



**LEADERSHIP CHARACTER SERVICE ENTREPRENEURSHIP PHILANTHROPY**

## **OH YLA ADVISOR KIT 2024-2025**

	Welcome – We are here to help! Our Programs YLA Builds Leaders YLA Values Next Generation Laboratory
<b>1</b>	Calanders Fees Code of Conduct for All Programs
<b>2</b>	Annual Affiliations – submit by October 20 <sup>th</sup> to receive lower program fees Remind your Chapter officers to list their office when they register online
<b>3</b>	YLA Week – November 10 – 16, 2024
<b>4</b>	YLA Fall Conference – November 15 – 17, 2024 <span style="float: right;">Camp Horseshoe</span>
<b>5</b>	Model United Nations – March 14, 2025 <span style="float: right;">Charleston, WV</span>
<b>6</b>	OH Youth in Government – April 10 – 12, 2025 <span style="float: right;">Statehouse – Columbus, OH</span>
<b>7</b>	YLA Standards and Honor Chart
<b>8</b>	Share Your Story – Let us hear from you! <ul style="list-style-type: none"> <li>• Send photos &amp; stories of all you do for YLA publications</li> </ul> Monthly Secretary’s Reports Year End Reports <ul style="list-style-type: none"> <li>• New Officers</li> <li>• Service to Others</li> <li>• Philanthropy</li> <li>• YLA Program Needs</li> <li>• Horseshoe Needs</li> </ul>
<b>9</b>	Cave Clean Up Day





# Welcome to YLA!

**We are here to help!**

Give us a call at 304-675-5899,

Email: [alicia@ylaleads.org](mailto:alicia@ylaleads.org)

Reach out via social media or our website

[www.ylaleads.org](http://www.ylaleads.org)

Or

via mail:

YLA

522 Sandhill Road

Point Pleasant, WV 25550

## CONTACTS:

**David King**      [david@ylaleads.org](mailto:david@ylaleads.org)  
*Executive Director, Camp and YLA Program Director*

**Alicia Ridenour**   [alicia@ylaleads.org](mailto:alicia@ylaleads.org)   304-675-5899 (o)  
304-675-0055 (c)  
*Fiscal Officer, YGS and School Year Program Coordinator*

**Leslie Howell**    [leslie@ylaleads.org](mailto:leslie@ylaleads.org)   304-478-2481 (o)  
*Horseshoe Administrator*

**Read on to discover how together we help youth learn, grow, and benefit through YLA.**





# OUR PROGRAMS

## YLA Builds Leaders

**Leadership ~ Character ~ Service ~ Entrepreneurship ~ Philanthropy**

**YLA** local youth civic leadership chapters are incubators of leadership. Teens learn how to plan, organize, and carry out - through trial & error - how to make their schools, communities, and world better places. *"This is the best thing I've done in school. I've learned so much, gained confidence I never dreamed I could have, got involved and now I am ready for the future!"*

**Youth in Government** Where else do teenagers get to "take over" the state capitol for three days? YLA's student legislature and student supreme court bring the perspective of today's youth into state government. *I've learned more about civics and state government this way than from any book or classroom. We take what we learn in class and get to apply it.*

**8th Grade Youth & Government Seminars** introduce teens to state government in three active days of onsite interactions with state leaders. *This is program is a must for all 8th graders in WV.*

**Model United Nations** offers windows on the world as teens gain an international perspective and recognition of how international issues impact their communities. *"Model UN is a great way to learn about the world. I came into this program with no knowledge about the UN or my nation. I left with that knowledge plus the ability to think as my nation and a greater appreciation for other nations."*

**Horseshoe's Teen Entrepreneurship and Leadership Summits** at Camp Horseshoe in WV and soon at Cave Lake in Ohio enable teens to envision things never thought possible. Teens return home with the resources to become their best.

**Adventure Camps** for children and the **Governor's Youth Opportunity Camps** for low income 7 – 12 year olds are fun, educational, and provide a positive life skill development opportunity.

**Family Camping** thrives as more than 8,500 benefit from our **Horseshoe Recreation Area** in West Virginia and **Cave Lake Center for Community Leadership in Ohio**, a place of rare natural beauty in Ohio's Appalachian region, is being transformed into a nationally significant year-round learning center for youth, adults and families. Cave Lake's 700+ acres offer unsurpassed opportunities for leadership development, as well as a peaceful atmosphere for personal and group growth, enjoyment of the out-of-doors, the arts, music, entrepreneurship, civic responsibility and stewardship of our natural heritage. Cave Lake will strengthen and expand the base of effective family, organizational and community leadership across Ohio.

**Alumni** bring commitment, experience and new support to all our youth programs. Our Alumni Program offers many ways to stay involved, to share leadership advancing with all our programs and to offer YLA experiences to many more young people. Graduation doesn't have to mean the end of your relationship with YLA. Reach out to us at [yla@ylaleads.org](mailto:yla@ylaleads.org) following graduation to stay involved so you too can help future generations of leaders succeed.

### Ohio-West Virginia Youth Leadership Association

YLA Chapters, Youth in Government, Youth & Government Seminars, Model United Nations, Horseshoe, Cave Lake

[www.ylaleads.org](http://www.ylaleads.org)

#### Horseshoe Leadership Center

3309 Horseshoe Run Road  
Parsons, WV 26287  
P: (304) 478-2481  
F: (304) 478-4446

#### Cave Lake Leadership Center

1132 Bell Hollow Road  
Latham, OH 45646  
P: (937) 588-3252  
F: (937) 588-3252

#### Youth Leadership Association

Fiscal Office  
522 Sandhill Road  
Point Pleasant, WV 25550  
P: (304) 675-5899  
F: (304) 675-5977

# YLA Builds Leaders

Leadership Character Service Entrepreneurship Philanthropy



# YLA Values



**Caring commitment** to the common good



**Respect** for the dignity of every person



Personal **integrity** and **honesty**



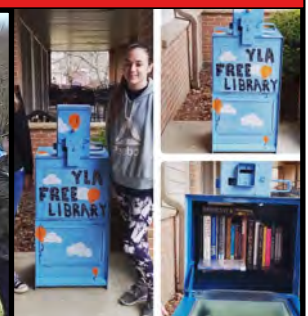
**Trustworthiness** and **mutual trust** as a foundation of community life



**Making responsible choices, being responsible** and **taking responsibility**



Active **citizenship** building



**Preparing the Next Generation of Civic Leaders**  
**Leadership Character Service Entrepreneurship Philanthropy**



# YLA is a Community and School's Next Generation Laboratory

**Leadership Character Service Entrepreneurship Philanthropy**

Students Apply Classroom Lessons Building their Capacities for Work, Career, Citizenship, Civic Leadership, and Community

**"Knowing what America stands for is not a genetic inheritance. It must be learned."**

YLA *Next Generation Laboratories* build responsible citizen leaders by engaging youth in the life and work of their schools and communities. YLAs are youth initiated and led with the advice and mentoring of faculty advisors. Students apply classroom lessons to real-life situations and issues. In the process student learning is enhanced as students . . . .

### Develop Organizational Governance Skills

- ◆ Plan Agenda
- ◆ Conduct meetings
- ◆ Use parliamentary procedure
- ◆ Create and utilize committees to research issues and potential projects, develop recommendations and present to the total group
- ◆ Elect officers and gain experience as officers and as members in democratic leadership
- ◆ Prepare meeting minutes and keep records

### Develop Financial Skills

- ◆ Develop budgets
- ◆ Make financial decisions
- ◆ Keep financial records
- ◆ Fund their activities
- ◆ Develop entrepreneurial thinking and actions
- ◆ Engage in Philanthropy

### Respond to School and Community Needs with Volunteer Actions

- ◆ Build connections with current school and community leaders, organizations and citizens to gain wider perspectives of school and community issues and potential
- ◆ Identify the kind of school and community teens want
- ◆ Create and carry out volunteer initiatives to achieve their vision
- ◆ Evaluate and reflect on their work to strengthen future action

### Build a Peer Support Network Focused on Achievement

- ◆ Encouraging peers to do their best, become their best, live healthy drug free lives
- ◆ Promoting a positive school learning atmosphere where achievement is honored
- ◆ Reaching out to peers who need encouragement and a positive group of friends
- ◆ Asserting that each person and group is responsible for creating better futures for all

**Reach Beyond the Familiar** in new settings with diverse persons from different backgrounds and places all requiring application of classroom lessons in new and often "on your feet" thinking

- ◆ YLA Youth in Government and YLA Model United Nations
- ◆ Entrepreneurship and Leadership-Summits at Horseshoe
- ◆ Make A Difference Day at Cave Lake
- ◆ YLA Leadership Conferences
- ◆ Youth Officer Corps

**Career Discovery** for YLA Students results from YLA's "learn by doing" model of school based YLAs as well as participation in Youth in Government, Model United Nations, YLA Leadership Conference and Horseshoe's Entrepreneurship and Leadership-Service Summits. Students who otherwise would never imagine their potential are now -

- ◆ Business persons, Scientists, Educators, Attorneys, Engineers, Entrepreneurs, Foundation Leaders, Government service at all levels, Military, Labor leaders, and above all, responsible citizens.

### Schools Support for effective YLA Next Generation Laboratories

- ◆ Partnership with the Youth Leadership Association
- ◆ A place for YLA youth to meet
- ◆ A time to meet
- ◆ Faculty Advisor(s)
- ◆ Commitment to experiential, project based service-learning YLA offers in the school and beyond the classroom.



### Learn Life Skills

- ◆ Meeting and communicating with others
- ◆ How to present oneself
- ◆ Appearance and dress for success
- ◆ Etiquette
- ◆ See what needs done and do it
- ◆ Personal management
- ◆ Time Management
- ◆ Goal Setting
- ◆ Our Cultural Heritage









# CALENDER

<b>2024</b>		
Horseshoe Service Day	Horseshoe	September 2
Horseshoe Rec Area Closes	Horseshoe	September 9
Fall Quilt Retreat	Horseshoe	September 10 - 14
Make a Difference Day	Cave Lake	October 26
YLA Week	OH & WV	November 10 - 16
Fall Conference	Horseshoe	November 15 - 17
<b>2025</b>		
OH Bill & Case Rating	Bristol Village, Waverly	February 8
WV YGS Week 1	Charleston	February 19- 21
WV Bill & Case Rating	Wesleyan College	February 22
WV YGS Week 2	Charleston	March 3 - 5
WV YGS Week 3	Charleston	March 5 - 7
WV YGS Week 4	Charleston	March 10 - 12
Model United Nations	Charleston	March 14
WV YGS Week 5	Charleston	March 31 - April 2
Ohio Youth in Government	Columbus	April 10 - 12
West Virginia Youth in Government	Charleston	April 23 - 25
Spring Quilt Retreat	Horseshoe	TBA
Horseshoe Rec Area Opens	Horseshoe	TBA
Teen Entrepreneurship Summit	Horseshoe	June 8 - 14
High School Leadership Summit	Horseshoe	June 15 - 21
Middle School Leadership Summit	Horseshoe	June 22 - 28
YOC/Adventure Camp Week 1	Horseshoe	June 29 - July 5
YOC/Adventure Camp Week 2	Horseshoe	July 6 - 12
YOC/Adventure Camp Week 3	Horseshoe	July 13 - 19
YOC/Adventure Camp Week 4	Horseshoe	July 20 - 26

Fall Quilt Retreat	Horseshoe	TBA
<b>2026</b>		
WV YGS Week 1	Charleston	January 28 - 30
WV YGS Week 2	Charleston	February 4 - 6
WV YGS Week 3	Charleston	February 11 - 13
WV YGS Week 4	Charleston	February 18 - 20
WV YGS Week 5	Charleston	February 25 - 27
Ohio Youth in Government	Columbus	April 9 - 11
WV Youth in Government	Charleston	April 22 - 24



### 2024 - 2025 Youth Leadership Association Programs

Ohio YG	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Affiliated Student \$	Non-Affiliated Student \$	Affiliated Adult \$	Non-Affiliated Adult \$	Officer Fee	Late Fee	Location
<b>PA's Due</b>					5										Suggested \$75 Deposit	Suggested \$75 Deposit	Suggested \$75 Deposit	Suggested \$75 Deposit			Sheraton/Statehouse Columbus, OH
Submit Final Fees, Leg. Bills, Resource Credentials & Bill Supplements; Court Briefs, Registrations Housing						28									Final Fee \$220 OR \$295 w/o Deposit	Final Fee \$245 OR \$320 w/o Deposit	Final Fee \$100 Dbl \$200 Private OR \$175 Dbl or \$275 Private w/o Deposit	Final Fee \$125 Dbl \$225 Private OR \$200 Dbl or \$300 Private w/o Deposit		\$25	
Officer Nominations Due								1													
Bill and Case Rating							8														Columbus, OH
Ohio Youth in Government									10-12												
Officers at Leadership Summit											15-24										Camp Horseshoe
WV YG	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Affiliated Student \$	Non-Affiliated Student \$	Affiliated Adult \$	Non-Affiliated Adult \$	Officer Fee	Late Fee	Location
<b>PA's Due</b>					5										Suggested \$75 Deposit	Suggested \$75 Deposit	Suggested \$75 Deposit	Suggested \$75 Deposit			4 Points/Capitol Charleston, WV
Submit Final Fees, Leg. Bills with Resource Credentials & Bill Supplements; Court Briefs, Housing,							10								Final Fee \$220 OR \$295 w/o Deposit	Final Fee \$245 OR \$320 w/o Deposit	Final Fee \$100 Dbl \$200 Private OR \$175 Dbl or \$275 Private w/o Deposit	Final Fee \$125 Dbl \$225 Private OR \$200 Dbl or \$300 Private w/o Deposit		\$25	
Officer Nominations Due								1													
Bill and Case Rating							22														Charleston, WV
West Virginia Youth in Government									23-25												
Officers at Leadership Summit											19 - 25										
Horseshoe	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	All Students				Officer Fee	Late Fee	Parsons, WV
Entrepreneurship Summit											8-14				\$75						
Leadership Summit											15-21				\$320 before May 15 \$365 after May 15				\$295	\$25 for all	
Middle School Leadership Summit											22-28				\$320 before May 15 \$365 after May 15						
Adventure/YOC Camp I											29-5				YOC Free to qualifying 7 - 12 year olds: Adventure Camp \$320 before May 15 or \$365 after						
Adventure/YOC Camp II												6-12			YOC Free to qualifying 7 - 12 year olds: Adventure Camp \$320 before May 15 or \$365 after						
Adventure/YOC Camp III												13-19			YOC Free to qualifying 7 - 12 year olds: Adventure Camp \$320 before May 15 or \$365 after						
Adventure/YOC Camp IV												20-26			YOC Free to qualifying 7 - 12 year olds: Adventure Camp \$320 before May 15 or \$365 after						



# FEES

Updated: August 2, 2024

Affiliated YLA members receive significant fee reductions.  
 Participants may also keep fees low by submitting materials BEFORE  
 the deadlines

DUE DATE			AFFILIATED MEMBER RATE		UNAFFILIATED RATE	
			On-Time	Late	On-Time	Late
<b>YLA Membership</b>	October 20, 2024	Student	\$20			
<b>Fall Conference</b>	October 25, 2024	Student	\$165	\$190	\$190	\$215
		Adult	\$120	\$145	\$145	\$170
<b>WV 8th Grade YGS</b>	November 30, 2024 <i>County Registration</i>	Student	\$225		\$225	
	December 30, 2024 <i>Individual Registrations, fees, housing</i>	*Adult Double	\$225		\$225	
		Adult Private	\$375		\$375	
<b>Ohio Youth in Government</b>	December 5, 2024 <i>Deposits, PA &amp; Roster</i>	Student	\$295	\$320	\$320	\$345
	January 28, 2025 <i>Final fees, bills, cases, registration, housing</i>	Adult Double	\$175	\$200	\$200	\$225
		Adult Private	\$275	\$300	\$300	\$325
<b>WV Youth in Government</b>	December 5, 2024 <i>Deposits, PA, Roster</i>	Student	\$295	\$320	\$320	\$345
	February 10, 2025 <i>Final fees, bills, cases, registration, housing</i>	Adult Double	\$175	\$200	\$200	\$225
		Adult Private	\$275	\$300	\$300	\$325
<b>Model United Nations</b>	January 8, 2025 <i>PA, Registration</i>	Student	\$60	\$70	\$85	\$95
		Adult	\$60	\$70	\$85	\$95
<b>Camp Horseshoe</b>	May 15, 2025	Student	\$320	\$365		
		UN & YG Officers	\$295	\$320		

BECOME A YLA MEMBER, BE ON TIME AND REGISTER BEFORE  
 THE EARLY BIRD DEADLINE TO RECEIVE THE LOWEST PRICES!!

\*Double Room only available if you are rooming with someone from your county.



## **YLA Youth in Government and Model UN Officer Fees** for 2025 Leadership Summit at Horseshoe

YG and UN Officers serve all year to provide training and leadership in YLA youth conferences, Leadership Summits at Horseshoe, and their YG or UN. Participating in all these programs is costly to families. To encourage and assist students to serve as officers, YLA discounts fees for the officers listed below:

### **YLA Youth in Government**

Governor  
Lt. Governor - OH  
President of the Senate  
Speaker of the House  
Clerks  
Chaplains  
Chief Justices  
Press Editor

### **YLA Model United Nations**

Secretary-General  
President of General Assembly

Program	Officer Fee 2025
Leadership Summit at Horseshoe	\$295

We do not want money to be a reason not to serve. There may be local resources for additional financial assistance. Ask us how to secure local support.

# PLEASE SEE CANCELLATION/REFUND POLICY BELOW

## 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.

1. 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*).
2. 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*).
3. 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*).
4. 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*).
5. 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*).
6. 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*).
7. 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*).
8. 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*).
9. 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*).
10. 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*).
11. 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*).
12. 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*).
13. 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*).
14. 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*).
15. 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*).
16. 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*).
17. 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*).
18. 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*).
19. 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. However, a program costing this YLA more than our significantly lower scholarship fees has no flexibility to provide refunds. Therefore, our policy is NOT to provide refunds for the Participation Agreement or the Final Fee. Actually the person cancelling should reimburse the program for the costs the program has incurred on their behalf by paying the scholarship received back to the program. The program does not permit delegations to send a replacement. Please note and add –

1. Delegations who want to provide refunds need to set aside money to provide refunds to their students.
2. Delegations **don't** refer parents to the YLA Office with billing/refund questions. Handle these locally.
3. After a delegation is registered, it is responsible for the entire payment for that number of student/ adult delegates.
4. Remember, No Refunds from the YLA so do not ask nor have others call to ask.





# YLA ANNUAL AFFILIATION

## Ohio-West Virginia Youth Leadership Association



Affiliation by October 20th earns lower conference fees!

**Information** ALL advisors please complete this page even if registering through our website. By giving us the number in your delegation, we will know when they are all registered. This form is available on our website as a fillable form at [www.ylaleads.org](http://www.ylaleads.org)

Group Name \_\_\_\_\_ Our host organization name (school, Y, city, other) \_\_\_\_\_

Our Group is - check all that apply:  YLA  HI-Y  TRI-HI-Y  Student Council  City Govt. Youth Council

Faith Based  Career Club  (Other- please identify) \_\_\_\_\_

Our mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Local Newspaper (to send news releases) \_\_\_\_\_ Editor/Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**Adult/Delegation Leader**

Name \_\_\_\_\_ Preferred Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text:  Yes  No

**Adult/Delegation Co-Leader**

Name \_\_\_\_\_ Preferred Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text:  Yes  No

**Student President**

Name \_\_\_\_\_ Preferred Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Text:  Yes  No

**Enclosed is our check for:**

Raisers Edge/Paper Reg. # Members \_\_\_\_\_ x \$20 = \$ \_\_\_\_\_

Group Affiliation \$15 = \$ \_\_\_\_\_

Paper Roster ONLY # \_\_\_\_\_ x \$10 add'l = \$ \_\_\_\_\_

Members Total Enclosed \$ \_\_\_\_\_

**REGISTERING THROUGH OUR WEBSITE WILL SAVE YOU MONEY!**

All members must be registered in online to be considered affiliated and eligible to receive the lower program fees or complete the roster attached at a higher affiliation rate.

Make check payable and send to:  
Ohio-West Virginia Youth Leadership Association  
522 Sandhill Road  
Pt. Pleasant, WV 25550  
304-675-5899 (voice) 304-675-5977 (fax)

**To pay by credit card 304-675-5899. An additional 4% convenience fee will be applied to your invoice.**

Services Provided by YLA include YLA staff assistance, program materials, on-site member orientation and training, newsletters, leadership development and civic engagement through Youth in Government, Model United Nations, YLA retreats and conferences, Entrepreneurship and Leadership-Service Summits at Horseshoe, Cave Lake, and an association to bring youth and adults together to build better futures for all.

**522 Sandhill Road, Point Pleasant, WV 25550**  
**Web: [www.ylaleads.org](http://www.ylaleads.org)**  
**Phone: 304-675-5899 - Fax: 304-675-5977 E-mail: [alicia@ylaleads.org](mailto:alicia@ylaleads.org)**





# YLA Week

**Nov. 10 - 16,  
2024**





## YLA Week

### YLA Week Introduction

YLA Week showcases YLA to the school and community. Plan a week to include service, fundraising, membership recruitment, fun, and serious thought. Let your school, community, family, and friends know all YLA does and why YLA is such an important part of your time. The idea for YLA Week came from the YLA Council:

- To make the school and community more aware of YLA, and
- To increase the commitment of members through a week of sustained activity.
- YLA Week is the first full week of November.

Come up with upbeat and creative ways to have a great time and positively promote your YLA club. Give presentations to adult and student groups, do service projects for school or community, hold special events before, during, and after your school day - do things that get the YLA message out. More ideas are in this section. Use them and add your own!

SEND a copy of your YLA Week program to the YLA Leadership Center. We want to know what you are doing and tell others.

### Hint for Making YLA Week a Success

**5 Weeks Before:** President calls officer meeting. Get organized, and read all material provided. Start plans for special programs and projects. Have a meeting and discuss plans for YLA Week.

**4 Weeks Before:** Have a meeting. Select committees and Chairpersons. Make sure each committee knows the job description.

**3 Weeks Before:** Meet with Committee Chairpersons. Work out details. Make YLA Week Calendar (see next section).

**2 Weeks Before:** Work on projects that were created by committees.

**1 Week Before:** Count down! Last minute details need to be done. Make sure leaders and Chairpersons know what is expected of them.

**YLA Week:** Make this week one to remember!!!

**After YLA Week:** Evaluate your work. Mail evaluation to YLA Leadership Center. Thank those who helped.

## Grab Bag of Ideas

### SCHOOL

- Include a thought-for-the-day with announcements.
- Display posters and bulletin boards around the school.
- Have Club members personally invite other students to participate in your activities.
- Ask permission to speak to classes about YLA.
- Have YLA activities announced over the public address system.
- Invite other clubs to participate in a service project.
- Volunteer to do office errands, help with a sporting event, etc.
- Wear YLA pins.
- Invite the entire student body to attend the program or activity.
- Show a promotional video of Youth in Government, Model United Nations, or Camp Horseshoe to classes or other student groups.
- Plan a school assembly.
- Organize a donation drive for a local cause.

### COMMUNITY

- Clean Up Project.
- Have the mayor proclaim YLA Week.
- Use social media, newspaper, radio, and/or television as much as possible.
- Provide services to local churches on YLA Sunday and/or bulletin inserts.
- Invite adults to serve on local Committees to provide community support to your YLA club and the State YLA Program.
- Hold an open house or public meeting.
- Attend church as a group.
- Hold a Local Youth in Government Day.
- Display posters.
- Craft Night.
- YLA Dinner - Invite alumni, School and city officials, parents.
- International Dinner.
- Windshield Wash.
- Civic clubs are interested in today's young people and are willing to have programs presented. They would appreciate the chance to become aware of what your YLA stands for and what you are doing.
- Volunteer at local Elementary and Middle Schools



## YLA Week

### How to Plan a Successful YLA Week

#### **Drafting Ideas**

Look into the needs of your local community. How can your YLA Club help your community? Speak to leaders of local organizations. Ask if they have any projects or needs your club can help with. Good service projects start with conversations with the experts in your community. Continue to communicate with local leaders as you draft your plan. What school officials do you need to approve your project with? Utilize YLA meeting programs as guidelines to planning your projects.

#### **Promotion**

The goal of YLA Week is not only to serve, but also to bring awareness to YLA's purpose. Use Club Social Media accounts to market your projects and club accomplishments. With your school's permission, place YLA posters throughout the school. Invite Yearbook and Media Team members to cover your event. Ask local businesses to put your poster up. Invite other school clubs to collaborate on your project. Ask to share your YLA Week event information during school announcements. Reach out to local media stations to promote your YLA Club.

#### **Execution**

To ensure all participants understand the background of your project, plan a pre-education before the event begins. Make sure all members understand their assigned task beforehand. Learn to be flexible. Even the most amount of planning cannot account for all variables. If something comes up during your project, stay calm and learn to adapt your plans to the new situation.

#### **After Your Event**

Leaders are always seeking improvement. Survey your members. Ask what parts of your projects were good, and which part can be improved upon. Keep records of the "hits" and "misses" of each project. These will be helpful when officers are planning the next YLA Week.

### **Ohio-West Virginia Youth Leadership Associations**

YLA Chapters, Youth in Government, Model United Nations,  
8th Grade Youth & Government Seminars, Horseshoe, Cave Lake  
[www.ylaleads.org](http://www.ylaleads.org)

Horseshoe Leadership Center 3309 Horseshoe Run Road Parsons, WV 26287 P: 304.478.2481 F: 304.478.4446	Cave Lake Leadership Center 1132 Bell Hollow Road Latham, OH 45646 P: 937.588.3252 F: 937.588.3252	Youth Leadership Association 522 Sandhill Road Pt. Pleasant, WV 25550 P: 304.675.5899 F: 304.675.5977
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## YLA Week

### Sample YLA Week Proclamation

#### PROCLAMATION

Whereas, the Ohio-West Virginia

YLA Leadership Center

is organizing a week to pay tribute

to the fine work and service of YLA clubs; and

Whereas, YLA helps youth develop

Leadership, Character, and Service as they

work to build better futures for all; and

Whereas, the YLA Leadership Center and local YLAs

organize this YLA Week; and

Hence, YLA Week will be recognized by the Citizens:

Now Therefore, I

---

Mayor of the City of

---

do hereby proclaim the period of \_\_\_\_\_ (date)

YLA WEEK

And call attention to all citizens of this observance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_





Annual



November 15-17, 2024

# FALL CONFERENCE



[www.ylaleads.org](http://www.ylaleads.org)

# Fall Conference 2024

Camp Horseshoe  
November 15-17  
3309 Horseshoe Run Road  
Parsons, WV 26287

## What to bring:

- Comfortable warm clothes for those fall temperatures in the mountains.
- Pillow
- Bedding - sheets and blankets or sleeping bag
- Extra shoes in case they get wet from the morning dew
- Personal hygiene products
- Toiletries
- Towels / washcloths
- Jacket / rain coat
- Sweatshirts
- Shower shoes
- Prescription/OTC Medication



# YLA Fall Conference Adult Registration

(Register by Oct. 25, 2024)

Nov. 15 – 17, 2024 – Camp Horseshoe, Parsons, WV

Delegation (School/YLA) \_\_\_\_\_

Name: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_  
          First                          Middle                          Last

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

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

Cell \_\_\_\_\_

Email \_\_\_\_\_

**Vegetarian Meal Request** \_\_\_\_\_

**Food or Other Allergies** \_\_\_\_\_ **EPI-PEN** \_\_\_Y\_\_\_N

**Covid-19 Vaccine** Yes \_\_\_No \_\_\_ Date of shots: First \_\_\_\_\_ Second \_\_\_\_\_

We do not require the vaccine to participate.

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

### FINAL FEE (See Appendix – Calendar/Overview)

**\$10 additional fee per person if using paper form and not our website!!**

Please circle one category:

(A) \$120 Scholarship Rate earned because my entire affiliated delegation has met the postmark October 25 deadline.

(B) \$145 Scholarship Rate earned because my entire delegation has met the postmark October 25 deadline and fees but is **unaffiliated** with the Ohio – West Virginia YLA.

**LATE FEE** of \$25 per registration is to be paid with your Final Fee if you submit any of your registration’s materials or Final Fees after October 25. Complete Advisor and Student Registration on the website at [www.ylaleads.org/programs/fallconference](http://www.ylaleads.org/programs/fallconference)  
Send Final fees to : **Ohio – West Virginia YLA** 522 Sandhill Road, Pt. Pleasant, WV 25550

## CANCELLATIONS AND REFUND POLICY

The best laid plans can go awry. However, a program costing this YLA more than our significantly lower scholarship fees has no flexibility to provide refunds. Therefore, our policy is NOT to provide refunds. Actually the person canceling should reimburse the program for the costs the program has incurred on their behalf by paying the scholarship received back to the program. The program does permit delegations to send a replacement. Please note and add –

1. Delegations who want to provide refunds need to set aside money to provide refunds to their students.
2. Delegations don't refer parents to the YLA Office with billing/refund questions. Handle these locally.
3. After a delegation is registered, it is responsible for the entire payment for that number of student/ adult delegates.
4. Remember, No Refunds from the Youth Leadership Association so do not ask nor have others call to ask.

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

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



# YLA Fall Conference Student Registration & Medical Release

(Register by Oct. 25, 2024)

Nov. 15 - 17, 2024 - Camp Horseshoe, Parsons, WV

Delegation (School/YLA) \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex:  Male  Female

Name \_\_\_\_\_ Grade \_\_\_\_\_ Year of Grad \_\_\_\_\_

Preferred First Name \_\_\_\_\_ County \_\_\_\_\_

for nametag

Address \_\_\_\_\_

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

Email \_\_\_\_\_

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

**\$10 additional fee per person if using paper form and not our website!**

**Please check one category:**

(A) \$165 Scholarship Rate earned because my entire affiliated delegation has met the postmark October 25 deadline.

(B) \$190 Scholarship Rate earned because my entire delegation has met the postmark October 25 deadline and fees but is unaffiliated.

**LATE FEE of \$25 per registration is to be paid with your payments if you submit any of your registration materials or payments after October 25.** Complete Advisor and Student Registration on the website at [www.ylaleads.org/programs/fallconference](http://www.ylaleads.org/programs/fallconference)

**Send payments to : Ohio - West Virginia YLA 522 Sandhill Road, Pt. Pleasant, WV 25550**

## **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 \_\_\_\_\_ Work Phone \_\_\_\_\_

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

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

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

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

## **PARENT & STUDENT AGREEMENT**

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

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

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

Parent's Phone: \_\_\_\_\_ Parent's Cell Phone: \_\_\_\_\_

Parent's 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 YLA program.

Responsible YLA 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 YLA 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 the 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, 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.

1. 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, the 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).
2. 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).
3. 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).
4. 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).
5. 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).
6. 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).
7. 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).
8. The use, possession or concealment of electronic devices including but not limited to compact disc or tape players, video games, radios, TVs, cell phones, etc. shall not be permitted during official program functions. They are not permitted anytime at Y 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).
9. 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).
10. 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).
11. 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).
12. 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).
13. 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).
14. There is NO coed visiting in lodging facility rooms, nor coed delegation meetings in lodging rooms. (Discretion of YLA Staff) and possibly (Call parents-send home) and/or (Notify school officials).
15. 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).
16. 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).
17. 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).
18. Participants, advisors and staff will dress appropriately for the program they are attending. Of particular concern is YG where appropriate dress for men are 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).
19. 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

**REFUND POLICY Deposit Fee (Participation Agreement)** – No refunds nor can this deposit be applied toward the final fee of another person or program. The deposit fee can be applied to a replacement. The deposit fee, part of the total program fee, is to guarantee space, to cause delegations to make realistic enrollments, and to protect the program from unrealistic enrollments that may not materialize.

**Balance (Final Fees)** – No refund, No exceptions. It can be applied to a replacement.

**2025**



**Charleston, WV**

# **Model United Nations**



**March 14, 2025**

**Youth Leadership Association**

[www.ylaleads.org](http://www.ylaleads.org)

# Model United Nations

March 14, 2025

**YLA ~ Coming together to make the world better  
for all.**



**Kal-el Hill**, Secretary General ~ John Marshall YLA

**Sarah McBee**, President of the General Assembly ~ John Marshall YLA



[www.ylaleads.org](http://www.ylaleads.org)





YLA MODEL UNITED  
NATIONS March 14, 2025  
PARTICIPATION AGREEMENT

This Form is due by January 8.

(Participation accepted after this date if space permits.)

Your group’s participation in YLA Model United Nations all starts with this piece of paper. Please print legibly and complete the information for your entire group. The form will help you organize yourself and collect the money and information you need to have a fantastic experience.

**FIRST—Your Group Info:**

Delegation/School \_\_\_\_\_ Advisor/Adult Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

**SECOND—How much does it cost?**

Fees for YLA Model United Nations Assembly are set well below our actual costs. Our organization finds donors and scholarship monies to ensure that every student who wants to participate has the opportunity, regardless of their financial situation. Your group’s efforts to make the process efficient will ensure that we can continue to help. Simply put, please submit your materials ON TIME, so we can do it right the first time.

- YLA Students pay \$60 total
- Non-YLA Students pay \$85
- YLA Adults pay \$60
- Non-YLA Adults pay \$85

**\$10 Additional Fee per person that uses paper registration forms and not our website!**

**THIRD—Get your group organized.**

Complete the PARTICIPATION ROSTER (Page 3) It is preferred that each student works on a nation individually. Each student will be required to submit a position paper on the nation they have chosen.

## **FOURTH—Determine How You Will Pay Fees**

As the advisor for the group, choose the plan that works best for you:

- All monies will be paid through a school/organization account. You will handle all of the collection and check requisitions. (Students may still register online.) Our Purchase Order # is

Everything Paid Online—Each individual (both students and adults) will register and pay the total fee online with a credit/debit card.

## **FIFTH—Submit This ENTIRE Packet with Nonrefundable Deposit (by January 8)**

Pages 1-3—Participation Agreement and Roster

You may mail this Participation Agreement and Roster with your payment by postmark 1/08 to:

**YLA Model UN Program  
522 Sandhill Road  
Point Pleasant, WV 25550**

OR Fax this entire form to (304) 675-5977 and have the Treasurer mail the check by postmark 01/08

OR Scan the entire form and e-mail to [alicia@ylaleads.org](mailto:alicia@ylaleads.org) with the deposit check mailed separately by postmark **January 8th**.

**IF MAILING PAYMENTS, PLEASE MAIL TO:**

**YLA Business Office 522 Sandhill Road Point Pleasant, WV 25550**

## **SIXTH—Prepare your Group for the Conference**

- Invite our staff to come to one of your meetings to help you prepare.
- Use the online manual to ensure you are using the correct format for Position submission.
- Download the Word template for resolution submission.
- Identify and submit Officer Candidates as a group for the 2026 YLA Model UN program (due no later than February 1).
- Practice, practice, practice... Hold several sessions to allow each member to become comfortable with the process. Help is just a phone call away.

## **SEVENTH—Submit your Final Fees and Position Papers before the Deadline (February 1)**

Using the resources online, make sure that everyone completes and submits their work to be included in the Position Book prior to the February 1st deadline to receive the lowest rate.

As soon as the books are complete, you will receive an electronic version and hard copies will be given at the program. Continue your practice sessions and show up ready to debate, meet new people, and strengthen your international understanding.

**\$10 Additional Fee per person that doesn't meet the February 1st deadline!**

# PARTICIPATION ROSTER MODEL UNITED NATIONS

## March 14, 2025

Delegation:				Advisor:	Nation Choices (In Order of Preference)			
Participant	Nation	First	Last	Pd?	1	2	3	4
1					1			
					2			
					3			
					4			
2					1			
					2			
					3			
					4			
3					1			
					2			
					3			
					4			
4					1			
					2			
					3			
					4			
5					1			
					2			
					3			
					4			
6					1			
					2			
					3			
					4			
7					1			
					2			
					3			
					4			
8					1			
					2			
					3			
					4			
9					1			
					2			
					3			
					4			
10					1			
					2			
					3			
					4			
11					1			
					2			
					3			
					4			
12					1			
					2			
					3			
					4			
13					1			
					2			
					3			
					4			





March 14, 2025
YLA Model United Nations Advisor Registration
Registration Due January 8

Name \_\_\_\_\_ Sex: \_\_\_Male \_\_\_Female
First Middle Last

Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Delegation \_\_\_\_\_

Epi-Pen \_\_\_Yes \_\_\_No

Vegetarian Meal Request or Other Dietary Needs \_\_\_\_\_

Allergies or other medical conditions \_\_\_\_\_

Covid-19 Vaccine \_\_\_YES \_\_\_NO Date of shots: First \_\_\_\_\_ Second \_\_\_\_\_

We do NOT require the vaccine to participate.

Adult leadership is needed in various program areas. We will assign you a position.

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

Fees

Balance Due by February 1

YLA Adults pay \$60- one day event
Non-YLA Adults pay \$85- one day event

If final fee is NOT postmarked by February 1st, add \$10 to your final fee for each person.

Adult Delegation Leader is responsible to send all Adult and Student Materials
to : Model UN Office 522 Sandhill Road, Point Pleasant, WV 25550
Or Scan & email to: alicia@ylaleads.org

Please mail any payments to:
YLA Business Office 522 Sand Hill Road Point Pleasant, WV 25550

PLEASE SEE CANCELLATION/REFUND POLICY ON NEXT PAGE

## **Cancellations and Refund Policy (Advisor)**

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 for a conference, that delegation is responsible for the entire payment for that number of student and 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.

*Note: Please inform school and other administrators, parents, and students about this cancellation and refund policy prior to signing up anyone for a conference or program.*





March 14, 2025

YLA Model United Nations Individual Student Registration

Registration Due January 8

Delegation (School) \_\_\_\_\_ County \_\_\_\_\_

Delegate's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Yr. of Graduation \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Would you like to receive text? \_\_\_\_Yes \_\_\_\_No

Email Address: \_\_\_\_\_ Representing the Nation of: \_\_\_\_\_

Vegetarian Meal Request or Other Dietary Needs \_\_\_\_\_

Allergies or other medical conditions \_\_\_\_\_ Epi-Pen \_\_Yes \_\_No

Covid-19 Vaccine \_\_\_\_YES \_\_\_\_NO Date of shots: First shot \_\_\_\_\_ Second shot \_\_\_\_\_

We do NOT require the vaccine to participate.

**FINAL FEE**

YLA Students pay \$60 – one-day event

Non-YLA Students pay \$85 - one-day event

**\$10 additional fee per person if using paper form and not our website!! LATE FEE of \$10 is to be paid by each person who does not submit any Materials, Final Fees due by postmark of February 1.**

Complete Advisor and Student Registration on the website at [www.ylaleads.org/programs/modelun](http://www.ylaleads.org/programs/modelun)

Send Final fees to : **Ohio – West Virginia YLA** 522 Sandhill Road, Pt. Pleasant, WV 25550

**PARENT & STUDENT AGREEMENT**

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 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 this registration, I SUPPORT AND AGREE TO ABIDE BY THE CODE OF CONDUCT. \_\_\_\_YES\_\_NO

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

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

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

**PLEASE SEE CANCELLATION/REFUND POLICY ON OTHER SIDE**

If you cannot sign this document for religious reasons, please contact the Youth Leadership Association



## 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*).

### CANCELLATION 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:

- Local YLA groups who want to provide refunds to anyone who cancels need to set aside money to provide such refunds locally.
- Delegations do not refer parents, participants, school, or other administrators to YLA with refund questions. Handle these questions locally.
- Once a delegation registers for a conference, that delegation is responsible for the entire payment for that number of student and adult delegates.
- 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).
- 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.

*Note: Please inform school and other administrators, parents, and students about this cancellation and refund policy prior to signing up anyone for a conference or program.*





**2026 Model United Nations Officer Candidate Nomination Form**

**Postmark by February 1**

*Please type*

Delegation Name \_\_\_\_\_ Delegation Leader \_\_\_\_\_

*Our delegation has met and agreed upon the following nominations for next year's UN Officer Candidates. We understand the requirements for office and certify that these candidates are eligible and have committed themselves fully to the responsibilities of the office, if elected.*

*A delegation may nominate up to two (2) candidates, each for a different office.*

*The Nomination/Election Procedure is explained in the manual.*

Each candidate – See next page of this form - (1) Read it; (2) Attach to this form a one page answer to the 4 questions; (3) Fill in the bottom section including securing signatures; (4) Submit.

Secretary General

\_\_\_\_\_  
Name Year of Graduation

\_\_\_\_\_  
Address City State Zip Code

President of the  
General Assembly

\_\_\_\_\_  
Name Year of Graduation

\_\_\_\_\_  
Address City State Zip Code

Council President

\_\_\_\_\_  
Name Year of Graduation

\_\_\_\_\_  
Address City State Zip Code

**Each candidate is required to complete this page. Please make copies as necessary. Each**

*candidate attaches to this form a one (1) page answer to these:*

What qualifies you for this office?

1.If elected, how will you help other delegates and Model United Nations succeed?

**2.I understand that if elected, I am required to attend the Teen Leadership Summit held in June each year at Camp Horseshoe.**

I understand if I am elected and I do NOT attend camp, I forfeit my elected office for the school year but may still attend Model United Nations as a delegate.

3.Describe your style of leadership.

4.List your past participation in YLA at school and at YLA conferences.

*Nominations for officer positions will be accepted from those individuals who:*

1.Apply by the Due Date.

2.Meet the previous year(s) of experience requirement for the office sought.

3.Are able to serve to improve the Model United Nations for all delegates.

4.Have the personal and technical skills needed to effectively serve.

5.Will attend the June YLA Leadership Summit at Horseshoe (Vice President nominees are welcome to attend! VPs are not required to attend).

6.Have checked with their parents and have the parent's support as indicated by their parent's signature on this application.

7.Have checked with their advisor and have their advisor's support as indicated by their advisor's signature on this application.

8.Will attend the Model UN session.

9.Realize that serving as an officer requires a commitment, a decision to invest the time and effort required, and a schedule that allows attendance at all the events listed above.

10. Will not, if elected, later ask to be excused from any of the activities listed above

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Delegation Name: \_\_\_\_\_ County: \_\_\_\_\_

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

H. Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Age: \_\_\_\_\_ Grad Yr: \_\_\_\_\_

Position Seeking: \_\_\_\_\_

*If elected to an office, I will carry out my responsibilities as outlined above.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I support this application, understand the responsibilities expected of an officer.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This applicant has my support and the backing of our delegation.*

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2025 74th Annual OHIO  
**Youth in Government**

April 10-12, 2025



**Youth Leadership  
Association**

[www.ylaleads.org](http://www.ylaleads.org)

# OH Youth in Government 2025 Officers



**Luke Jolly, Youth Governor  
Jackson YLA**



**Chloe Maybin, Lt. Governor  
So. Webster YLA**



**Liam Milliken,  
President of the Senate  
Jackson YLA**



**Haley Ross  
Speaker of the House  
Jackson YLA**



**Daymion Daulton  
House Clerk  
Washington CH YLA**





# 74th OH YLA Youth in Government

April 10 - 12, 2025

Student Legislature and Model Supreme Court

## PARTICIPATION AGREEMENT

**This Form is due by December 5**

(Participation accepted after this date if space permits.)

Your group's participation in OH YLA Youth in Government all starts with this piece of paper. Please print legibly and complete the information for your entire group. The form will help you organize yourself and collect the money and information you need to have a fantastic experience.

### FIRST—Your Group Info

Delegation/School Name \_\_\_\_\_ Advisor/Adult Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone : \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: \_\_\_\_\_ - \_\_\_\_\_

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

### SECOND—How much does it cost?

Fees for Ohio Youth in Government are set well below our actual costs. Our organization finds donors and scholarship monies to ensure that every student who wants to participate has the opportunity, regardless of their financial situation. Your group's efforts to make the process efficient will ensure that we can continue to help. Simply put, please submit your materials ON TIME, so we can do it right the first time.

YLA Students pay \$295 total (includes housing—4/room)

Non-YLA Students pay \$320 total (includes housing—4/room)

YLA Adults in a shared room pay \$175 (includes housing—2/room) **with an adult from your delegation**

Non-YLA Adults in a shared room pay \$200 (includes housing—2/room) with an adult from your delegation

YLA-Adults in a private room pay \$275 (includes housing—1/room)

Non-YLA-Adults in a private room pay \$300 (includes housing—1/room)

**\$10 Additional Fee per person that uses paper registration forms and not ONLINE**

### THIRD—Get your group organized.

Complete the PARTICIPATION ROSTER (page 3) to identify who will be working in each program area.

**Legislative** delegates write their bill proposal (in pairs) to create, change, or amend a law in Ohio.

**Judicial** delegates work in groups of 2-4 students to write, argue, and present their case before the Model Supreme Court.

**Press** delegates attend the event and cover the happenings through traditional print media, but also on social media platforms.

**Page** delegates serve committees and legislative bodies to keep the process running smoothly.

**Lobbyist** delegates select 6-8 pieces of legislation written by other students and bring information to the Legislature to influence the passage/defeat of the proposals.

**Officer** delegates are elected/ appointed prior to the event to serve in their official capacity during the 3-day session.

## **FOURTH—Determine How You Will Pay Fees**

As the advisor for the group, choose the plan that works best for you:

All monies will be paid through a school/organization account. You will handle all of the collection and check requisitions. (Students may still register online.)

If your school requires a Purchase Order # please provide: \_\_\_\_\_

Mixed Payment - Our deposits (\$75/person) will be paid (check one)  School  Online

Our final fees will be paid by (check one)  School Check  Online

Everything Paid Online—Each individual (both students and adults) will register and pay the total fee online with a credit card/debit card.

## **FIFTH—Submit This ENTIRE Packet by December 5**

Pages 1-3—Participation Agreement and Roster with Non-refundable deposit

You may mail this Participation Agreement and Roster by postmark 12/5/ to:

**OH YLA Youth in Government**

**522 Sandhill Road**

**Point Pleasant, WV 25550**

**OR Fax this entire form to (304) 675-5977 and have the Treasurer mail the check by postmark December 5**

**OR Scan the entire form and e-mail to [alicia@ylaleads.org](mailto:alicia@ylaleads.org) with the check mailed separately by postmark 12/5.**

**MAIL ALL PAYMENT TO: YLA Business Office 522 Sandhill Road Point Pleasant, WV 25550**

## **SIXTH—Prepare your Group for the Conference**

- Invite our staff to come to one of your meetings to help you prepare.
- Use the online manual to ensure you are using the correct format for bill submission.
- Download the Word template for bill submission.
- **Identify & submit Officer Candidates as a group for the 2026 OH YG session (before March 1).**
- Practice, practice, practice... Hold several sessions to allow each member to become comfortable with the process. Help is just a phone call away.

## **Seventh - Submit your Final Fees and Bills/Cases before the Deadline (January 28)**

Using the resources online, make sure that everyone completes and submits their work to be included in the Bill Book / Case Book prior to the January 28th deadline to receive the lowest rate.

As soon as the books are complete, you will receive an electronic version and hard copies will be given at the program. Continue your practice sessions and show up in Columbus ready to debate, meet new people, and strengthen Ohio's future.

**\$25 Additional Fee per person that doesn't meet the January 28th deadline!**

PARTICIPATION ROSTER  
OH Youth in Government 2025  
DUE: December 5

DELEGATION: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

LEGISLATIVE DELEGATES (List Bill Partners together in pairs. If you do not have a pair, one person can present on their own). NO more than 2 partners on a bill.							
	FIRST	LAST	Pd?		FIRST	LAST	Pd?
1				2			
3				4			
5				6			
7				8			
9				10			
11				12			
13				14			
15				16			
17				18			
19				20			
21				22			
23				24			
25				26			
27				28			
JUDICIAL DELEGATES (Must have 2-4 students per case).							
1				2			
3				4			
5				6			
7				8			
9				10			
11				12			
13				14			
15				16			
PAGE	OFFICERS						
1				1			
2				2			
3				3			
4				4			
ADULTS (Indicate (P) private (D) Double Room)				5			
				PRESS – Maximum 2 per Chapter			
1				1			
2				2			
3				2			
				LOBBYIST – Maximum 2 per Chptr			
4				1			
5				2			
6							

TOTAL STUDENTS \_\_\_\_\_ + TOTAL ADULTS \_\_\_\_\_ = TOTAL COUNT

TOTAL COUNT \_\_\_\_\_ X \$75/EACH = \_\_\_\_\_ REQUIRED DEPOSIT





# YLA OHIO YOUTH IN GOVERNMENT

## Hotel Housing Request (due by **Jan. 28**)



Delegation: \_\_\_\_\_ Advisor: \_\_\_\_\_

---

Please list the names of your participants according to desired Room assignment. The YLA (Youth Leadership Association) reserves the right to make changes in room assignments if needed. Identify adults with an asterisk (\*), and indicate with P if private room is requested (adults only - additional charge). Fill entire room before starting on next one, if you do not we will have to finish filling them with students from another delegation.

Student __	M __	Room #1
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #2
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #3
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #4
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #5
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #6
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #7
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #8
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #9
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #10
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #11
Adult __	F __	_____
1.		
2.		
3.		
4.		

Student __	M __	Room #12
Adult __	F __	_____
1.		
2.		
3.		
4.		

SPECIAL INSTRUCTIONS: \_\_\_\_\_

RETURN THIS FORM WITH YOUR **DELEGATION'S FINAL FEES** NO LATER THAN **January 28**



YLA Ohio Youth in Government Advisor Registration Form



April 10 – 12, 2025  
Registration due January 28

Name: \_\_\_\_\_  
First Last Preferred on Nametag

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

YLA Delegation: \_\_\_\_\_

EpiPen: \_\_\_ Yes \_\_\_ No

Allergies or medical conditions: \_\_\_\_\_

We do NOT require the vaccine to participate in our programs.

During the program, each adult is placed in a part of the program. Where are you willing to help? \_\_\_ Committees \_\_\_ Legislature \_\_\_ Press \_\_\_ Office \_\_\_ Court \_\_\_ Lobbyists \_\_\_ Pages \_\_\_ Hotel

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

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

If you answered YES and final payment will be postmarked on or before January 28 (please mark your room type)

- \_\_\_\_\_ For a double room, affiliated, \$100 is your final fee.
- \_\_\_\_\_ For a double room, unaffiliated, \$125 is your final fee.
- \_\_\_\_\_ For a private room, affiliated, \$200 is your final fee.
- \_\_\_\_\_ For a private room, unaffiliated, \$225 is your final fee.

**Double rooms are only available if you are sharing with an adult from your delegation!**

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)

- \_\_\_\_\_ For a double room, affiliated, \$175 is your final fee.
- \_\_\_\_\_ For a double room, unaffiliated, enter \$200 is your final fee.
- \_\_\_\_\_ For a private room, affiliated, \$275 is your final fee.
- \_\_\_\_\_ For a private room, unaffiliated, \$300 is your final fee.

Pay Fees Completely or in Two Payments. The payment plan -

1. Participation Fee of \$75 per person due with Participation Agreement to reserve places for your delegation. Submit any time between August 1 and December 5. Accepted after December 5, if space is available.
2. Due to Youth in Government Office no later than postmark January 28.

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

Adult Delegation Leader is responsible to send all Adult and Student Materials, Final Fees, and Completed Registration Forms to the Youth in Government Office at 522 Sandhill Road, Point Pleasant, WV 25550  
*If possible, send one check payable to: Ohio – West Virginia YLA*

## Cancellations and Refund Policy (Advisor)

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 for a conference, that delegation is responsible for the entire payment for that number of student and 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.

OH YLA Youth in Government Student Registration & Medical Release

April 10 - 12, 2025

Registration due January 28



Delegation (School/YLA) \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_ Male \_\_\_ Female
Name \_\_\_\_\_ Preferred Name \_\_\_\_\_
Address \_\_\_\_\_ County \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
Cell \_\_\_\_\_ Year of Graduation \_\_\_\_\_
Email \_\_\_\_\_

PLEASE CHECK YOUR CHOICE OF POSITION BELOW

\_\_\_ Legislative \_\_\_ Judicial \_\_\_ Lobbyist \_\_\_ Press \_\_\_ Page
\_\_\_ YG Officer (not committee chair or Press editor) \_\_\_\_\_ Title

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

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

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

LATE FEE of \$25 is to be paid by each person who does not submit ALL Materials, Registrations or Final Fees due by postmark of January 28.

Students - Student Registration is on the website at www.ylaleads.org/programs/OHYG. Please register ONLINE and if paying your Chapter your fees do so before the deadline set by your Advisor. If you do not, be prepared to pay a late fee or be disqualified from attending.

IMMUNIZATION & MEDICAL INFORMATION

Tetanus Booster dT or Tdap \_\_\_\_\_ (date) Diptheria, Tetanus, Pertussis DTaP or Tdap \_\_\_\_\_ (date)

Is the participant up to date with all immunizations required for school \_\_\_ YES \_\_\_ NO

If no, please explain \_\_\_\_\_

Epi-pen \_\_\_ Yes \_\_\_ No

FOOD ALLERGIES \_\_\_\_\_

OTHER ALLERGIES \_\_\_\_\_

Any Condition that we should be aware of \_\_\_\_\_

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

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

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

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

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

Name of Policy Holder \_\_\_\_\_ Policy HOLDER date of birth \_\_\_\_\_

PARENT & STUDENT AGREEMENT

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 YLA 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 Signature \_\_\_\_\_

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

PLEASE SEE CANCELLATION/REFUND POLICY ON OTHER SIDE
If you cannot sign this document for religious reasons, please contact the Ohio-West Virginia YLA

## 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.

1. 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*).
2. 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*).
3. 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*).
4. 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*).
5. 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*).
6. 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*).
7. 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*).
8. 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*).
9. 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*).
10. 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*).
11. 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*).
12. 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*).
13. 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*).
14. 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*).
15. 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*).
16. Participants shall not invite or receive visitors. 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*).
17. 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*).
18. 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*).
19. 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 for a conference, that delegation is responsible for the entire payment for that number of student and 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.



# BEFORE YOU SEEK OFFICE ASK YOURSELF ~



## DO I HAVE THE TIME?

Officers serve the ALL YEAR. Officers are to prepare, to lead, and strengthen YLA by your service, example, and commitment.

## WHAT IS REQUIRED OF ME?

- You begin your service and are required to actively participate in YLA's annual **Leadership Summit** at Camp Horseshoe in **June**. If you cannot participate the entire 6-days, your position will be revoked.
- **Bill/Case Rating** in **February**. All officers including cabinet members, committee chairs, and associate justices are required to participate in Bill/Case Rating. This is where the calendar for YG is established and officer training happens. Lobbyist are encouraged to attend so you can chose the bills you want to lobby. Members of the press are encouraged to attend.
- **YOUTH IN GOVERNMENT** in **April**. If you cannot fulfill your duties at YG, do not apply. Give that opportunity to someone who can.

Officers are ENCOURAGED to participate in YLA's annual Fall Conference in November.

**TOGETHER** we build a stronger YG engaging more students strengthening our schools, communities, and state.

## CONTACT:

1-304-675-5899  
yla@ylaleads.org

www.ylaleads.org







**2026 Certification of Officer Nomination for Ohio Youth in Government**

**Due No Later Than Postmark March 1st**

to close nominations for Governor, Lt. Governor, Chief Justice, President of the Senate and Speaker of the House (accepted at YG if no one applies by March 1)

**Instructions**

1. Delegations conduct a Nomination Election to determine officer nominations.
2. Certify by signature of the Delegation Leader that -
  - Nominees meet the qualifications for the office.
  - Nominees will participate on an intellectual and productive level in the performance of their duties including attendance for the total time at the programs required of Ohio YG Officers.
  - The nominee(s) have won the nomination of our local Delegation.
  - If elected, I understand to retain the office, they are required to attend Teen Leadership Summit held at Camp Horseshoe in June.
3. Have each nominee complete the reverse side (make additional copies as needed).
4. Delegation Leader mail completed Nomination Packet to the YG Office no later than **March 1st postmark**

Please Type or print

Delegation Name \_\_\_\_\_ Delegation Leader \_\_\_\_\_

School \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Nominee Name

Governor \_\_\_\_\_

Lt. Governor \_\_\_\_\_

Chief Justice \_\_\_\_\_  
Must be in the Judicial Program to run for Chief Justice.

President of the Senate \_\_\_\_\_

Speaker of the House \_\_\_\_\_

Clerk (Specify House or Senate) \_\_\_\_\_

Chaplain (Specify House or Senate) \_\_\_\_\_

**It is YLA policy that an officer who does not participate in the Leadership Summit at Horseshoe in June will be removed from office since they are not there to perform their duties. The newly-appointed officer would then complete the term of office through the April YG Conference.**



**2026 OFFICER NOMINATION FORM - Ohio Youth in Government - Each Nominee Completes and Submits this form with their Delegation's Certificate of Officer Nomination**

Nominee Name \_\_\_\_\_ Office Seeking \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Delegation \_\_\_\_\_ School \_\_\_\_\_

\*Enclose a picture for use in the Youth in Government Printed Material

***Type Candidate Sketch by answering these questions.***

1. Past Youth in Government participation (years and position);
2. Qualifications for the office - what do you bring to the office?
3. Style of Leadership and how it will help other delegates succeed;
4. School interests and activities;
5. Community interests and activities;
6. An especially meaningful service experience.

**Remember- Any officer who does not participate in the Leadership Summit at Horseshoe in June for whatever reason vacates their office since they are not there to do it. Another person at the Summit will be appointed to the position. The new officer will complete the term of office through the April YG Summit.**

**I attest that this information is true and accurate to the best of my knowledge and that if elected I will carry out my responsibilities as outlined in the manual.**

**Student Candidate: Signature \_\_\_\_\_ Date \_\_\_\_\_**

**I support this application, understand the responsibilities and time requirements of an officer.**

**Parent: Signature \_\_\_\_\_ Date \_\_\_\_\_**

**This delegate has the qualifications for this office and has been nominated by our Delegation.**

**Advisor: Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Delegation Leaders - Return complete Nomination Packet by postmark March 1st to  
YLA OH Youth in Government  
522 Sandhill Road, Point Pleasant, WV 25550**





**Application for 2026 OH YLA Youth in  
Government Associate Justice  
Submit no later than May 12th**

Applicant's Name: \_\_\_\_\_ Delegation: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Previous Youth in Government Experience (list years and position): \_\_\_\_\_

Explain how your leadership style, experience, commitment, time, and ideas for and about Youth in Government qualify you for this position. Attach an additional sheet with your answers as needed.

*If appointed an Associate Justice by the Chief Justice, I will carry out my responsibilities as outlined above.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I support this application and understand the responsibilities expected of a Cabinet member.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application to Youth in Government,  
522 Sandhill Road, Point Pleasant, WV 25550 Phone (304) 675-5899





**Application for 2026 Ohio YLA Youth in Government Committee Chair**  
**Submit no later than May 12th**

Delegation Name \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

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

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

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Grad Year \_\_\_\_\_

Email \_\_\_\_\_

My previous Youth in Government Participation (years and position) include:

I am qualified to be a Committee Chair because:

I will help the Committee be a successful experience to all members and those who appear before the Committee by:

*If selected I will make every effort to participate in the June Leadership Summit at Horseshoe and the Fall Conference. I will participate in the Bill Rating/Training in Columbus in February.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On other side, this application, the Delegation explains why they so or do not support this application for Committee leadership. The explanation is to be signed by your Advisor.

**Return application to Youth in Government**  
**522 Sandhill Road, Point Pleasant, WV 25550**  
**304-675-5899**





**Application for 2026 Ohio YLA Youth in  
Government Governor's Cabinet  
Submit no later than May 12th**

Applicant's Name: \_\_\_\_\_ Delegation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
Previous Youth in Government Experience (list years and position): \_\_\_\_\_

Explain how your leadership style, experience, commitment, time, and ideas for and about Youth in Government qualify you for this position. Attach an additional sheet with your answers as needed.

*If appointed to the Cabinet by the Youth Governor, I will carry out my responsibilities as outlined above.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I support this application and understand the responsibilities expected of a Cabinet member.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application to Youth in Government  
522 Sandhill Road, Point Pleasant, WV 25550 Phone (304) 675-5899







**Application for 2026 Ohio YLA Youth in Government Press Editor**  
**Submit no later than May 12th**

Applicant's Name: \_\_\_\_\_ Delegation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_  
Email \_\_\_\_\_ Year of Graduation \_\_\_\_\_  
Previous Youth in Government Experience (list years and position): \_\_\_\_\_

Explain how your leadership style, experience, commitment, time, and ideas for and about Youth in Government qualify you for this position. Include any experience you have in writing and with a newsletter or other publication. Attach an additional sheet with your answers as needed.

*If appointed Press Editor, I will carry out my responsibilities as outlined above.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I support this application and understand the responsibilities expected of a Cabinet member.*

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return application to Youth in Government**  
**522 Sandhill Road, Point Pleasant, WV 25550 Phone (304) 675-5899**





# Youth Leadership Association YLA MINIMUM STANDARDS AND HONOR CHART

...For fillable forms visit ~ [www.ylaleads.org/programs/chapters](http://www.ylaleads.org/programs/chapters)

Youth Leadership Association  
522 Sandhill Road  
Point Pleasant, WV 25550  
YLA@YLaleads.org

STANDARD	MINIMUM	HONOR	PERSON/COMMITTEE RESPONSIBLE	DATE TO ACCOMPLISH	DATE ACHIEVED
<b>1. AFFILIATION (Membership with the Youth Leadership Association)</b>					
A. Each YLA group will send their Affiliation Form, Affiliation Fee, Roster, and Member Dues to the Youth Leadership Association by October 20 each year.	M	H	_____	_____	_____
B. Each YLA group will display their Charter.	M	H	_____	_____	_____
C. Each YLA group member will receive a membership card upon affiliation.	M	H	_____	_____	_____
<b>2. CONSTITUTION</b>					
A. Each YLA group must have a Constitution conforming to school (if in a school) and Youth Leadership Association policy.	M	H	_____	_____	_____
<b>3. MEMBERSHIP</b>					
A. Each YLA group must conduct an orientation program for new members and hold a meaningful Induction Ceremony. The Induction Ceremony will be conducted after Affiliation Dues are sent to the Youth Leadership Association.		H	_____	_____	_____
B. A YLA group will welcome into membership students who believe in the purpose of YLA and who earnestly desire to live up to its standards. Membership will not be denied to any person because of race, color, religion, sex, national origin, or handicap. A YLA group is to develop a basic membership of at least 15 - 25 persons.		H	_____	_____	_____
<b>4. CONFERENCES</b>					
Conferences are held to help strengthen the local YLA group, the YLA movement, and to provide opportunities for achieving our YLA purpose and goals. The Youth Leadership Association Conferences are: YLA Fall Conference YLA 8 <sup>th</sup> Grade Youth & Government Seminars YLA Model United Nations YLA Leadership and Entrepreneurship/Summits at Horseshoe YLA Youth in Government.					
A. Each YLA group will be represented at one (1) of the five (5)	M		_____	_____	_____
B. Honor YLA groups will be represented at two (2) of the five (5) conferences. One of these must be YLA Leadership Camp at Horseshoe.		H	_____	_____	_____
<b>5. YLA PHILANTHROPIC SUPPORT</b>					
Each YLA shows awareness of the four (4) YLA Philanthropic Support programs.					
<ul style="list-style-type: none"> <li>• <u>YLA Cash Support</u> - Cash contributions to the YLA to maintain and extend YLA, Fall Conference, Youth in Government, and Model United Nations.</li> <li>• <u>Materials / Supplies</u> or equipment contributed to YLA.</li> </ul>					

- Volunteer at YLA Point Pleasant Office, Cave Lake, and / or Horseshoe.

- Start a new YLA.

A. Each YLA group will accept and reach a goal for at least one (1) of the four (4) Support YLA projects. Pledges sent to the YLA in the fall and gifts received by May.

M

\_\_\_\_\_

B. Honor YLA groups will establish and reach a goal for three (3) of the four (4) YLA Support Projects. Pledges will be sent to YLA in the fall and gifts will be received by the YLA in May.

H

\_\_\_\_\_

6. SERVICE PROJECTS

Service projects are a vital part of the YLA purpose and program.

A. The YLA group will complete two (2) service projects - one school project and one community project

M

\_\_\_\_\_

B. Honor YLA groups will complete four (4) service projects; 1-2 school projects and 2-3 community projects.

H

\_\_\_\_\_

C. Two (2) reference forms for each project will be completed and attached to the Honor application.

H

\_\_\_\_\_

D. A minimum of 50% membership must be involved in each service project reported.

M

H

\_\_\_\_\_

7. MEETINGS

A. Each YLA group will meet at least once a month during September through May of each school year.

M

H

\_\_\_\_\_

B. Each YLA group's Secretary will send a Monthly Report of meetings to YLA by the 7th of the following month.

M

H

\_\_\_\_\_

C. Officer, advisors and committee chairperson will meet before school starts to begin plans for the school year.

M

H

\_\_\_\_\_

8. YLA Week

Each YLA group will participate in YLA Week.

M

H

\_\_\_\_\_

9. SCRAPBOOK

A. Each YLA group is to submit, along with the Honor Application, a scrapbook containing pictures and descriptions of the projects, programs, and activities your YLA group held. Scrapbooks will be returned to your YLA group. Scrapbooks can also be submitted in digital form or a poster board.

H

\_\_\_\_\_

10. RECOGNITION

A. Each YLA group will complete a Charter Review to be recognized by the YLA for meeting minimum standards. Charter Review form and materials are due with Year-End Reports.

M

\_\_\_\_\_

B. Honor YLA groups will submit the Honor Application and the necessary references. Application and scrapbook are due by YLA Summit at Horseshoe.  
Forms / Chapter forms/ YLA Standards and Honor Chart Fillable

H

\_\_\_\_\_



# Share Your Chapter's Story

with YLA

**Let us hear from you! We want your pictures and articles for our monthly newsletters.**

What better way to spread the word about all the good YLA Chapters are doing for their schools, communities and families.

Email them to [alicia@ylaleads.org](mailto:alicia@ylaleads.org) or [anna@ylaleads.org](mailto:anna@ylaleads.org)



# Monthly Report Form



The Secretary *completes and submits* to the Youth Leadership Association by the 7th of the following month via mail to:

Youth Leadership Association, **522 Sandhill Road, Point Pleasant, WV 25550**

or Email: [YLA@YLALeads.org](mailto:YLA@YLALeads.org)

Can also be submitted electronically through our website:

**www.YLALeads.org**

Go to Programs/YLA Community Chapters/Click Secretary Report Online Submission

Chapter Name: \_\_\_\_\_ For the month of: \_\_\_\_\_

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

Secretary: \_\_\_\_\_ **Advisor's Signature:** \_\_\_\_\_

Sect. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Sect. Email: \_\_\_\_\_

## Activities This Month

### I. Community Service projects

Volunteer Service Project	Purpose	# Members who helped	x	# of hours of service	=	Total Vol. hours

### II. School Service projects

Volunteer Service Project	Purpose	# Members who helped	x	# of hours of service	=	Total Vol. hours

### III. Meeting program topics

Date	Topic	Presenter

### IV. Training activities to help members carry out purpose.

Activities	# Members Involved

OVER

V. EXTENDING YLA

- YLA Extension – provides funds to support YLA, Y/G, UN, Fall Conference and YLA Leadership Summits.  
Yes ( ) No ( ) Amount \_\_\_\_\_
- Project Horseshoe – Supplies/materials or a monetary gift given.  
Yes ( ) No ( ) Amount \_\_\_\_\_ and/or Supplies \_\_\_\_\_
- Cave Lake – Supplies/materials or a monetary gift given.  
Yes ( ) No ( ) Amount \_\_\_\_\_ and/or Supplies \_\_\_\_\_
- Organized a new YLA – **Officers’ and Advisors’ names must be sent to the YLA Leadership Center for follow-up.** Yes ( ) No ( )

VI. PUBLICITY (CHECK BOX AND ATTACH COPY)

Radio or TV Spot	<input type="checkbox"/>
Newspaper Articles	<input type="checkbox"/>
Bulletin Board	<input type="checkbox"/>
School Newspaper	<input type="checkbox"/>
Special promotion (i.e. Youth Leadership Week)	<input type="checkbox"/>



ENCLOSE COPIES OF PUBLICITY / PICTURES WITH THIS REPORT.

VIII. Social Activities

Activity	# Members Involved

IX. Fundraising

Activity	# Members Involved

IX. CONFERENCES ATTENDED (CHECK BOX AND ENTER # INVOLVED)

- Fall Conference
- Make a Difference Day
- 8<sup>th</sup> Grade - YGS
- United Nations
- YG Bill/Case Rating
- OH Youth in Government
- WV Youth in Government
- Entrepreneurship Summit - Horseshoe
- Sr. or Jr. Leadership Summits - Horseshoe



*We are here to help!*

List ways the YLA staff may assist you. (ideas, communication, fund raising, project possibilities, leadership training, etc.)

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MAIL YOUR REPORT TO:  
 YOUTH LEADERSHIP ASSOCIATION  
**522 Sandhill Road**  
**Point Pleasant, WV 25550**





# Ohio-West Virginia Youth Leadership Association (YLA)



## YEAR END REPORTS

### Help Advance YLA

Get ALL you can to the Youth Leadership Association by May 20<sup>th</sup> and then bring the rest to Horseshoe in June.

1. **Officers** - Elect officers in the spring. That way we can get them the information they need to get started and new officers can participate in Leadership Summit at Horseshoe. Trained officers make all the difference for a successful year. Send us the new officers' roster the same day they are elected!
2. **Service to Others – YLA** uses this report to show YLA supporters all the good YLA groups accomplish. The public is impressed by youth groups that get good things done. Help us tell your story. We also use this report to determine the YLA groups who receive the Youth Leadership Association's annual "Service to Others" awards at Fall Conference.
3. **Honor Group** – report is used to give recognition to YLA groups for outstanding service, program, participation, leadership and missions. Section 11 of this Advisor Program Kit has the Honor Application to use for this report.
4. **Missions** – Contributions to Youth Leadership Association missions are sent in with this year-end report. They are also welcome earlier any time of the year. YLA groups often make their mission pledges in September. Section 12 of this Advisor Program Kit has the Mission information and pledge form.

**Questions** . . . Just give the Youth Leadership Association a call at 304-675-5899.



# Youth Leadership Association (YLA)



AVAILABLE IN FILLABLE FORM AT [WWW.YLALeads.ORG](http://WWW.YLALeads.ORG)

## OFFICERS PLEASE TYPE OR PRINT

YLA Name \_\_\_\_\_ Town/City \_\_\_\_\_ Zip \_\_\_\_\_

School or Community Sponsor \_\_\_\_\_ Sponsor Phone \_\_\_\_\_

Mailing Address for your YLA \_\_\_\_\_

<u>OFFICE</u>	<u>NAME</u>	<u>MAILING ADDRESS &amp; ZIP</u>	<u>PHONE</u>	<u>EMAIL</u>
President	_____	_____	_____	_____
Vice-President	_____	_____	_____	_____
Chaplain	_____	_____	_____	_____
Secretary	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____
YLA Council Representative	_____	_____	_____	_____
Publicity/Reporter	_____	_____	_____	_____
Philanthropy Chair	_____	_____	_____	_____
Youth Leadership Week Chairperson	_____	_____	_____	_____
Historian	_____	_____	_____	_____
Other	_____	_____	_____	_____
Advisor	_____	_____	_____	_____
Principal	_____	_____	_____	_____

Name and address or email of your local newspaper and editor where we may send news release:

\_\_\_\_\_  
Once your YLA elects all or some of your officers for the new school year, please complete this form and send it to YLA. Continue to update YLA. Thank you for keeping YLA up-to-date with your current information!







# YLA Philanthropy



In addition to contributing to many causes, local YLA's **contribute to** YLA so more youth benefit. We know all YLA program fees are set well below actual costs to **help youth participate. We'll help make up the difference.**

YLA philanthropic gifts are cash, materials, **supplies, and volunteering at YLA's** office, Horseshoe, and Cave Lake.

## Our YLA Philanthropic Support Contributions

YLA group name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Indicate your support by checking (✓) the appropriate boxes below:

Our YLA pledges to **contribute** \$ \_\_\_\_\_.

Our YLA pledges to **secure materials / supplies** for

Horseshoe

Cave Lake

YLA Office

Our YLA has members who will **volunteer** at

Horseshoe

Cave Lake

YLA Office

Our YLA will **start a new YLA** at \_\_\_\_\_

We will complete our contributions this year by May 20 or \_\_\_\_\_

Submitted By \_\_\_\_\_ Date \_\_\_\_\_

### Ohio-West Virginia Youth Leadership Association

YLA Chapters, Youth in Government, 8th Grade Youth & Government Seminars, Model United Nations, Horseshoe, Cave Lake  
www.ylaleads.org

Youth Leadership Association <b>Fiscal Office: 522 Sandhill Road</b> Pt. Pleasant, WV 25550 P: 304.675.5899 F: 304.675.5977	Cave Lake Leadership Center 1132 Bell Hollow Road Latham, OH 45646 P: 937.588.3252 F: 937.588.3252	Horseshoe Leadership Center 3309 Horseshoe Run Road Parsons, WV 26287 P: 304.478.2481 F: 304.478.4446
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YOUTH LEADERSHIP ASSOCIATION

# YLA Program Needs

You can help YLA by donating the following items used for our school year programs.

1" Binders  
3" Binders  
#9 Envelopes  
#10 Envelopes  
Banker Boxes  
Collapsible Utility Wagon with Wheels  
Clear Shipping Tape  
Color Copy Paper  
Double-Sided Tape  
Easel Paper  
Hanging Folders - Letter Size  
Legal Pads 8 1/2 x 11  
Manila Folders - Letter Size  
Multi-purpose White Copy Paper  
Parchment (Certificate) Paper  
Pencils  
Pens  
Rubberbands  
Scotch Tape  
Staplers  
Thumb Drives

*Thank  
you!*

Youth Leadership Association  
522 Sandhill Road  
Point Pleasant, WV 25550  
[yla@ylaleads.org](mailto:yla@ylaleads.org)



# Camp Horseshoe Summer Needs



## Activities

Basketballs  
Card Games  
Fishing Supplies-- rods, reels, nets-small or medium, power bait, fishing line, hooks, or bobbers  
Foam Balls  
Footballs  
Frisbees  
Kick Balls  
Sand Toys  
Soccer Balls  
Volleyballs  
Water Balloons  
Sunblock  
Band-Aids

## Children's Needs

(ages 7 – 12)

Boys Swim Trunks  
Girls Swimsuits (one piece)  
Hair Brushes  
New Underwear  
New Socks  
Sleeping Bags  
Tennis Shoes-size 3-6  
Water Shoes-size 3-6  
Sport Water Bottles  
Rain Ponchos

## Craft Supplies

Acrylic Paint-A variety of colors  
Coloring Books  
Construction Paper- assorted bright colors  
Craft Beads for bracelets  
Friendship Embroidery Floss, for bracelets (a lot)  
Fabric Paint/Pens  
Glitter Paint-a variety of colors  
Glue Sticks  
Googly Eyes  
Markers-variety of colors  
Pipe Cleaners  
Popsicle Sticks  
Poster or Face Paint  
Sharpie markers  
T-Shirts-All Sizes & Colors-for camper to decorate  
Tie Dye Paint  
Any Type Craft Kits  
Water Colors & Brushes

## General Camp Needs

Clear Storage Totes  
Clorox Bleach, regular, no scent & not splash less  
Food Service Gloves  
Floor Cleaner: Spic & Span, Mr. Clean, any similar type.  
Laundry Detergent: pods & liquid  
**Murphy's Oil Soap**  
Paper Lunch Bags  
Paper Towels  
Shower Curtain Liners, frosted or white  
Tape, masking or blue painters  
Toilet Tissue  
Zip Type Storage Bags, Gallon size

Horseshoe Leadership Center  
3309 Horseshoe Run Road  
Parsons, WV 26287  
304-478-2481  
[horseshoe@ylaleads.org](mailto:horseshoe@ylaleads.org)

Thank YOU!!!



# Cave Lake Cleanup and Make a Difference Day October 26, 2024



Join together with other YLA students and alumni for a day of fun and earn service hours.

1132 Bell Hollow Road  
Latham, OH 45646