



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Albany YMCA Youth & Government (Y&G) 2019-2020

Welcome and thank you for your interest in this exciting, experience driven, leadership program. The following information will guide you through the Youth & Government registration process:

**Step 1:** Read the Information Packet first before filling out any documents; it will inform you of all relevant dates, costs and rules.

**Step 2:** Complete the Registration Packet. The documents are writable PDF's; however, you must print and sign all docs. Please make sure you complete the forms in full.

- In order to meet industry standards, and to protect your financial information, we require the card/account holder, not the participant, to return the completed packet in person to the Albany YMCA (921 Kains Ave.) for processing. Payment information will be taken at that time; however, you will not be billed until Oct 1<sup>st</sup>.

**Step 3:** The Financial Aid Packet is not required for all delegates, only those who are applying for financial assistance. **Please note the deadline is September 16<sup>th</sup>, not September 23<sup>rd</sup>.**

**Step 4:** Register for the Training & Elections 1 Conference online via [www.reggo.org/calymca](http://www.reggo.org/calymca). Delegates should register themselves, using their own e-mail; however, they will likely need information from parents/guardians to complete the registration.

Enrollment will be capped at 100 total delegates. During the month of August registration will be open for returning delegates only. Beginning September 1<sup>st</sup> registration will be open to everyone and space will be filled on a first come, first served basis.

If you have any questions regarding Y&G or the registration packet, please contact me.

Sebastian de la Rosa, Youth Development Director 510-525-1130 [sdelarosa@ymcaeastbay.org](mailto:sdelarosa@ymcaeastbay.org)

### Information Packet:

- Welcome Letter
- Important Dates
- Explanation of Cost/Payment Schedule/Fundraising and Financial Aid Info (2 pages)
- Code of Conduct (2 pages)

### Registration Packet:

- Registration and Authorization Form (due Sept 23<sup>rd</sup>, must be signed by parent and delegate)
- Waiver of Liability (due Sept 23<sup>rd</sup>, must be signed by parent)
- Code of Conduct Addendum (due Sept 23<sup>rd</sup>, must be signed by parent and delegate)
- Automatic Withdrawal Authorization (due Sept 23<sup>rd</sup>, must be signed by parent)

### Financial Aid Packet

- Financial Aid/Scholarship Application and Documentation (due Sept 16<sup>th</sup>)

### ALBANY YMCA

921 Kains Ave, Albany, CA 94706

P 510 525 1130

[www.ymcaeastbay.org/albany](http://www.ymcaeastbay.org/albany)



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## Important Dates 2019-2020

### August

- 15 – Registration Opens – returners only
- 26 – First meeting – returners only

### September

- 1 – Registration Opens - everyone
- 2 – Labor Day – no meeting
- 8 – Solano Stroll (fundraiser)
- 9 – First meeting – new delegates
- 14 – Beach Cleanup (volunteer event)
- 16 – Parents meeting (new parents only)
- 16 – Financial Aid Packet due
- 23 - Registration Packet Deadline

### October

- Raffle Ticket Sales (fundraiser)
- 1 – 1<sup>st</sup> payment
- 3 – Online Conference Registration deadline

### November

- 1 – 2<sup>nd</sup> payment
- 1 – Campaign Sign Making Event
- 2 – Bill Hearing Event (Location TBD)
- 9 -11 – Training and Elections I (T&E 1)

LOC: Fresno

### December

- 1 – 3<sup>rd</sup> payment
- 23 – Winter Break – no meeting
- 30 – Winter Break – no meeting

### January

- 1 – 4<sup>th</sup> payment
- 10 – Sign Making Event
- 18-20 – Training and Elections II (T&E 2)  
LOC: Fresno

### February

- 3 – Pre-Sacramento Parents meeting  
(mandatory for new families)
- 12 – Leadership positions travel to  
Sacramento
- 13-17 – Model Legislature and Court  
LOC: Sacramento

### March

- 4 – Final Meeting (Officer Elections)

NOTE: Additional events to be added as  
scheduled

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## EXPLANATION OF COST AND PAYMENT SCHEDULE 2019-2020

Program Fees	\$800
Conference Travel	\$300
Sacramento Lodging	\$190
Program Expenditures*	\$410
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Total cost to participant**	\$1,700

### What You Get for Your Money

Three conferences:

Training and Elections Conference I .....	November 9-11
Training and Elections Conference II .....	January 18-20
Model Legislature/Court in Sacramento .....	February 13-17

- Lodging, meals and use of facilities at Training and Elections conferences in Fresno
- Lodging and facilities (including State Capitol building, Supreme Court and Sacramento County Courthouse) in Sacramento
- Travel to and from conferences
- Staff leadership, advisors, YMCA program director and Y&G program staff
- All program materials
- Facilities for weekly delegation meetings
- YMCA program sweatshirt

\*Direct expenses to cover volunteer Advisors conference and travel fees, Advisor training costs, delegation sweatshirts, meeting and conference supplies, facility rentals, delegation meals, and administrative costs. All indirect administration expenses are contributed by the Albany YMCA.

\*\* Financial assistance is available through the Albany YMCA (application due September 16). Fundraisers will be planned by the group.

### Billing

The payment schedule (see next page) is structured so that payments are made throughout the program. All payments will be made via bank drafting or credit card. Payments will be automatically withdrawn from your bank account or charged to your credit card on the first of each month (October-January). If you prefer to pay by cash or check, each payment must be received (in full) at the Albany YMCA (921 Kains Ave.) by the first of each month. Late payments will incur a \$15.00 penalty.

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## Payment Schedule 2019-2020

Date	Installment	Total Paid
October 1	\$425.00	\$425.00
November 1	\$425.00	\$850.00
December 1	\$425.00	\$1,275.00
January 1	\$425.00	\$1,700.00
	<b>TOTAL</b>	<b>\$1,700.00</b>

## Fundraising and Financial Aid

Fundraising is an integral part of the Youth & Government experience. It helps lower the price of the program – making it more affordable and available to more families. In addition, fundraising builds unity in the delegation, teaches delegates a valuable skill and encourages community awareness of Youth & Government. Delegates are expected to participate in fundraising activities. **Delegates who do not complete the fundraising requirements will be ineligible to receive any financial aid, scholarship or money raised.**

All money raised will be placed in a general fund which will be divided evenly among all delegates who successfully complete the fundraising requirements. Money earned from fundraising will be subtracted from the final payment (January 1).

For those delegates who would like additional fundraising opportunities, they will be made available as part of regularly scheduled fundraising activities.

**Financial Assistance/Scholarship is available through the Albany YMCA and our partner organization California YMCA Youth & Government;** applications are due **September 16th**. It is imperative that application forms are filled out completely (please read all instructions), returned on time and have the proper supporting documentation. Applications without proper documentation cannot be processed. All applications will be processed within one week of receipt and applicants will be notified by e-mail. Applicants must confirm notification and accept the financial assistance before payment is withdrawn.

We strive to ensure that everyone is able to participate. If you need to arrange special payment plans or have concerns regarding the program costs, please contact the Youth Development Director, Sebastian de la Rosa, [sdelarosa@ymcaeastbay.org](mailto:sdelarosa@ymcaeastbay.org).



**70 YEARS**  
INSPIRING YOUTH

## CALIFORNIA YMCA YOUTH & GOVERNMENT CODE OF CONDUCT

**Each participant in all California YMCA Youth & Government programs has the right to a safe environment. All participants, including, but not limited to, delegates, advisors, program volunteers, core staff, and guests, are bound by this Code of Conduct.**

The YMCA's core values of Caring, Honesty, Respect, and Responsibility should be in the forefront of every delegate, advisor, volunteer and staff member's mind. We are united by the desire to learn, have fun, and become better people.

California YMCA Youth & Government reserves the right and authority to interpret, administer, and enforce the Code of Conduct and to administer any disciplinary action deemed necessary, to prescribe exceptions or accommodations thereto, and may delegate this authority as deemed necessary. Local YMCAs and/or Delegations may establish and enforce more stringent expectations for their participants so long as local rules do not conflict with or seek to diminish the standards contained in this Code of Conduct.

As a participant of California YMCA Youth & Government programs, I agree to uphold the following Code of Conduct:

1. I agree to conduct myself in an orderly and responsible manner in transit to, from, and during all Youth & Government functions. I acknowledge that my personal behavior reflects upon the program, my delegation, my local YMCA, my school, my family and myself. I am responsible for preserving the reputation of the program through responsible and professional conduct in accordance with the YMCA's Core Values.
2. I agree to wear my badge at all times when outside my assigned lodging. I shall wear my badge visibly on the front of my upper torso. I understand that altering, decorating, defacing, or swapping my badge is prohibited. I agree to be punctual and attend the entirety of all scheduled program functions, activities, meetings, and training sessions during Youth & Government conferences.
3. I agree to be punctual and attend the entirety of all scheduled program functions, activities, meetings, and training sessions during Youth & Government conferences.
4. I agree to refrain from any kind of harassment or intimidation by words, gestures, body language or other inappropriate behavior, online or in person, during any Youth & Government conference or event. Inappropriate or uninvited physical contact between any Youth & Government participants, advisors, volunteers, or guests is not allowed. Intimate/sexual behavior is inappropriate and not allowed.
5. I agree to abide by applicable State or Federal laws. I understand that any violation will be treated as such and the proper authorities may be notified.
6. I agree to treat all public and private facilities with respect and in accordance with their rules. I understand that I am legally and financially responsible for any defacing, removal, or willful damage of or to public or private property including, but not limited to the property of the state of California, fellow participants, advisors, YMCA staff, organizations, businesses, hotels, and program facilities.
7. I understand that any activity that endangers the health and safety of myself or others is prohibited. I understand that weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden at any Youth & Government conference or event.
8. I agree to refrain from the use, possession and/or concealment of any tobacco products, Electronic Nicotine Delivery Systems (ENDS), vape device, alcoholic beverages, or non-prescription/illegal drugs during any Y&G conference or event even if the legal age to otherwise do so, regardless of a medical doctor's prescription, or consumption of marijuana is prohibited.
9. I agree to abide by the dress code established in the Dress Code Supplement.
10. I agree to observe established hotel quiet hours and curfews. I agree not to change assigned hotel rooms without my advisor's consent. I will agree to observe the following rules regarding hotel rooms

for conferences.

- a. Model Legislature & Court: I agree not to enter any hotel room assigned to the opposite gender during training conferences unless an advisor is present in the room. At MLC Sacramento, I agree not to enter any hotel room assigned to the opposite gender unless an advisor is present in the room; or applying the "ratio rule".
  - i. Ratio Rule- Five or more participants in a hotel room where the ratio of males to females, or vice versa, is one greater or less than the other (i.e., 3 males and 2 females or 5 females and 4 males).
  - b. Model United Nations: I agree not to enter any hotel room assigned to the opposite gender during all conferences unless an advisor is present in the room.
11. I understand that if I choose to use an electronic device, that it must be set to silent and used only to enhance my experience in the program (i.e. research, communication about the program, etc.) and not to detract from my or anyone else's experience. I understand that if I choose to bring any kind of device, California YMCA Youth & Government is not responsible for any lost, stolen or damaged property.
  12. I understand that I am not permitted to drive myself to or from any Youth & Government conference. Advisors seeking to drive during a conference must obtain clearance through Youth & Government. In all cases, liability is assumed by the local delegation.
  13. I understand that all participants share equally in the responsibility for their actions when violations of the Code of Conduct are witnessed. I also understand that those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation.
  14. I understand that, to ensure the safety of all participants, Y&G and delegations, reserve the right, if deemed necessary, to search baggage, rooms, and persons.
  15. I understand that while at Youth & Government conferences I may not have in-person contact with anyone, including family and friends, not participating in Youth & Government without prior clearance from California YMCA and my lead advisor.
  16. I understand that disregarding of any part of this Code of Conduct or deciding to behave in a manner inconsistent with the YMCA's Core Values of Caring, Honesty, Respect, and Responsibility, may negatively impact my status as a Youth & Government delegate, advisor, volunteer, participant, guest, and/or leadership candidate or applicant.

If determined appropriate by Y&G advisors or staff at the local or state level, **my actions in violation of this Code of Conduct may result in my being immediately sent home at my own expense, regardless of the time of day, and may result in the relinquishment of the opportunities afforded me by California YMCA Youth & Government programs including, but not limited to, permanent expulsion from all Youth & Government programs.**

Approved August 2, 2019