

30th Annual Youth & Government SEMINARS



Registration Packet



Ohio - West Virginia YMCA | hi-y@hi-y.org | www.hi-y.org

Leadership Character Service

HI-Y Leadership Center
Ohio - West Virginia YMCA
P.O. Box 239 Point Pleasant, WV 25550
Phone: 304-675-5899 Fax: 304-675-5977
Website: www.hi-y.org Email: charlie@hi-y.org

COUNTY REGISTRATION FORM

County _____

Contact Person _____ Position _____

Address _____

Email _____

Work Phone _____ Home Phone _____

Cell Phone _____

Number of Students Participating _____ @ \$160.00 each

Number of Chaperones _____ @ \$160.00 each (1 adult required for every 8 students)

Cross out any dates which conflict with another school's activity or holiday.
Also, please mark a first, second, and third choice.

_____ January 24 – 26, 2011

_____ January 31 – February 2, 2011

_____ February 7 – 9, 2011

_____ February 14 – 16, 2011

_____ February 28 – March 2, 2011

_____ No Date's Conflict

To participate, return this COUNTY REGISTRATION FORM prior to November 15, 2010
to the address below:

HI-Y Leadership Center

Ohio – West Virginia YMCA

Attention: Charlie Myers

P.O. Box 239 Point Pleasant, WV 25550

Phone: 304-675-5899 Fax: 304-675-5977



Ohio-West Virginia State YMCA

YOUTH & GOVERNMENT SEMINARS

Program Profile

Overview

The Youth & Government Seminars are an annual cooperative effort of the West Virginia Department of Education and the HI-Y Leadership Center. The program brings eighth grade students from all sections of the state to Charleston, WV for three days while the Legislature is in session.

Program Description

The Youth & Government Seminars provide an opportunity for eighth grade students throughout the state to learn more about state government by observing it and interacting with its leaders.

Each school may bring as many students as they wish, but registration is on a first come first serve basis. One chaperone for each eight students is required.

Counties select their representatives according to locally developed criteria. The program begins on a Monday afternoon and operates through Wednesday afternoon. During this time, participants observe the operation of various branches of state government, question its leaders, interact with media representatives and lobbyists and generally gain an understanding of the function and operation of government by experiencing it.

Each day is devoted to one branch of government. The program begins with activities designed to sensitize students to the origins of and need for laws. This is followed by an opportunity to prepare for activities related to the legislature component of the program the next day. After examining the legislative branch, student study, in turn, the judicial and executive branches.

During the seminars, participants stay at the Charleston House Holiday Inn on Kanawha Boulevard. Transportation to and from the various government offices, is provided by buses rented from the Kanawha County Board of Education.

Total fee per person for the program is \$160.00.

Rationale and General Objectives

The Youth & Government Seminars have as their primary purpose the growth of cognitive and affective functions associated with effective citizenship. This program seeks to increase the likelihood that participants will achieve the objectives specified in the grade eight American Civics/Government Content Standards and Objectives.

The Youth & Government Seminars are rooted in a belief that students learn best by doing and being actively involved. The three day seminars include carefully sequenced activities which provide students an opportunity to learn about the operation of government of the State of West Virginia. Students engage in role plays of a mock trial and a mock legislature, small and large group discussions, and a variety of other activities designed to ensure that each student participates. Students are encouraged to prepare for their trip to Charleston by collecting information about topics of current concern in the state. This information provides a basis for posing questions to the numerous governmental representatives students meet.

YOUTH & GOVERNMENT SEMINARS

Student and Teacher Selection Procedure

As long as students meet the established local criteria, the ultimate responsibility to select students rest with the school. However, it is strongly recommended that some type of formal selection procedure be instituted. For example, selection may be based upon completion of essays on a topic such as “The Value of Law in America.” Likewise, a short test on West Virginia Government or juvenile law could be administered. Whatever procedure is used, all students are to have an equal opportunity to participate.

CRITERIA FOR STUDENT SELECTION

1. Is currently an 8th grade student.
2. Desires to learn more about state government, law-making and law enforcement.
3. Will thoroughly prepare before coming to the seminar.
4. Will share seminar experiences with West Virginia Studies and American Government students in home school.
5. Is interested and willing to participate.
6. Shows evidence of good citizenship in the school and community.

“It has been our experience that a child who has an outstanding attitude and is eager to learn and participate, rather than be a child who “scores the highest” on a test, is the student who most benefits from our program; thus, teacher input should have high priority in student selection.”

CRITERIA FOR TEACHER SELECTION

1. Agrees to transport county representative to Charleston, WV.
2. Agrees to chaperone county representatives at all times while in Charleston.
3. Agrees to participate in all workshop activities.
4. Will share information from seminar with other teachers in home county.
5. Will assist student representatives with presentations to home schools.
6. Is currently teaching West Virginia Studies and/or is enthusiastic about working with our program and the children.

_____ **I AM A STUDENT**

_____ **I AM A TEACHER**

YOUTH & GOVERNMENT SEMINARS

(Please complete **ALL** entries)

County _____ School _____

School Address _____ Phone _____

Check One Size for Tee Shirt *Medium* _____; *Large* _____; *Extra Large* _____

Name _____ Sex: _____ Male _____ Female
 First Middle Last

Address _____

City _____ State _____ Zip _____

Phone () _____ Cell () _____

Would you like to receive text? Y or N Email _____

MEDICAL INFORMATION

Last Tetanus Shot _____ Allergies/Illnesses _____

Dietary Restrictions _____

Physical Handicaps _____

Medication taken with any regularity and/or during emergency _____

Parent or Legal Guardian _____

Work Phone _____ Home Phone _____

Other Name and Number if you cannot be reached _____

Family Physician _____ Office Phone _____

Address _____

Insurance Company _____ Policy Number _____

PARENT & STUDENT AGREEMENT

I support my son/daughter's application and participation in this program. I authorize the Ohio-West Virginia YMCA to have and use photographs, slides, or videotapes of the person named on this application as may be needed for its records/ public relations programs.

I give permission to the medical personnel selected by the Director (or his designate) to order x-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Director to secure and administer treatment, including hospitalization, for the person named above.

I have read and understand the Code of Conduct printed on back. By submitting the registration, I SUPPORT AND AGREE TO ABIDE BY THE CODE OF CONDUCT.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Printed Name of Parent/Guardian _____

PLEASE SEE CANCELLATION/REFUND POLICY ON OTHER SIDE

If you cannot sign this document for religious reasons, please contact the Ohio-West Virginia YMCA

CODE OF CONDUCT: HI-Y FAMILY OF PROGRAMS HI-Y Leadership Center (Ohio-West Virginia YMCA)

HI-Y, Fall Conference, Youth & Government Seminars, Youth in Government, Model United Nations, Horseshoe, Cave Lake, Youth Action Council

HI-Y programs work to build responsible life-long good citizens of character who work to build better homes, schools and communities for all.

Participation in all parts of a HI-Y program shall be maintained on an intellectual and productive level. A level of conduct is expected of all participants (youth, advisor and staff) that requires self-control, individual decision-making, responsibility and adherence to a dress code that is appropriate to each HI-Y program.

Responsible HI-Y conduct must be the concern of each participant for the responsibilities and rights of every individual and that of the group. Being responsible for one's own behavior at all times is a necessary part of self-government. It is essential that all students, advisors and staff act responsibly to ensure that their own conduct and attitude are beneficial not only to themselves and all other participants but also to ensure the continuation of the HI-Y program. By choosing to participate, it is expected that each individual has read, understands and agrees to follow the Code of Conduct while attending any conference sponsored by the HI-Y Leadership Center.

All participants share equally the responsibility for their actions when violations of the Code of Conduct are witnessed. Those who decide to be present when a violation occurs shall by their own choice, be considered a participant in the violation. In this program there are no "innocent bystanders."

Each person must recognize that their failure to carry out the Code of Conduct may lead to their own and perhaps their total delegation's dismissal from the program.

Each person & delegation is to support the purpose & procedures of the HI-Y program they are attending in both spirit, action & work for the success of the program for everyone.

In general, the behavior that is expected can be summarized in these four (4) points:

- 1) Treat others as one wants to be treated.
- 2) Do not do anything that hurts another person, place, thing.
- 3) Do not do anything that could potentially bring harm to another person, place, thing.
4. Do not fail to do something that would help others, make the place we are using cleaner, safer and a better experience for all.

More specifically, this Code of Conduct has been developed to identify the type of personal behavior that is consistent with the purpose of HI-Y Leadership Center programs. The items in the Code are based upon performance and are designed to protect everyone involved including the welfare of these programs for future generations. Participation in a HI-Y Leadership Center program indicates personal acceptance of this Code of Conduct.

Individuals, delegations and Advisors are to carry out the Code. Where necessary, HI-Y Leadership Center Staff will assist and reserve the right (*discretion*) for the "final say" as these programs are HI-Y Leadership Center programs.

We, the participants, advisors and staff taking part in HI-Y Leadership Center programs are to uphold the following CODE OF CONDUCT.

1. **Each participant shall conduct themselves in an orderly and responsible manner in transit to and from, and during all functions of HI-Y Leadership Center programs. Personal behavior reflects upon the quality of the program, one's delegation, the HI-Y Leadership Center, school and one's self. Participants are expected to conform to this Code of Conduct on the honor system. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) and/or (Call parent-send home) and/or (Notify school officials).**
2. **Participation in all parts of a HI-Y program shall be maintained on an intellectual & productive level. (Discretion of HI-Y Staff) & possibly (Lose position or privileges).**
3. **Nametags shall be worn visibly on the front of the upper torso at all times at conferences when outside assigned lodging facility room. (Discretion of HI-Y Staff) and possibly (Lose position or privileges).**
4. **Each participant shall attend all scheduled program functions, activities, meetings, etc. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) and/or (Call parents-send home) and/or (Notify school officials).**
5. **Harassment or intimidation by words, gestures, body language or any other menacing behavior will not be tolerated at any HI-Y function, activity, meeting and training session. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) and/or (Call parents-send home) and/or (Notify school officials) and/or (Call security) or (Summon police).**
6. **The use, possession or concealment of incense, candles, tobacco products, alcoholic beverages or non-prescription drugs are forbidden at any HI-Y program, function, activity, meeting, and training session. (Call parents-send home) and/or (Notify school officials) and possibly (Call security) and/or (Summon police).**
7. **The use, possession or concealment of any weapons are forbidden at any HI-Y conference or function. (Call parents-send home) and/or (Notify school officials) and possibly (Call security) and/or (Summon police).**
8. **The use, possession or concealment of electronic devices including but not limited to compact disc or tape players, video games, radios, TV's, cell phones, etc. shall not be permitted during official program functions. They are not permitted anytime at Y programs held at Horseshoe. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) and/or (have the item(s) taken for the duration of the conference, camp or activity).**
9. **Each participant is legally and financially responsible for any removal, defacing or willful damage to public or private property. This includes the property of other participants, advisors and staff, organizations, businesses, lodging and conference facilities and the State. (Discretion of HI-Y Staff) (Call parents-send home) and/or (Notify school officials) and possibly (call security) and/or (Summon police).**
10. **Materials of lodging and conference facilities, State and state officials at Youth in Government, and any other facility in use by a HI-Y Leadership Center program shall not be removed or tampered with in any way. (Discretion of HI-Y Staff) and possibly (Call parents-send home) and/or (Notify school officials) and possibly (Call security).**
11. **No participant shall leave a program function unless the approval of their advisor AND HI-Y Staff is secured. The participant is to be picked up and returned by a parent or legal guardian. (Call parents-send home) and/or (Notify school officials).**
12. **Participants shall not leave the lodging facility except while in transit to or from an official program function or activity. Participants may not use or be transported in private vehicles during any program function without approval of a parent or legal guardian and adult Advisor and HI-Y Staff. (Discretion of HI-Y Staff) and possibly (Call parents-send home) and/or (Notify school officials).**
13. **Lodging facility room switches are not permitted without the approval of the delegation advisor and HI-Y Staff. (Discretion of HI-Y Staff) and possibly (Call parents-send home) and/or (Notify school officials).**
14. **There is NO coed visiting in lodging facility rooms nor coed delegation meetings in lodging rooms. (Discretion of HI-Y Staff) and possibly (Call parents-send home) and/or (Notify school officials).**
15. **Participants shall observe quiet hours in consideration of those who choose to rest. Participants shall be in and remain in their assigned lodging facility room by the curfew listed for the program. Curfew will remain in effect until 7:00 a.m. the next morning. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) or (Call parents-send home) and/or (Notify school officials).**
16. **Participants shall not invite or receive visitors. Visitors, alumni, etc. are not permitted in the lodging facility unless approved by the Advisor and HI-Y Staff. Visitors, alumni, etc. are not permitted in lodging facility guest sleeping rooms at any time. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) or (Call parents-send home) and/or (Notify school officials).**
17. **Guests are restricted to lobbies and visitor areas unless approval is secured from HI-Y Staff. (Discretion of HI-Y Staff) and possibly (Call security) or (Summon police).**
18. **Participants, advisors and staff will dress appropriately for the program they are attending. Of particular concern is YG where appropriate dress for men are suits or dress pants-dress shirt - tie and jacket. Appropriate dress for women is a business suit or business dress. YG is in the State Capitol where proper business dress is expected. See YG manual for complete description. For recreation at YG, casual dress is appropriate. (Discretion of HI-Y Staff).**
19. **Chewing gum, candy, food and beverages are not permitted in the Capitol, Supreme Court, and in certain areas of other programs. (Discretion of HI-Y Staff) and possibly (Lose position or privileges) or (Call parents-send home) and/or (Notify school officials).**

CANCELLATIONS AND REFUND POLICY

The best laid plans can go awry. **However, a program costing this YMCA \$250 a person and offering significantly lower fees has no flexibility to provide refunds.** Therefore, our policy is **NOT to provide refunds**. Actually the person cancelling should reimburse the program for the costs the program has incurred on their behalf by paying the scholarship received back to the program. The program does permit schools to send a replacement. Please note and add –

1. Schools who want to provide refunds need to set aside money to provide refunds to their students.
2. Schools **don't refer parents to the YG Office with billing/refund questions. Handle these locally.**
3. After a school is registered, it is responsible for the entire payment for that number of student/ adult delegates.
4. Remember, **No Refunds from the HI-Y Leadership Center** so do not ask nor have others call to ask.