



# WV YLA Youth in Government Student Registration & Medical Release

April 11-13, 2024 Registration due Jan. 28, 2024

Delegation \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### PLEASE CHECK YOUR CHOICE OF POSITION BELOW

Legislative    Judicial    YG Officer (doesn't include chairs or press editor)    Lobbyist    Press    Page

**My registration certifies that I have read, understand, and will support the Code of Conduct**

**FINAL FEE (See Appendix - Calendar/Overview)**

**Did you submit your \$75 deposit postmarked by December 5? \_\_\_ Yes \_\_\_ No**

**Add \$10 to each price if you are submitting paper registration forms instead of using Raisers Edge.** If you answered yes, and final payment will be postmarked on or before January 28

\_\_\_\_\_ **Affiliated**, \$220 is your final fee      \_\_\_\_\_ **Unaffiliated**, \$245 is your final fee

If you have NOT submitted your \$75 deposit but your FULL payment will be postmarked on or before January 28 (please mark your room type)

\_\_\_\_\_ **Affiliated**, \$295 is your final fee      \_\_\_\_\_ **Unaffiliated**, \$320 is your final fee

**If your final fee is NOT postmarked by January 28, add \$25 to your final fee per person.**

**Late Fee of \$25 is to be paid by each person who does not submit**

**ALL Materials, Registrations, and Final Fees due by January 28.**

**Students-** Student Registration is on the website at [www.ylaleads.org/programs/ohyg](http://www.ylaleads.org/programs/ohyg) before the deadline set by your Advisor to meet the final YG deadline. If you do not, be prepared to pay a late fee or be disqualified from participating.

### IMMUNIZATION & MEDICAL INFORMATION

Tetanus Booster dT or TdaP \_\_\_\_\_ date      Diphtheria, Tetanus, Pertussis TdaP, or TdaP \_\_\_\_\_ date

Is the participant up to date with all immunizations required for school \_\_\_ Yes \_\_\_ No

If No, please explain \_\_\_\_\_

COVID-19 Vaccine (not required) \_\_\_ Yes \_\_\_ No Date of First Vaccine \_\_\_\_\_ Date of Second Vaccine \_\_\_\_\_

Vegetarian Meal Request \_\_\_\_\_ Epi-Pen \_\_\_ Yes \_\_\_ No

Food Allergies \_\_\_\_\_

Other Allergies \_\_\_\_\_

Any condition we should be aware of \_\_\_\_\_

Parent or Legal Guardian \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Other Name and Number if you cannot be reached \_\_\_\_\_ Phone \_\_\_\_\_

Family Physician \_\_\_\_\_ Office Phone \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Name of Policy Holder \_\_\_\_\_ Policy Holder's Date of Birth \_\_\_\_\_

**Ethnicity Survey:** We are sometimes asked the ethnicity of our participants. **Submission of this information is voluntary.** Check all that apply

\_\_\_\_\_ American Indian/Alaska Native      \_\_\_\_\_ Asian      \_\_\_\_\_ Black or African American  
 \_\_\_\_\_ Hispanic or Latino      \_\_\_\_\_ White      \_\_\_\_\_ Native Hawaiian or Other Pacific Islander

By submitting this form (manually or electronically), I support my son/daughter's application and participation in this program. I authorize the Ohio-West Virginia Youth Leadership Association to have and use photographs, slides, or videotapes of the person named on this application as may be needed for its records/ public relations programs. \_\_\_ YES \_\_\_ NO

I give permission to the medical personnel selected by the Director (or his designate) to order x-rays, routine tests, treatment; to release any records necessary for insurance purposes; and to provide or arrange necessary related transportation for my child. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by the Director to secure and administer treatment, including hospitalization, for the person named above. \_\_\_ YES \_\_\_ NO

I have read and understand the Code of Conduct printed on back. By submitting the registration, I SUPPORT AND AGREE TO ABIDE BY THE CODE OF CONDUCT. \_\_\_ YES \_\_\_ NO

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

## CODE OF CONDUCT: YLA FAMILY OF PROGRAMS Ohio-West Virginia Youth Leadership Association



*YLA, Fall Conference, Youth & Government Seminars, Youth in Government, Model United Nations, Horseshoe, Cave Lake*

YLA programs work to build responsible life-long good citizens of character who work to build better homes, schools and communities for all. Participation in all parts of a YLA program shall be maintained on an intellectual and productive level. A level of conduct is expected of all participants (youth, advisor and staff) that requires self-control, individual decision-making, responsibility and adherence to a dress code that is appropriate to each program. Responsible conduct must be the concern of each participant for the responsibilities and rights of every individual and that of the group. Being responsible for one's own behavior at all times is a necessary part of self-government. It is essential that all students, advisors and staff act responsibly to ensure that their own conduct and attitude are beneficial not only to themselves and all other participants but also to ensure the continuation of the program. By choosing to participate, it is expected that each individual has read, understands and agrees to follow the Code of Conduct while attending any conference sponsored by YLA. All participants share equally the responsibility for their actions when violations of the Code of Conduct are witnessed. Those who decide to be present when a violation occurs shall by their own choice, be considered a participant in the violation. In this program there are no "innocent bystanders." Each person must recognize that their failure to carry out the Code of Conduct may lead to their own and perhaps their total delegation's dismissal from the program. Each person & delegation is to support the purpose & procedures of the YLA program they are attending in both spirit, action & work for the success of the program for everyone. *In general, the behavior that is expected can be summarized in these four (4) points:*

- 1) Treat others as one wants to be treated.
- 2) Do not do anything that hurts another person, place, or thing.
- 3) Do not do anything that could potentially bring harm to another person, place, or thing.
- 4) Do not fail to do something that would help others, make the place we are using cleaner, safer and a better experience for all.

More specifically, this Code of Conduct has been developed to identify the type of personal behavior that is consistent with the purpose of YLA programs. The items in the Code are based upon performance and are designed to protect everyone involved including the welfare of these programs for future generations. Participation in a YLA program indicates personal acceptance of this Code of Conduct.

Individuals, delegations and Advisors are to carry out the Code. Where necessary, YLA Staff will assist and reserve the right (*discretion*) for the "final say" as these programs are YLA programs. We, the participants, advisors and staff taking part in YLA programs are to uphold the following CODE OF CONDUCT.

**Each participant shall conduct themselves in an orderly and responsible manner in transit to and from, and during all functions of YLA programs. Personal behavior reflects upon the quality of the program, one's delegation, YLA, school and one's self. Participants are expected to conform to this Code of Conduct on the honor system.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) and/or (*Call parent-send home*) and/or (*Notify school officials*).

**Participation in all parts of a YLA program shall be maintained on an intellectual & productive level.** (*Discretion of YLA Staff*) & possibly (*Lose position or privileges*).

**Nametags shall be worn visibly on the front of the upper torso at all times at conferences when outside assigned lodging facility room.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*).

**Each participant shall attend all scheduled program functions, activities, meetings, etc.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) and/or (*Call parents- send home*) and/or (*Notify school officials*).

**Harassment or intimidation by words, gestures, body language or any other menacing behavior will not be tolerated at any YLA function, activity, meeting and training session.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) and/or (*Call parents-send home*) and/or (*Notify school officials*) and/or (*Call security*) or (*Summon police*).

**The use, possession or concealment of incense, candles, tobacco products, alcoholic beverages or non-prescription drugs are forbidden at any YLA program, function, activity, meeting, and training session.** (*Call parents-send home*) and/or (*Notify school officials*) and possibly (*Call security*) and/or (*Summon police*).

**The use, possession or concealment of any weapons are forbidden at any YLA conference or function.** (*Call parents-send home*) and/or (*Notify school officials*) and possibly (*Call security*) and/or (*Summon police*).

**The use, possession or concealment of electronic devices including but not limited to compact disc or tape players, video games, radios, TV's, cell phones, etc. shall not be permitted during official program functions. They are not permitted anytime at YLA programs held at Horseshoe.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) and/or (*have the item(s) taken for the duration of the conference, camp or activity*).

**Each participant is legally and financially responsible for any removal, defacing or willful damage to public or private property. This includes the property of other participants, advisors and staff, organizations, businesses, lodging and conference facilities and the State.** (*Discretion of YLA Staff*) (*Call parents-send home*) and/or (*Notify school officials*) and possibly (*call security*) and/or (*Summon police*).

**Materials of lodging and conference facilities, State and state officials at Youth in Government, and any other facility in use by a YLA program shall not be removed or tampered with in any way.** (*Discretion of YLA Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*) and possibly (*Call security*).

**No participant shall leave a program function unless the approval of their advisor AND YLA Staff is secured. The participant is to be picked up and returned by a parent or legal guardian.** (*Call parents-send home*) and/or (*Notify school officials*).

**Participants shall not leave the lodging facility except while in transit to or from an official program function or activity. Participants may not use or be transported in private vehicles during any program function without approval of a parent or legal guardian and adult Advisor and YLA Staff.** (*Discretion of YLA Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).

**Lodging facility room switches are not permitted without the approval of the delegation advisor and YLA Staff.** (*Discretion of YLA Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).

**There is NO coed visiting in lodging facility rooms or in coed delegation meetings in lodging rooms.** (*Discretion of YLA Staff*) and possibly (*Call parents-send home*) and/or (*Notify school officials*).

**Participants shall observe quiet hours in consideration of those who choose to rest. Participants shall be in and remain in their assigned lodging facility room by the curfew listed for the program. Curfew will remain in effect until 7:00 a.m. the next morning.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) or (*Call parents-send home*) and/or (*Notify school officials*).

**Participants shall not invite or receive visitors. Visitors, alumni, etc. are not permitted in the lodging facility unless approved by the Advisor and YLA Staff.**

**Visitors, alumni, etc. are not permitted in lodging facility guest sleeping rooms at any time.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) or (*Call parents-send home*) and/or (*Notify school officials*).

**Guests are restricted to lobbies and visitor areas unless approval is secured from YLA Staff.** (*Discretion of YLA Staff*) and possibly (*Call security*) or (*Summon police*).

**Participants, advisors and=staff will dress appropriately for the program they are attending. Of particular concern is YG where appropriate dress for men is suits or dress pants-dress shirt - tie and jacket. Appropriate dress for women is a business suit or business dress. YG is in the State Capitol where proper business dress is expected. See YG=manual for complete description. For recreation at YG, casual dress is appropriate.** (*Discretion of YLA Staff*).

**Chewing gum, candy, food and beverages are not permitted in the Capitol, Supreme Court, and in certain areas of other programs.** (*Discretion of YLA Staff*) and possibly (*Lose position or privileges*) or (*Call parents-send home*) and/or (*Notify school officials*).

### CANCELLATIONS AND REFUND POLICY

The best laid plans can go awry. Due to the significantly lower fees charged to participants, YLA has no flexibility to provide refunds. Therefore, our policy is NOT to provide refunds. Your deposit is a down payment (your word) that you will attend. We will make advance payments to other parties to hold space for you. Please do not ask for this deposit money to be applied to another's final payment—it has already been used to hold your space and is not refundable. Groups MAY substitute another individual for the cancelling student.

Things to remember

- A. Local YLA groups who want to provide refunds to anyone who cancels need to set aside money to provide such refunds locally.
- B. Delegations do not refer parents, participants, school, or other administrators to YLA with refund questions. Handle these questions locally.
- C. Once a delegation registers, that delegation is responsible for the entire payment for that number of student & adult delegates.
- D. Local groups may want to consider purchasing an insurance policy that pays, if for some reason the group needs to cancel out of the program. Check with your insurance company about coverage (i.e. trip insurance).
- E. Weather - Our first priority is always safety. If a weather event happens in your area and you are unable to attend, we understand your absence and want you to stay safe. Do not place yourself or others in danger.