



May 2010

Dear Youth Staff:

Congratulations on being selected to serve on this summer's Youth to Youth International's Eastern States "Get in the Game" Summer Conference YOUTH STAFF. You will use your leadership skills and help the participants to explore what it takes to GET IN THE GAME. THE GAME is fast, fun and challenging. THE GAME is highly interactive. THE GAME is unpredictable. THE GAME is your life and THE GAME counts!!

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.

To prepare for this role, you must attend the ENTIRE staff training that starts Tuesday, July 27<sup>th</sup> at 1:00 p.m. and concludes immediately before the conference begins on Wednesday, July 29<sup>th</sup>. Staff registration will take place between 12:00 p.m. and 12:45 p.m. in the "Unistrucre" at Bryant University on Tuesday so that you have time to move into your room before training starts. Conference concludes Sunday, August 1<sup>st</sup> at 1:00 pm, but staff is asked to stay until 3:00 pm for a closing meeting.

Enclosed is valuable information for the conference and important forms that you must return to us by June 25<sup>th</sup>. As noted in your staff application, there is a \$199.00 youth staff fee to cover training expenses. This fee MUST be turned in with your forms by the deadline in order for you to staff. If you sent in a workshop application, expect to be contacted. If you did not send one in, but you are interested in presenting, please contact me at 614/224-4506 ext. 150. If you are unable to serve as youth staff for any reason, please notify your Youth Staff Coordinator, Kevin Rigby, at 614/224-4506, ext 153 or [krigby@youthtoyouth.net](mailto:krigby@youthtoyouth.net) immediately.

Looking forward to a great conference! See you in July.

A handwritten signature in black ink, appearing to read "Cheryl Campbell".

Cheryl Campbell  
Eastern States Conference Coordinator  
Youth to Youth International

# Youth to Youth International's Eastern States Conference Staff Information

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## **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@youthto youth.net](mailto:tsells@youthto youth.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.youthto youth.net](http://www.youthto youth.net) closer to the time of the Conference. You may also consult the Bryant University website ([www.bryant.edu](http://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 11<sup>th</sup>.**

**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 29<sup>th</sup> 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.

## **WHAT TO BRING**

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

Some of the dorms are not air-conditioned, so you may want to bring a fan. You will be using communal bathrooms (as the dorm rooms do not have private bathrooms). Linen provided by the college includes 2 sheets, 1 pillowcase, 2 bath towels, 1 pillow, and 1 blanket. (Youth to Youth charges participants for items not in their rooms at checkout. Participants may pay these charges at checkout or be billed. This also pertains to any other damage costs caused by participants).

Cell phones 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. (Adult staff needing to connect to office or family are asked to use their cell phones discretely during meal times or breaks).



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

## Youth Staff 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 staff participant. PLEASE PRINT.

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

Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

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

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

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

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:  
\_\_\_\_\_  
\_\_\_\_\_

**(OVER)**

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

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Emergency Medical Release**

I, \_\_\_\_\_ being the natural parent/legal guardian of \_\_\_\_\_, \_\_\_\_\_ (child's name) who resides at \_\_\_\_\_ hereby grant CompDrug, 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 medial 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 Eastern States Conference: July 27-August 1, 2010.

\_\_\_\_\_, For \_\_\_\_\_  
Natural Parent/Legal Guardian A Minor

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

**PLEASE COMPLETE & RETURN THIS PACKET BY JUNE 25, 2010 TO:**

**Youth to Youth Int. Eastern States Conference**  
Attn: Stephanie, 547 E. 11<sup>th</sup> 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.**

# 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: \_\_\_\_\_

**SIGN AND RETURN FORM BY JUNE 25th**

# 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:

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



Attention all Youth to Youth International's Eastern States Conference 2010 participants and staff! This year at the Conference, you will have a chance to show us what you got! Whether you are talented or not, we're interested to see what you can bring to the table. So if you have a favorite poem, song, cheer, dance, skit, etc., here's your opportunity to showcase your talent or just be silly!

The "Youth to Youth's Get On The Stage!" talent show event will take place on the evening of July 8th. Due to limited time and space, we need interested participants to complete the application below and return it by June 18th. You can fax it attention Devin Thomas or mail with your other forms. Please limit your performance to less than five minutes, and please bring any music or props with you to conference. A sound system with a CD player, mics and lighting will be provided.

Each act will need to audition at conference. When you check in, proceed to the Talent Show Table at registration to find out what time and where you or your group are to audition. **Acts and Music must be appropriate for the Youth to Youth conference audience (i.e. no alcohol, tobacco, or other drug references, cussing, or lewd behavior, etc.)**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

School: \_\_\_\_\_

Briefly describe your act:

\_\_\_\_\_

\_\_\_\_\_

Length of Act: \_\_\_\_\_ Number of People in Act: \_\_\_\_\_

Music/ Song Title (if using): \_\_\_\_\_

If this is a group act, please list names of group members:

\_\_\_\_\_

I acknowledge that my act is appropriate for the Youth to Youth conference audience:

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

Please return by June 25th:  
**Youth to Youth International Summer Training Conference**  
**Attention: Stephanie**  
**547 E. 11<sup>th</sup> Ave.**  
**Columbus, OH 43211**  
(Fax: 614-224-8451)

For questions on this event : Email: [dthomas@youthtoyouth.net](mailto:dthomas@youthtoyouth.net) or call 614-224-4506 ext 190