

WEST VIRGINIA YOUTH IN GOVERNMENT PARTICIPATION AGREEMENT



Youth in Government
HI-Y Leadership Center
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April 20 - 22, 2012
State Capitol - Charleston, West Virginia

(Submit One Participation Agreement for Each Delegation)

Please **PRINT** legibly

Name of Group (HI-Y, Social Studies Group, YMCA, etc.) _____
Teacher/Advisor to receive confirmation and materials _____
Shipping Address (no P.O. Boxes) _____
Day Phone () _____ City _____ State _____ Zip _____
Evening Phone () _____
Fax () _____ E-Mail Address _____

Participation Agreements and Participation Fees are accepted any time after August 1, but must be submitted by December 5.

The Youth in Government Registrar may accept late Participation Agreements if openings remain and late participants can meet all other deadlines.

TO RESERVE PLACES IN YOUTH IN GOVERNMENT

- 1. Review the purpose, calendar, fees, and code of conduct** with your delegation and determine who can meet all of the requirements. **Only register** those who commit to attend the entire program, do the work required and support the Code of Conduct.
- 2. Determine the size of your group.** From those eligible to participate, we have decided to reserve places for:
 - _____ Officers (Governor, Lt. Governor, Cabinet, Chief Justice, Assoc. Justice, Speaker of the House, President of the Senate, Chaplain, Clerk) **Committee Chairs and Press Editor are NOT officers.**
 - _____ Legislative Delegates (2 for each bill)
 - _____ Judicial Delegates (2 to 4 for each case)
 - _____ Press Delegates (limit one 1 per school)
 - _____ Page Delegates (8th, 9th or 10th – limit two (2) per school)
 - _____ Lobbyist (limit one 1 per school)

 - _____ Adults (*one per 10 students required*)

 - _____ TOTAL STUDENTS & ADULTS X \$75 Participation Fee (**a part of the total fee**) = \$ _____
This enclosed amount, when accepted, reserves space and covers initial program costs for each delegate. **It is not refundable**, nor can it be transferred to the final fee of another delegate. Please write one check for the total amount made **payable to the Ohio-West Virginia YMCA. Final Fee portion of the total fee due January 28. (Please see policy refund below)**
- 3. HI-Y Affiliation.** We did/did not (circle one) affiliate as a HI-Y with the HI-Y Leadership Center (Ohio-West Virginia YMCA) before October 20th. On time Affiliation is one requirement to earn the lowest scholarship fee rates.

Youth in Government Manuals are located on our website (hi-y.org) for your participants and adults or can be sent to you upon request after receipt of this completed Participation Agreement and Participation Agreement Fee. Bill Books are mailed to delegations in March. Upon registration in Charleston, each delegate will receive name tags, room keys and program information.

REFUND POLICY **Participation Fee** - No refunds can be made nor can this fee be applied toward the final fee of another delegate or program. The fee can be applied to a replacement. This fee, part of the total program fee, is to guarantee space, to cause YMCAs and schools to make realistic enrollments, and to protect the program from unrealistic enrollments that may not materialize. **Final Fees** -No refund, No exceptions

Here's How to Participate and Key Deadlines

1. Explain the program, responsibilities, costs and deadlines to interested students and adults.
2. Invite HI-Y staff to a meeting to help introduce the program. Invite again as assistance is needed.
3. Submit HI-Y Affiliation for lowest scholarship rates. HI-Y Affiliation is not required to participate.
4. Submit Participation Agreement/Fee by December 5. Accepted later if space is available.
5. Have some of your students take advantage of training listed in training section below.
6. Prepare legislation or court case.
7. Submit materials and final fees by postmark of January 28. Submit:
 - Legislature – each pair of students submit four (4) copies of one (1) bill, one (1) copy of bill supplement, and one (1) copy of resource credential.
 - Court -submit eighteen (18) copies of your briefs for each Court Case. Each contains Statement of Facts, Appellant's and Appellee's Briefs.
 - Each student and adult submits one (1) Registration Form.
 - Final Fees.

Best to have students submit all final materials and fees to Advisor 10 days prior to the 28th.

Adult Leadership

- One adult for every ten students is required at YG to be responsible for the conduct and supervision of their delegates.

Housing – Included in Fee

- 6 students to a room
- 2 adults to a room
- YG makes all housing arrangements and pays for lodging in one check to the hotel
- Participants responsible for all other charges including room service, parking, tips, **meals**, movies, telephone, etc.
- **Sign up students in gender groups of 6 or pay extra to "buy out the room" or expect students to be housed with students from other schools.**

Training

1. HI-Y / YG Leadership-Service Summit at Horseshoe in June
2. HI-Y Fall Leadership Conference at Jackson's Mill, Weston, WV, November 18-20, 2011.
3. Training manuals available on www.hi-y.org; hard copies from HI-Y Leadership Center office.

Meals - All meals at Youth in Government are the responsibility of the participants.

Fees

The full program cost before HI-Y scholarship is \$350 per participant. Scholarship rates offered by HI-Y to everyone are -

	<u>EARLY BIRD</u>		
	HI-Y Member Fee <u>if paid by Jan. 28</u>	NON HI-Y Member Fee <u>if paid by Jan. 28</u>	LATE FEE <u>if paid after Jan. 28</u>
Each Student (6 per room)	\$250.00	\$275.00	\$300.00
Each Adult (private room)*	\$225.00	\$250.00	\$275.00
Each Adult (double room)*	\$125.00	\$150.00	\$175.00

Pay Fees in One or Two Payments. The payment plan -

1. Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit anytime after August 1, due by December 5, accepted later if space is available.
2. Final Fee and materials due for every student and adult in your delegation no later than postmark January 28th.

***We encourage delegations to incorporate their adult fee into their own student fees.**