

Iconic.



May 2011

Dear Adult Staff:

Congratulations for being selected to serve on this summer's Youth to Youth "Iconic." Summer Conference Volunteer Adult Staff. Being part of the adult staff will allow you to help young people REPRESENT their values and STAND for something.

As adult staff, you'll be co-facilitating a family group with a youth staff member. To prepare for this role you must attend the staff training that starts Thursday June 16th at 7:00p.m. Staff registration will start in the Harry C. Moores Campus Center at Capital University at 6:00 p.m. so that you have time to move into your room before training starts. Staff training concludes immediately before the start of conference Saturday, June 18th at 11:45 a.m, and staff remain on site until conference ends. Conference concludes Tuesday June 21st at 1:00 p.m., but staff is asked to stay until 3:00 p.m. for a closing meeting.

Please read this packet carefully and return all relevant forms by Tuesday, May 31, 2011. If you're responsible for youth participants that are coming, and want to have a copy of their packet so you to be knowledgeable of what the youth participants are receiving and have a clear understanding of our operational procedures, please contact us. If you have any questions, contact Cheryl Campbell at ccampbell@youthtoyouth.net 614/586-7960 or Stephanie Christie at schristie@youthtoyouth.net 614/586-7959.

In closing, we value your commitment to serve as adult staff as we need a certain number of adults per youth. Upon your selection, we are depending on you. It impacts programming when we don't have enough adult staff. Please let us know immediately if you cannot serve so we might have time to find a replacement.

See you at the Conference,

Cheryl Campbell
Program Director, Youth to Youth International



Youth to Youth International's Conference

Staff Information

STAFF DATES

Adult Staff: Thursday, June 16, 2011 at 7:00 p.m. through Tuesday, June 21st at 1:00 p.m. There is a **mandatory staff closing meeting** immediately following conference until 3:00 p.m. **Youth and Adult Staff will not be allowed to remain on campus after 4:00 p.m. on June 21st, 2011.**

EMERGENCY PHONE CALLS

Beginning Thursday June 16th, the Youth to Youth office telephone numbers on site are: 614-236-7390 and 614-236-7359. For 24 hour emergencies, please call 614-236-6666.

REGISTRATION

The staff registration site is in the Harry C. Moores Campus Center. Staff registration hours are 6:00 to 6:45 pm for adult staff (please eat dinner prior). Room keys will be issued at this time. If the key is lost during the conference, or not returned at the conclusion of conference, you must cover the \$35 replacement fee. Directions to the Conference site can be found online at www.youthtoyouth.net closer to the time of the Conference. You may also consult the Capital University website (www.capital.edu) for more campus information or a more detailed look at the map.

Background Check (Adult Staff Only)

The State of Ohio mandates that we receive background checks on every adult volunteering for us. If you have served as an adult staff in the past 3 years, you do **not** need another one. If you are new to our adult staff this year, you **WILL** need to get a copy to us as soon as possible. Those who live outside of Ohio need to be sure your background check is a federal one. You may already have one for your current job and if that is the case, we just need a copy.

For anyone who needs to get a background check, our parent organization, CompDrug, can do it for you for \$9.00. Please contact Stephanie ASAP and she can email the forms we need you to fill out and get back to us; it is that easy. Once again, this is mandated by the State of Ohio and we **MUST** have it before our Conference begins. Don't hesitate to contact Stephanie Christie at 614/586-7959 with any questions.

TRANSPORTATION

Port Columbus International Airport is the closest airport to Capital University. Youth to Youth is able to provide transportation for \$5 per person, each way to and from this airport. Youth to Youth administrative staff will greet you **outside** in the pickup lanes outside the baggage claim upon arrival. Vehicles are not allowed to wait in the pick-up lanes so we will be calling the cell phone listed to arrange pick-up. Please provide the correct, legible cell number on the travel form and turn your cell phone on after arrival at your gate. A bus or

van will be bringing people back to the airport at 2:30 p.m. on Tuesday June 21st. Please see the enclosed travel form if you need transportation to and from the airport.

MEDICAL

A nurse will be made available for routine minor first aid, if needed. Medical care is not available on campus. In the unlikely event of a major emergency, an emergency squad will be contacted and/or the participant will be transported to a nearby hospital. Parents or guardians will be notified immediately in the event of illness or an emergency. Participants are responsible for supplying and taking their own prescriptions or over-the-counter medicines (i.e., aspirin, Tylenol, cold preparations) if needed. No staff member, including the nurse, will dispense or distribute any medications or medical treatments. At registration, please inform the nurse if you are taking medication or have a medical problem. Routine non-controlled prescriptions for a controlled substance (such as Ritalin for hyperactivity) will be kept locked in the nurses' station and the teen may obtain medicine for self-administration when needed from the nurse. If you have any questions regarding your child's eligibility due to physical limitations or medical problems, please contact us at least 2 weeks prior to your arrival.

WHAT TO BRING

For your stay at Capital University, you will need to know the following about the dorms and what to bring.

Please bring your own sheets, pillows, blankets, towels, and any other linens necessary, if you are driving or taking a bus. Otherwise, Youth to Youth will provide linens for our out-of-town guests who **FLY ONLY!**

Unfortunately, the girls dorms are **NOT** air-conditioned, so participants may want to bring a fan!!!! All participants will be sharing a bathroom with up to 3 suitemates.

Cell phones and other electronic devices are not recommended. They can cause a disturbance and/or distraction to the conference. All use of cell phones which includes texting is prohibited during the conference. Exceptions are in your dorm, **before** lights out, or at meal times to parents. In case of emergency, participants and staff should be reached through the Youth to Youth office (this number is listed in this packet). All participants and staff should carry these items in a backpack, although we recommend not bringing them at all.

You will also want to bring the following: casual and comfortable clothing, camera (optional), pens/pencils, watch, alarm clock, and a key chain. **Bring a bathing suit and towel for the pool party!** Also, some activities may require physical activity, so bring tennis shoes. Bring some extra money for snacks at the evening events or to purchase promotional items and concessions. Do not bring valuable items! Youth to Youth is not responsible for lost or stolen items.

FUN EVENT INFORMATION

Day One: Enjoy your first night at conference with a LOT of H2O! "Make A Splash" at the pool party, with fun slides, the ever so popular diving board, and tons o' fun. So don't forget to pack your bathing suit!!!! You'll enjoy the poolside as well, with games and great music! Not to mention great times meeting lots of new friends!

Day Two: Let loose and spend a night on the town at the “Carnival Night” event. Enjoy some music and prepare to be entertained “carnival style” with the best people on the street-your Y2Y community! Food, music, special performances, body art, and more!

Day Three: Lights, Camera, Action! The stars are lining up and coming out for this exclusive Y2Y Hollywood Dance. The paparazzi will be out for this Hollywood themed affair under the stars, so make sure to dress to impress!

ADULT FORUM MEETINGS

While Youth to Youth conferences are modeled for having the maximum impact on teens and getting them involved, adults participating in all aspects of the conference also gain valuable insight on how to engage young people. However, the busy conference schedule often allows little time to network with adult peers. That is why Youth to Youth International gives special attention to those adults working with young people on a year-round basis through our summer conference Adult Forum meetings.

During the conference, come and sit down once a day, to relax, share, learn and talk with other adults in the same field. Youth to Youth administrative staff will also present at the Forums to share knowledge with adults and assist in the endeavors of working with and for teens.

FREE-TIME

On Monday June 20, Youth to Youth will be giving conference participants 2 hours for dinner and free time, during which they can have a leisurely dinner and time to just hang out around campus. You can also choose to walk across the street into the town of Bexley and buy your own dinner or snack. Everyone will be required to check in from free-time/dinner at 7:10 p.m. Those not returning will be in violation of conference rules and may be subject to conference dismissal.

CHECKLIST

All Adult Staff must return the following SIGNED forms:

- ★ Medical Information/Emergency Medical Release
- ★ Signed Consumer Grievance Procedure Form
- ★ Signed Adult Staff Position Description
- ★ Youth Action Group Form (if bringing a group of students)
- ★ Copy of Background Check (if applicable, see staff information page)
- ★ Early Arrival and Travel form (optional)

All forms must be returned by May 31, 2011 to:

**Youth to Youth International's Conference
Attn: Stephanie Christie
547 E 11th Ave
Columbus, Ohio 43211**

schristie@youthtoyouth.net

FAX: 614-675-3318

Youth to Youth International's Conference
June 16-21, 2011

Medical Information Sheet - Adult Staff / Adult Participant

Please complete all areas. Information must be returned by May 31, 2011

Name: _____

Sex: _____ Male _____ Female

Medical Information:

Yes

No

1. Do you have any medical problems we should be aware of? _____

2. Are there any dietary needs, handicaps, or medications we should be aware of? _____

3. Do you have any allergies? _____

4. Are there any physical limitations we should be aware of? _____

Please explain any "yes" answers:

In case of emergency, should we contact your physician? Y_____ N_____

Physician's Name: _____ Phone: () _____

Please return by May 31, 2011

(Please complete other side)

**ADULT STAFF
EMERGENCY MEDICAL RELEASE**

I, _____ residing at

_____, hereby grant
CompDrug, an Ohio, not-for-profit corporation, or its designee the right to transport the above-
captioned to any emergency medical or health care facility for immediate treatment and/or
consultation, if necessary.

Further, I hereby grant CompDrug's medical director or his designee, the right to consent on behalf
of the above-captioned for medical treatment. I understand that I will be notified of any emergency
situation as soon as reasonably possible, but that this Emergency Medical Release may be utilized in
the event that I am unavailable to provide the necessary consent, and immediate authorization for
treatment is required.

This release is effective for: Youth to Youth International's Conference: June 16-21, 2011

Signature

Date

Family Health Insurance Information:

Family Health Insurance Company

Phone Number

Policy Holder's Name

Insurance Group #

Policy ID #

_____ Please check if NO insurance

Emergency Contacts: (Please Print)

Name: _____ Relationship: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____

Name: _____ Relationship: _____

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____

PLEASE COMPLETE & RETURN THIS PACKET BY **May 31, 2011** TO:
Youth to Youth International's Conference

Attn: Stephanie

547 E 11th Ave

Columbus, Ohio 43211

Phone: 614/224-4506 □ FAX: 614/675-3318

Youth to Youth Conference Staff Responsibilities

As a member of staff, you have an important job for this Youth to Youth Conference. Please observe these responsibilities with a professional attitude.

- Participate fully in entire staff training preceding the conference.
- Participate fully in nighttime staff meeting and cell group meetings.
- Plan with your co-facilitator prior to and everyday during the conference.
- Co-facilitate a family group. This is a team role. You should be on time to all family group sessions, prepared with necessary materials.
- Participate fully in all scheduled conference activities.
- Co-facilitate or participate with a youth action planning group.
- Conduct a dorm meeting on the first day of conference to inform participants of rules.
- Reinforce the need to stay on schedule with all participants. Encourage everyone to move along to the next activity a few minutes before it begins.
- Be on time and present during all events. Please do not talk to others during presentations.
- Make appropriate referrals to TLC Counselors or Administrative Staff.
- Participate in security assignments including: dorm sweeps during presentations, meals, and activities. Be in scheduled location to supervise nightly fun events.
- Participate in assigned conference duties. Please check your schedule.
- Make certain that each group member is receiving warm fuzzy messages.
- Support other staff members. Be ready to help others.
- Serve as a positive example for participants during the week.
- Observe appropriate physical contact with participants and other staff members with respect to personal boundaries, i.e., hugging, dancing, physical space, isolated interactions.
- **Youth Staff** – Participate in skits, energizers, and games as assigned.

(Youth Staff must remain on campus at all times!)

Adult Staff – Remember that even though the adults are ultimately responsible for the program, the youth staff are valuable leaders. In our usual daily roles, adults are authority figures who direct young people. In this situation, adults are asked to facilitate, not dominate. Let the youth staff develop leadership skills by allowing them to facilitate and interact with the young people.

Youth to Youth International's Conference
Capital University ☐ Bexley, Ohio

Youth Action Group Process

Staff/Adult Participants: Please fill out this form if you are the adult leader of a group of teens attending the conference. You will be facilitating your group of participants from your community during Youth Action Group (YAG) time. This is the time in the agenda when participants regroup with their own community to create a plan of action to take home. By filling out this form, you agree to facilitate this process for your community, and you are securing a meeting location during the YAG portion of the conference. We will provide a general outline, but this is a time for community groups to work on current projects or design a new plan. We strongly recommend that all groups with at least three people at the conference choose this option.

Participants who do not have such a meeting will be placed into an appropriate Youth Action Group with another community.

Franklin County, Ohio Staff: Franklin County will be meeting as one group, not as individual schools. Do not return this form.

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Adult Advisor or Youth Staff Name : _____

Group: _____

Contact #'s: () (H) ()
(W)

Cell: ()

of participants

Return with other forms by May 31, 2011 to secure a meeting location.

Youth to Youth International's Conference
Capital University □ Bexley, Ohio
Early Arrival, Travel and Breakfast Form

Name: _____

City: _____ State: _____

Please Check One: _____ Youth Staff _____ Adult Staff _____ Adult Participant _____ Youth Participant

Home Phone: () _____ Work Phone: () _____

Cell Phone: () _____

Transportation Information: Youth to Youth can provide transportation for small groups to and from the Port Columbus International Airport for an additional fee. You must be arriving during June 17-18, 2011 and departing at 2:30 p.m. on June 21, 2011 (the airport is about 10-15 minutes from the campus). Please keep this in mind when booking any flights.

Flight Information:

Date Arriving: _____ Time: _____

Airline: _____ Flight #: _____

_____ I would like Youth to Youth to transport me to the Conference on June 17th or 18th (\$5 per person)

_____ I would like to be transported on Tuesday June 21st at 2:30 p.m. to the Port Columbus Airport or to an Airport Hotel (\$5 fee)

How many are traveling with you? (Please specify #) _____

Cost of Youth to Youth providing transportation is \$5 per person each way. Total cost of the roundtrip is \$10.00 per person.

Overnight Accommodations: Accommodations are available on Friday June 17th, 2011 for participants (outside Franklin County only). Overnight accommodations cost: \$20.00 per night per person (excluding meals).

A check is enclosed (payable to Youth to Youth) for the following amount:

_____	Extra Night at Capital University	\$20.00	\$ _____
_____	I would like transportation to the conference June 17 th or 18 th	\$5.00	\$ _____
_____	I would like transportation Tuesday June 21 st	\$5.00	\$ _____
_____	Breakfast June 18 th , 7:30 – 8:00 a.m. in Campus Center Dining Hall, Capital University	\$5.00	\$ _____
		TOTAL:	\$ _____

***Note: Lunch in the Campus Center Dining Hall at Capital University is not available to Early Arrival Participants on Saturday, June 18, 2011. There are restaurants within a short walking distance.

Each participant requiring early housing and/or transportation must complete their own separate travel form and return with payment made payable to Youth to Youth. **Send to Attn. Stephanie by May 31, 2011.** If you have any questions on travel arrangements, please call Stephanie at 614/586-7959.

Payment must be enclosed. Make all checks payable to Youth to Youth International

Consumer Rights

Persons who receive alcohol and other drug prevention services at this agency have the following rights:

- 1) The right to be treated with consideration and respect for personal dignity, autonomy and privacy.
- 2) The right to be informed of available prevention services.
- 3) The right to give consent or to refuse any services.
- 4) The right or freedom from unnecessary physical restraint or seclusion.
- 5) The right to be advised and the right to refuse observation by others and by techniques such as one-way vision mirrors, tape recorders, video recorders, television, movies and photographs.
- 6) The right to confidentiality of communications and personal identifying information with the limitations and requirements for disclosure of client information under state and federal laws and regulations.
- 7) The right to have access to one's own consumer record in accordance with agency procedures.
- 8) The right to have of the reason(s) for terminating participation in agency services.
- 9) The right to be informed of the reason's for denial of an agency service.
- 10) The right not to be discriminated against for receiving services on the bias of race, ethnicity, age, color, religion, sex, national origin, disability, or HIV infection whether asymptomatic or symptomatic or AIDS.

- 11) The right to know the cost of services, if applicable.
- 12) The right to be informed of all consumer rights.
- 13) The right to exercise one's own rights without reprisal.
- 14) The right to file a grievance in accordance with agency procedures.
- 15) The right to have oral and written instructions concerning the procedure for filling a grievance.

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Over

Consumer Grievance Procedure

All grievances must be written, dated and signed by the consumer or the person filling the grievance on behalf of the consumer and should include the date, approximate time, description of the incident and names of the individuals involved in the incident/situation being grieved. Grievances should be given to Ronald Pogue, the consumer rights officer, or in the event the consumer rights officer is not on the premises, the grievance can be given to Mark Sellers. They will assist you in filing a grievance upon your request. Within 21 calendar days of receiving the grievance, the program will make a resolution decision on the grievance. Any exceptions that cause this time period to extend will be documented in the grievance file and written notification will be given to the client or persons filing grievances on the consumer's behalf. Records of consumer grievances will be maintained for 2 years from the date of resolution and include: a copy of the grievance, documentation, if applicable, of extending the time period for resolving the grievance beyond twenty-one calendar days.

Within three working days of receiving the grievance the program will provide the consumer with a written acknowledgment that includes: [i] the date the grievance was received, [ii] a summary of the grievance, [iii] a overview of the grievance investigation process, [iv] a timetable for completing the investigation and notification of the resolution, and [v] agency contact person's name, address and telephone number.

At any time consumer or persons filing grievances on the behalf have a right to file a grievance, in addition to, or instead of, with any outside organization that include, but are not limited to the following:

Ohio Department of Alcohol/Drug Addiction Services (ODADAS)
Two Nationwide Plaza
280 North High St., 12th Floor
Columbus, Ohio 43215-6108
614-466-3445

Ohio Legal Rights Service
88 East Long St., 5th Floor
Columbus, Ohio 43215-2999
800-282-9181
614-466-7264

Franklin County ADAMH Board
447 E. Broad Street
Columbus, Ohio 43215
614-224-1057

Ohio for Civil Rights
U.S. Dept. Health/Human Services
233 N. Michigan Ave., Suit. 240
Chicago, Ill 60601
Voice Phone: 312-886-2359
TDD: 312-353-5693

I acknowledge that I have received and agree to abide by the consumer rights policy and consumer grievance procedure.

Print

Name:

—

Signature:

Date:

POSITION DESCRIPTION

POSITION#
UNIT: PREVENTION
HOURS: 120

POSITION TITLE: ADULT STAFF
WORK SITE: CAPITAL UNIVERSITY
DATES: JUNE 16-21 , 2011

TITLE OF IMMEDIATE SUPERVISOR: STAFF TRAINER, TY SELLS

QUALIFICATIONS REQUIRED: 20 YEARS OLD OR COMPLETED SECOND YEAR OF COLLEGE

THIS POSITION DESCRIPTION AND THE QUALIFICATIONS CONTAINED HEREIN ARE INTENDED TO BE INFORMATIONAL AND TO CREATE GUIDELINES ALLOWING THE VOLUNTEER ADULT STAFF TO BETTER UNDERSTAND AND APPRECIATE HIS/HER RESPONSIBILITIES AND DUTIES WITH COMPDRUG/YOUTH TO YOUTH. THIS POSITION DESCRIPTION IS NOT INTENDED TO BE LIMITED IN ITS SCOPE AND THE RESPONSIBILITIES AND DUTIES DESCRIBED HEREIN ARE SUBJECT TO CHANGE, AMENDMENT OR MODIFICATION, AT ANY TIME, AT THE SOLE DISCRETION OF COMPDRUG/YOUTH TO YOUTH.

THIS POSITION IS NOT A SUPERVISORY POSITION

- Attend and participate fully in pre-conference training
- Participate on time in all scheduled events throughout the conference
- Participate in nightly staff meetings

- Co-Facilitate small discussion groups
- Plan with your co-facilitator
- Assist administrative staff in maintaining the security of participants
- Participate in security assignments including dorm sweeps and checks
- Conduct a dorm meeting
- Make appropriate referrals to counselors or administrative staff
- Serve as a positive example to participants during the week
- Support other staff members. Be ready to help others
- Allow youth to experience strong leadership role
- Observe appropriate physical contact with participants and other staff members with respect to personal boundaries: i.e. hugging, dancing, physical space isolated interactions

ALL STAFF WILL PARTICIPATE AS DIRECTED BY STAFF TRAINER(S) AND/OR YOUTH TO YOUTH CONFERENCE DIRECTOR.

I ACKNOWLEDGE RECEIPT OF JOB DESCRIPTION AS DEFINED ABOVE.

SIGNATURE

DATE -----