

OHIO-WEST VIRGINIA STATE YMCA

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Youth in Government Student Manual

# Advisor Information

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© Ohio-West Virginia State YMCA  
400 Main Street, P.O. Box 239  
Pt. Pleasant, WV 25550  
Phone 304.675.5899 • Fax 304.675.5977  
[www.hi-y.org](http://www.hi-y.org)



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# Advisor Information

## **Create a Successful Youth in Government Experience**

Advisors encourage, challenge, provide an example, learn with the group, motivate, and above all believe in youth, HI-Y's worth and expect members to live up to HI-Y's values.

Advisors do not need to know government or the ins and outs of HI-Y. Just be willing to learn and grow as you help your students learn and grow.

### **1. To their students, the Advisor provides:**

- a. Accurate information on HI-Y, HI-Y Youth in Government including responsibilities, deadlines, how to prepare and how to participate.**
- b. Opportunities to participate in HI-Y Fall Conference, Leadership-Service Summit at Horseshoe, and other HI-Y leadership opportunities.**
- c. Helps students apply what they learn in their HI-Y volunteer experiences to Youth in Government.**
- d. Civic leadership development training and experiences including preparation for YG participation at the Statehouse/Capitol.**
- e. Schedules HI-Y Leadership Center staff to attend meetings and activities of your group.**
- f. Positive guidance in understanding and carrying out the Code of Conduct.**
- g. An example of caring, helping, and responsible citizenship.**

### **2. To the HI-Y Youth in Government State Program, the Advisor provides:**

- a. A local student selection process to assure the selection of students who are responsible, work to develop the best possible legislative proposal or court case, will participate fully in all activities and will carry out the Code of Conduct.**

- b. Assurance that participants – both student and adults – carry out their responsibilities to the best of their ability.
- c. Meets deadlines.
- d. Program assistance as requested.
- e. Recommend officer candidates and committee chairpersons who meet the qualifications of the office and who will carry out the responsibilities of the office.
- f. A style of civic leadership at YG that encourages students to do their best, to respect others and to make responsible decisions. Adults do not influence students on legislation, court decisions or elections.

## **In Advance of the Youth in Government**

1. Orient your students to understand role they have accepted – Legislator, Justice, Lobbyist, Officer, Press, or Page.
2. Prepare your students! Help them understand the process (YG manual has the information everyone needs).
3. Practice your students so they can participate and can intelligently discuss the issues with an informed mind open to learning, are ready to debate and can speak & vote as informed citizens.
4. Review the *Code of Conduct* with students and parents (remember signatures are needed) and be clear each person in the delegation – youth and adults - will carry out the Code.
5. Get your students ready to participate in everything, meet others, be helpful to others, make new friends, be positive and friendly, and make the effort and once at YG encourage them to *participate & make the effort*.

## **During Youth in Government**

1. Basically, it is time to let your students enter the world. Encourage all your students to meet students from other schools, to get acquainted, to make friends, to enjoy meals with students from other schools. In other words, allow and encourage them to be on their own rather than hover around you or only with students from home. This does not mean ignore them. It does

mean help them develop social skills meeting and relating to others.

**2. Encourage your students to reach out to resources at YG who may have knowledge and experience on the issues**

**3. Set an example:**

- Be on time;
- When students are to be quiet and attentive, then adults model that respectful behavior;
- Display an openness to learning just as we all want students to learn;
- We want students to meet peers from other schools, adults do that too;
- We want students to be respectful and use good manners. We need to set the example so students can see good manners used by adults.

**4. No cell phones or texting in sessions. Explain that cell phones, iPods, etc. will get taken for the weekend from anyone who cannot refrain from using them.**

**5. Adults do not take positions on the issues being presented. We advise on procedure, YG parliamentary procedure, how to caucus with other students, how to build coalitions and we encourage. We do not influence votes.**

**6. Adults encourage respectful treatment of everyone, we encourage all to respect the views of others, we promote the art of diplomacy including basic good manners.**

**7. Adult Advisors to Committees attend each Committee session. There are House, Senate and Judicial Advisors. When one wants to observe their students present in another part of YG, just be sure the other Advisor is on duty. Advisors - meet your Committee Chairperson. Let them know you are there to help if they need your help. Make it clear that you are not there to influence a vote nor can you express an opinion on a Bill. At the end of each Committee session, meet with your Chairperson to compare notes on how things went and how to improve the next session. Listen to what your Chairperson is saying. Provide guidance, suggestions, encouragement, and acknowledge what is going well.**

- 8. Encourage students you believe would be good officers to seek office. Our YG planning group is basically the officers. Our YMCA Board counts on student officers to lead efforts to improving the program.**
- 9. Supervise your students at YG. Be sure all are in attendance at all sessions; make certain everyone meets the curfew.**
- 10. Look out for all students. Encourage, model the behavior we want in students, help keep all focused, promote respectful attitudes and good manners.**
- 11. Safety first! We want everyone to have a positive experience without injury to body, mind or soul. Let's all go home better than when we arrived!**
- 12. Everyone takes care of the facilities we use at the Capitol/Statehouse and at the Hotel! Let's keep things clean and in order. Before leaving at the end of YG, have everyone clean up their hotel rooms and spaces the group used and then have HI-Y staff inspect those rooms and spaces before leaving. Leave the Capitol/Statehouse as clean or cleaner than we found it.**

## **At Youth in Government - Advisor Job Description**

All advisors will have direct delegation as well as responsibilities to the overall program. Program responsibilities could include one or more of these assignments at YG.

### **Capitol/Statehouse Coordinator**

Will advise and direct all YG business in the capitol/statehouse building.

### **Committee Advisors**

One for each Committee, to meet with the assigned Committee whenever in session. They are to help and advise but not participate in the Committee discussion of legislation.

### **Chaplain Advisor**

Works with the elected Chaplains in their preparation of material appropriate for the conducting of opening and closing ceremonies at various events.

### **Legislature Advisor**

Assist session to begin on time, note if all youth leaders and adult leaders are present. Solve any problems that you can, check with Directors if necessary. Make sure rules and regulations of the Senate/House are followed. Assist Presiding Officer with procedures and parliamentary procedures.

### **Lobbyist Advisor**

Coordinates the affairs of the Lobbyist between the Committees, House and Senate.

### **Page Advisor**

Advisor schedules Pages to their positions on a daily basis. It is important that Pages understand their job and that all areas are covered.

### **Governor's Cabinet Advisor**

Will offer support and guidance to the Governor and Cabinet.

### **Press Advisor**

Works with the youth in the production of a daily newspaper. All newspaper items must be approved by the Advisor before publication.

### **Judicial Advisor**

Works with the leadership of the Judicial program to assure active participation of all Judicial students.

### **Bus/Transport Advisor**

Works with the bus/transport drivers and makes sure all students are transported to the Statehouse/Capitol.

### **Hotel Advisor**

Is available to give students directions to rooms, etc. Sees that students are respectful to the hotel staff. Assists with evening recreation and makes sure students are in their rooms at night.

### **Hotel Supervision**

Supervision at the hotel is every Advisor's responsibility including evening recreation and having everyone in their own room at the 11 p.m. curfew.

## Care of the Capitol/Statehouse

Everyone is responsible for the care of the Capitol/Statehouse building, rooms and furniture.

## After Youth in Government

- 1. Give an update to your school Principal, Superintendent and Board of Education, YMCA and others who helped your group participate. Have your students present what they did and learned.**
- 2. Thank any sponsors who may have helped your group. Arrange for your students to attend their meeting to present a program, to tell them how much they learned and to thank the group for helping. You're positioning your YG group for continuing support next year.**
- 3. Certificates – we give you a certificate for each participant. Present them to your students as part of your school's Annual Awards Ceremony. If you do not have a ceremony, arrange to present them to your students in front of a faculty meeting, a School Board meeting or some other function that highlights what your students have accomplished and learned. Again, you are building support for next year.**
- 4. Newspaper – We send out a news release with your group's photo we take at YG. Arrange for an interview by a local paper with your students. You'll teach your students how to get positive coverage of youth plus you're building public support for next year.**
- 5. HI-Y Leadership Summits at Horseshoe are every June. Have one or more students from your group attend. Everyone knows this works, the students love it and return home ready to be involved. Again, you are building support for next year – this time by students who are your best recruiters of other students and your best salespeople to your school board and civic groups.**
- 6. Contact the HI-Y Leadership Center for a visit. We're here to help and to learn!**