate and will not be tolerated. Cheating and plagiarism, including giving or receiving of any unauthorized assistance on program work or copying and representing another's work as one's own is prohibited.

POSSESSION

The use, possession or concealment of flame producing devices, incense, candles.

Tobacco products, vaping devices, alcoholic beverages, non-prescribed medication and illegal substances is forbidden at any NC YMCA Youth & Government function.

The use, possession or concealment of over the counter medication and prescription medication is strictly prohibited without proper documentation of YMCA or Delegation policy.

The use, possession or concealment of any weapons is forbidden at any NC YMCA Youth & Government function.

The use or possession of electronic devices during program functions should be used as a resource. Abuse of electronic devices is subject to consequences.

SEARCH & SEIZURE

Participant agrees that NC YMCA Youth and Government State office personnel may search a participant's hotel room, possessions, automobile, or electronic devices when there is reasonable suspicion of an infraction of program policies.

FACILITY USE

Each participant is legally and financially responsible for any removal, defacing or willful damage to public or private property. This includes the property of fellow participants, advisors and staff, organizations, businesses, lodging & conference facilities, and the State of North Carolina. Any act of vandalism, destruction of property, or misuse of a facility may be a crime and will be treated as a potential criminal violation.

Chewing gum, candy, food and beverages are not permitted in any facility or meeting room. Water in sealed containers is allowed.

Materials of officials and employees of any facility shall not be removed or tampered with in any manner. Unless there is a fire, pulling a fire alarm is a serious offense. Hotel alarms automatically summon the fire department and create a great inconvenience and fear for the hotel and other guests.

No participant shall leave a program function unless the approval of his/her advisor AND the NC YMCA Youth & Government State Office Staff is secured. The participant must be picked up and returned by a parent or legal guardian.

Participants may not use or be transported in private vehicles during any program function without approval of a parent or legal guardian, adult advisor and NC YMCA Youth & Government State Office Staff.

LODGING & SLEEPING ARRANGEMENTS

NC YMCA Youth & Government delegates are housed up to four (4) to each room and that in order to participate in this program, students must share a room and may have to share a bed with one other student of the same sex. Students may not room with anyone other than NC YMCA Youth & Government delegates – not an advisor, parents, or other relatives. In special circumstance a student may room alone per approval of the State Office and legal guardians.

Participants shall not leave the lodging facility except while in transit to or from an official program activity or function.

The facility pool and workout center at the conference hotel may not be used at any time during NC YMCA Youth & Government events.

Participants are not allowed in each other's lodging rooms at any time for any reason.

Lodging facility room switches will not be permitted without the approval of the NC YMCA Youth & Government State Office Staff.

All individual, group or delegation meetings must take place on the lobby or meeting room levels of the lodging facility. No sessions or meetings (formal or informal) may take place in the sleeping rooms of the lodging facility, or in any hallway of the sleeping room levels of the lodging facility.

Participants shall observe quiet hours in consideration of those who choose to retire. Participants shall be in, and remain in their assigned lodging facility room by the curfew listed in the official program schedule. Curfew will remain in effect until 6 a.m. the following morning.

NC Youth & Government

Participant Code of Conduct

VISITORS & GUESTS

Guests and official observers to any NC YMCA Youth & Government program activity are restricted to public meeting spaces, lobbies and visitors' galleries unless approval is secured from the NC YMCA Youth & Government Staff Office Staff.

All visitors must check in at the Conference Information Desk to sign-in and receive proper identification.

Visitors, alumni, etc., are not permitted in the lodging facility during evening activities unless approved by the NC YMCA Youth & Government State Office Staff. Visitors, alumni, etc., are not permitted in lodging facility sleeping rooms at any time under any circumstance. Participants shall not invite or receive visitors.

ATTIRE: See Dress Code for Specifics.

Participants, advisors and staff will dress appropriately during scheduled program activities and official functions.

Personal attire reflects upon the attitude, quality, purpose and dignity of the entire NC YMCA Youth & Government program. Appearance must be neat and tidy with shirts tucked in and pants pulled up to the waistline.

Students understand that the NC YMCA Youth & Government State Office Staff expect all persons associated with the NC YMCA Youth & Government to act maturely, to behave responsibly, and to respect the rights and dignity of others. The actions listed above, which are not intended to be an all-inclusive list of behaviors, are considered inappropriate and are prohibited in our programs. The NC YMCA Youth & Government State Office Staff reserves the right to address other behavioral matters not listed above if the behavior of the student is deemed to be in conflict with the mission of the YMCA.

Failure to follow the Code of Conduct may result in one or more of the following actions (but is not limited exclusively to them):

- The loss of privileges or position
- Parents of the delegate notified
- Removal of the delegate from the program
- School officials notified
- Summons of police when necessary



YMCA MISSION To put Christian principles into practice through programs that build healthy spirit, mind and body for all.