



May 2010

Congratulations for being selected to serve on this summer's Youth to Youth "Get in the Game" Summer Conference Volunteer Adult Staff. Being part of the adult staff will allow you to help young people take control of THE GAME. THE GAME is fast, fun and challenging. THE GAME is highly interactive. THE GAME is unpredictable. THE GAME is life and THE GAME counts!!

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 Tuesday July 27th, 2010 at 7:00p.m. Staff registration will take place between 6:00 p.m. and 6:45 p.m. in the Unistrukture at Bryant University so that you have time to move into your room before training starts. Staff training concludes immediately before the start of conference Thursday July 29th at 11:45 a.m, and staff will remain on site until conference ends. Conference concludes Sunday August 1st 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 **Friday June 25th, 2010**. 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, you can download the youth participant forms off the website @ www.youthtoyouth.net. If you have any questions, contact Cheryl Campbell at ccampbell@youthtoyouth.net 614/224-4506 ext 150 or Stephanie at schristie@youthtoyouth.net or ext. 149.

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.

In an effort to save trees and dollars, IF you were on summer conference staff last year and are WILLING to bring your staff manual WITH you to training this year, please send a quick email to tsells@youthtoyouth.net by June 7th letting him know.

See you at the Conference,

A handwritten signature in black ink, appearing to read 'Cheryl Campbell', written in a cursive style.

Cheryl Campbell
Eastern States Conference Coordinator
Youth to Youth International

Youth to Youth International's Eastern States Conference Staff Information

STAFF TRAINING

Youth Staff: Tuesday, July 27, 2010 at 1:00 p.m. (arrive at 12:00 pm) through Thursday July 29, 2010 at 11:45 a.m. when Conference begins.

Adult Staff: Tuesday, July 27, 2010 at 7:00 p.m. (arrive at 6:00 pm) through Thursday July 29, 2010 at 11:45 a.m. when Conference begins.

*Please eat prior to your arrival on campus.

- In the interest of saving trees and funds, if you have last years' staff manual and are willing to bring for this summer, please email tsells@youthtoyouth.net by June 25th

STAFF REGISTRATION

Directional signs will be posted on the college campus. The registration site is "Unistrucre" at Bryant University. 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 Bryant University website (www.bryant.edu) for more campus information or a more detailed look at the map. Room keys will be issued at this time. If lost during the conference, or not returned at the conclusion of the conference, you must pay **\$30.00** for the key and/or \$7.00 for the fob. This cost is imposed by the college, not made by Youth to Youth. Staff registration hours are Noon to 12:45 pm for youth staff (please eat lunch prior) and 6-6:45 pm for adult staff (please eat dinner prior).

CONFERENCE DATES

Bryant University, Smithfield, RI. Thursday July 29, 2010 at 11:45 a.m. through Sunday August 1, 2010 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 July 11th.**

Please note Conference will be ending earlier this year, and closing ceremonies will commence at 1:00PM. Therefore, there will be NO lunch provided by Youth to Youth on the last day of Conference. However, lunch will be provided for staff ONLY at the staff closing meeting.

EMERGENCY PHONE CALLS

Beginning on Thursday, July 29th 2010 the Youth to Youth office telephone numbers on site are (401) 232-6915 (which has voicemail capabilities) or (401) 232-6914 (which does not have voicemail capabilities, but is an alternate number for office onsite).

TRANSPORTATION

Air transportation should occur through T.F. Green Airport in Providence, Rhode Island.

PLEASE NOTE: WE APOLOGIZE, BUT YOUTH TO YOUTH IS UNABLE TO PROVIDE TRANSPORTATION TO AND FROM THE AIRPORT

The following is a list of taxi and shuttle services available to you. Please make arrangements personally by contacting the service directly.

- Airport Taxi & Limo 401-737-5550
- Bay Taxi 401-461-0780
- Best Taxi 401-781-0706
- 1-800-Book-A-Limo 800-266-5254

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 us prior to your arrival.

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.

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.

WHAT TO BRING

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

CHECKLIST

All youth staff must return the following forms:

- ★ Medical Information/Emergency Medical Release
- ★ Rules and Regulations
- ★ Travel Form (optional)

All adult staff must return the following forms:

- ★ Medical Information/Emergency Medical Release
- ★ Youth Action Group Form (optional)

**All forms must be returned by JUNE 25, 2010 to:
Youth to Youth Int. Eastern States Conference
Attn: Stephanie
547 E. 11th Ave
Columbus, OH 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.

- **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 Eastern States Conference July 27 – August 1, 2010

Medical Information Sheet – Adult Staff / Adult Participant

Please complete all areas. Information must be returned by June 25, 2010.

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 complete other side)

**ADULT STAFF
EMERGENCY MEDICAL RELEASE**

I, _____ residing at _____, hereby grant CompDrug, and 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 Eastern States Conference: July 27-August 1, 2010

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: () _____ Cell/Work Phone: () _____

Name: _____ Relationship: _____

Home Phone: () _____ Cell/Work Phone: () _____

**PLEASE COMPLETE & RETURN THIS PACKET BY June 25th TO:
Youth to Youth Int. Eastern States Conference**

**Attn: Stephanie
547 E 11th Ave
Columbus, Ohio 43211**

Phone: 614/224-4506 ext. 149 ♦ FAX: 614/224-8451

****If faxing forms, please call the extension above the next day to verify that our office received readable forms. We will only call back if we did NOT receive them.**

Youth Action Group Process

Staff/Adult Participants: Please fill out this form if you will be facilitating a 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.

Note: Youth staff who don't have an adult advisor attending the conference and fill out this form will be assigned an adult monitor. They will be there only as an adult presence. Youth staff are responsible for facilitating the meeting.

If questions, call Ty at 614/224-4506 ext. 147.

Adult Advisor or Youth Staff Name: _____

Group Name: _____

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

of Participants: _____

Existing Groups : Please share successful Prevention Programming/ Activities/ Events etc., your group has implemented or has been working on this year:

Return with other forms by June 25, 2010 to secure a meeting location.