



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

2013 KENTUCKY UNITED NATIONS ASSEMBLY REGISTRATION PACKET CHECKLIST

For On-Time Delegation status, your Registration PDF (including everything on this list where applicable) must be emailed to Christina@kyyymca.org with payment postmarked no later than

<u>Conference, Dates:</u>	<u>Registration Deadline</u>
Middle School West KUNA, March 10-12:	February 22
High School East KUNA, March 14-16:	February 22
High School West KUNA, March 17-19:	March 1
Middle School East KUNA, March 24-26:	March 1

If you do not need a form in this PDF, simply scroll to the next page. Leave any unneeded pages or cells blank. DO NOT DELETE PAGES.

Delegation Registration Form

Be sure that:

- The top of your form states the correct conference and dates for which you are registering.
- All information is complete and correct.
- The form has been seen and approved by both the Principal or Superintendent and the Advisor or Adult Leader (Just type the name to sign. Please do not use an e-signature or e-verify.)

Hotel Registration Form

Please fill in rooms in numerical order.

Be sure that:

- Every single student and adult in your delegation is in a room.
- All Advisor rooms are correctly marked as Sharing or Paid Private (Note: Private Rooms may not be available for all conferences) and all Student rooms are marked with gender.
- All names are spelled correctly (First and Last names please).
- If there are any special needs (handicapped accessible room, etc), please make note of that on this form.

Specified Roles Roster

Be sure that:

- All requested email addresses are correct. Specified Roles may receive information and instructions prior to the conference using the supplied email.
- **International Stage Reservation (optional)**
 - Be sure your performance is no longer than 5 minutes for your entire delegation, regardless of number of countries.

Kentucky YMCA Youth Association, P.O. Box 4285, Frankfort, KY 40604-4285

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- If you have 2 or more countries, each country can do a short presentation or one country can fill the entire time-slot.
 - Your description should include cultural background of your performance and how it represents the country/countries you are representing.
 - Reservations for the International Stage will be made on a first come, first serve basis with receipt of completed registration materials (everything applicable on this check-list).
- ☐ **Country Roster (1 per country)**
- Please fill in names in numerical order.
 - No delegate listed on the Specified Roles Roster should be on this form.
 - Be sure that all names are spelled correctly and are the same names on the Hotel Registration Form (First and Last names on all forms please).
 - If you have a Security Council Representative, their email address is correct.
- ☐ **Proposals (1 per country)**
- Be sure that:
- Proposals are typed in the supplied form.
 - All proposals are marked with the correct Conference, Authors, Country, and School, City.
- ☐ **Payment**
- Purchase orders or school checks are preferred methods of payment.
- ☐ **Compile documents to *bring to conference*. DO NOT MAIL OR FAX.**
- Go to <http://kyyymca.org/kuna/kuna-forms> to print these forms
 - Student Health and Publicity Release forms
 - Student Codes of Conduct
 - Adult Codes of Conduct
 - Commitment FormsIf you have a
 - Candidate for Executive Committee
 - Leadership Team Applicant (Middle School KYA only) - Be sure their form(s) is/are signed by the student, parent/guardian, and advisor.

If you have any questions or need any documents in a different format than supplied, please contact your Regional Director:

- **Central** Region Director- [Tom Wolf](#)
- **East** Region Team- [Nikkey Blackman](#), [Drew Caldwell](#)
- **Metro/North** Region Director- [Alex Muckler](#)
- **West Region** Director- [Beth Malcom](#)

[Click here if you are unsure of your school's region.](#)