

# Iconic.



May 2011

Dear Youth Staff:

Congratulations for being selected to serve as a YOUTH STAFF at Youth to Youth International's "Iconic." Summer Training Conference 2011! You have made a decision to REPRESENT your values and STAND for something. This is your chance to be an ICON. You'll learn leadership skills, meet new and exciting people, and experience inspiration that will be felt long after the four day conference ends!

As Youth Staff, you will be expected to facilitate a family group with an adult staff member and participate in large group presentations, skits and energizers throughout the conference.

Once you check in for the youth staff training on June 16, you will be staying at the Capital campus until conference ends. Youth staff will not be permitted to leave the campus during staff training or during any portion of the conference. The staff closing will conclude by 3:00 pm on June 21<sup>st</sup>.

Please report to the conference site (Capital University) Thursday June 16<sup>th</sup> at NOON!

- Training starts promptly at 1:00 p.m.
- Remember to eat lunch before you arrive.
- Also, dinner that day will be on your own in Bexley with the rest of the youth staff. (Bring Money)

As noted in your staff application, there is a \$225.00 youth staff fee to cover training expenses. This fee needs to be turned in with your other forms by the deadline in order for you to staff.

Looking forward to a great conference! See you at the conference,

See you at the Conference,

Cheryl Campbell  
Program Director, Youth to Youth International



# Youth to Youth International's Conference

## Staff Information

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### **STAFF DATES**

**Youth Staff:** Thursday, June 16, 2011 at 1:00 p.m. through Tuesday, June 21<sup>st</sup> 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 21<sup>st</sup>, 2011.**

### **EMERGENCY PHONE CALLS**

Beginning Thursday June 16<sup>th</sup>, 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 & CANCELLATION POLICY**

The staff registration site is in the Harry C. Moores Campus Center. Directions to the Conference site can be found online at [www.youthto youth.net](http://www.youthto youth.net) closer to the time of the Conference. You may also consult the Capital University website ([www.capital.edu](http://www.capital.edu)) for more campus information or a more detailed look at the map. 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. Staff registration hours are Noon to 12:45 pm for youth staff (please eat lunch prior).

A refund less \$30 processing fee per registration will be granted **if a request is received in writing by Monday May 27, 2011**. The cancellation notice must list each canceling participant's name. After this date, cancellations cannot occur, either in part or whole. Stop payment of a check or purchase order does not constitute a cancellation, and thus full payment of conference fees will be collected. **Participant substitutions will be accepted.**

### **RULES (Youth Staff Only)**

Please make sure to review all the conference rules contained in this information packet prior to **signing and returning** the rules form.

### **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 phone on after arrival at your gate. A bus will be bringing people back to the airport at 3:30 p.m. on Tuesday June 21<sup>st</sup>. 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.

**YOU MUST 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 will 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. You'll enjoy the poolside as well, with games and great music! Not to mention great times meeting lots of new friends! So don't forget to pack your bathing suit!!!!

**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!

### **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.

### **ELECTIVE SESSIONS: WORKSHOPS**

Skill-Building and Youth-Led Workshops at the Youth to Youth Conference are an educational and fun experience. Youth staff not conducting workshops will be required to sign up for workshops. It is recommended that youth staff from the same school or community sign-up for different sessions in order to gather a variety of ideas and information to bring back to their group.

### **CHECKLIST**

All youth must return the following SIGNED forms:

- ★ Medical Information/Emergency Medical Release
- ★ Rules and Regulations
- ★ Youth Staff fee
- ★ 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 11<sup>th</sup> Ave**

**Columbus, Ohio 43211**

**[schristie@youthtoyouth.net](mailto:schristie@youthtoyouth.net)**

**FAX: 614-675-3318**

# Youth to Youth International Conference

## June 16-21, 2011

### Medical Information Sheet

This form must be filled out and completed by the parent or legal guardian only. Please complete one form for each youth participant.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

County: \_\_\_\_\_ School: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female

Parent Email: \_\_\_\_\_ Youth Email: \_\_\_\_\_

T-shirt size: \_\_\_\_\_ S \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL

Mother: \_\_\_\_\_ Phone: Home: ( ) \_\_\_\_\_  
Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Father: \_\_\_\_\_ Phone: Home: ( ) \_\_\_\_\_  
Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Phone: Home: ( ) \_\_\_\_\_  
Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Emergency Contact Person (other than above):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

In case that person is unavailable, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: Home ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

1. Does your child have any medical problems? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe in full: \_\_\_\_\_

2. Is your child currently on any medications?  Yes  No  
If yes, list below with name of drug, dosage, and how often to be administered:

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3. Name and phone number of physician who treats your child for above named medical problems: **(over)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Does your child have any allergies to any food or medication?  Yes  No

5. Does your child have any limitations?  Yes  No

If yes, please describe:

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6. The nurse/staff may give my son/daughter Tylenol (1-2 tablets; every 4-6 hours, if needed, for headaches, cramps, etc.)  Yes  No

**Family Health Insurance Information:**

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|                                 |                   |
|---------------------------------|-------------------|
| Family Health Insurance Company | Phone Number      |
| Policy Holder's Name            | Insurance Group # |
|                                 | Policy ID #       |

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\_\_\_\_\_ Please check if NO insurance

***Emergency Medical Release***

I \_\_\_\_\_ being the natural parent/legal guardian  
of \_\_\_\_\_, who resides at \_\_\_\_\_,  
\_\_\_\_\_, hereby grant CompDrug/Youth to Youth, an Ohio,  
not-for-profit corporation, or its designee the right to transport the above captioned minor 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 minor medical treatment. I understand that I will be notified of any emergency situation as soon as reasonably practical, 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.

\_\_\_\_\_  
Natural Parent/Legal Guardian

For, \_\_\_\_\_  
A Minor

Date: \_\_\_\_\_

**PLEASE COMPLETE & RETURN THIS PACKET BY May 31<sup>st</sup> TO:  
Youth to Youth International's Conference Attn: Stephanie Christie  
547 E 11<sup>th</sup> Ave Columbus, Ohio 43211**

## 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.

# Rules and Regulations Youth Participant/Youth Staff

These rules are designed to ensure that all participants at Youth to Youth Conferences are traveling with Youth to Youth enjoy a maximum learning experience in an environment conducive to the exchange and sharing of ideas and concepts. All participants are expected to adhere to the rules as outlined herein, or may be established from time to time by Youth to Youth. **Any violation of these rules may result in immediate removal from the program or event. Enforcement and supervision of these rules shall be at the sole discretion and judgment of Youth to Youth.** Possible sanctions for rules violations may include, but shall not be limited to the following:

- ~ Private discussion with a member of the Youth to Youth staff, or,
  - ~ Removal from the program. All expenses or cost associated with the participant's removal from the program shall be the responsibility of the participant's parent or guardian.
1. **Attendance:** Your timely attendance and participation are required at all scheduled events. Failure to attend scheduled activities on time, without permission of the Conference Coordinator, creates supervision problems that will jeopardize your continued participation.
  2. **Behavior:** Participants are expected to conduct themselves in a mature and orderly manner at all times. Misconduct by anyone will not be tolerated.
  3. **Visitors:** Visitors are not permitted for reason of supervision, liability and contract with facility owners. Special emergency visitation must first be approved by the Conference Coordinator.
  4. **Remain on Grounds:** Participants are to remain on the grounds of the conference. If a participant needs to leave the grounds for any reason, prior approval must be given by the Conference Coordinator.
  5. **Use of Drugs or Alcohol:** Any participant either found using or under the influence of alcohol or other drugs, or in possession of alcohol, tobacco or other drugs, will be removed from the program.
  6. **Curfew:** Participants must be in their rooms at curfew and all their shower and bathroom needs should be completed at that time. Participants are expected to remain in their rooms for curfew until wake-up. Staff members reserve the right to conduct bed checks without notification any time during the program. Any unreasonable violation of curfew will result in removal from conference/trip.
  7. **Sexual Activity/Violence:** No sexual activity, acts of aggression or violence are permitted. Participants engaged in any of these may be subject to removal from the program. Parents/Legal Guardians will be responsible for transportation back to the original point of departure if their teen is removed from the conference/trip.
  8. **Sanitation:** All participants are expected to keep their room's neat and tidy at all times. Personal grooming is expected of all participants.
  9. **Electronic Devices:** All use of electronic devices including cell phones, MP3 players, I-pods and portable DVD players are prohibited at conference except at night, in the dorm BEFORE lights out! Also, with cell phones, **texting** is prohibited throughout the conference except at night in the dorm BEFORE lights out.

As parent/guardian/participant, I have read the rules and regulations on this form and have discussed them with my parent/guardian/child. My parent/guardian/child understands all the rules and regulations and agrees, as do I, to abide by them. I agree to indemnify and hold the Youth to Youth program and its sponsoring organization CompDrug, as well as the local sponsor and any of their agents and employees harmless from and against all claims, damages, cause of action, or other liabilities caused by my violation of any of the rules and regulations contained in this agreement or established by Youth to Youth from time to time.

Furthermore, I understand that pictures and or videos of my child/me may be taken at the conference and hereby agree and consent to the use of these pictures/videos by Youth to Youth or its' sponsoring organization CompDrug for promotional or any other purpose.

Parent Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_  
as parent and/or guardian for

Date: \_\_\_\_\_

Name of Participant: \_\_\_\_\_  
(please print)

Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I give my permission for my child to complete Youth to Youth event evaluations. I also give permission for my child to participate in post-conference surveys and evaluation. I understand that data collected will be used for future program development.

Signed: \_\_\_\_\_  
Parent /Guardian

Date: \_\_\_\_\_

**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: (\_\_\_\_\_) \_\_\_\_\_

Your Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Adult Traveling with you (if applicable) 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 17<sup>th</sup> or 18<sup>th</sup> (\$5 per person)

\_\_\_\_ I would like to be transported on Tuesday June 21<sup>st</sup> 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 17<sup>th</sup>, 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 <sup>th</sup> or 18 <sup>th</sup> | \$5.00        | \$ _____ |
| _____ | I would like transportation Tuesday June 21 <sup>st</sup>                               | \$5.00        | \$ _____ |
| _____ | Breakfast June 18 <sup>th</sup> , 7:30 – 8:00 a.m. in                                   |               |          |
|       | Campus Center Dining Hall, Capital University   | \$5.00        | \$ _____ |
|       |   | <b>TOTAL:</b> | \$ _____ |

\*\*\*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