

Kentucky Youth Assembly: Advisor Checklist

First Steps: Complete these steps ASAP after the start of a new school year:

- ❑ **Adult Info Form:** Contact your regional Director, who can set you up an account in our Online Community. You'll need to complete or update your "adult info form" so you can move forward with your Student Y affiliation, and- eventually- registration. (<http://www.kyymca.org/regions/>)
- ❑ **Intent Form:** Complete an intent form through your Online Community account. This lets us know how many students and advisors you intend to bring and to which conference.
- ❑ **Create/Update School Roster:** As lead advisor you can add the names and email addresses of students and adults to your school roster. Adding a name and email to your roster automatically sends a request for the student or adult to complete an information form. Individuals must have a completed information form to be able to be registered for a conference.
- ❑ **Financial Aid Forms:** (www.kyymca.org/financial-aid): students are encouraged to apply for financial aid. Students will complete this form together with their parent/guardian. Your Financial Aid Deadline depends on which conference you will attend. (check brochure or website, www.kyymca.org)

September

- ❑ **Bill Preparation:** The number of bills you bring depends on the size and age distribution of your delegates. See brochure or website, <http://www.kyymca.org/>
- ❑ Not all students will be directly involved in bill writing; a bill should have 1-4 sponsors present at the conference, however, more students may be involved in the research and preparation process. Students who are not bill sponsors participate as legislators (debating and voting on bills in the House or Senate). Most participants at a conference are legislators; a smaller number sponsor bills. *Check out "Bill-Writing Workshop" Lesson Plan in Advisor Resources
- ❑ **Dress Code:** Something to be thinking about so you aren't caught off guard: Delegates will need to be in business casual attire (button-down shirt and tie, skirt, blouse, slacks etc.) on the first night of the conference. They will need to be in business formal for day two of the conference when they are at the Capitol (business suit or equivalent).

October to November

- ❑ **Bill Selection:** Your delegation may need to select the bills you will bring to the conference from a larger number of proposed bills. We recommend doing this through a delegation-wide mock debate process. Bill sponsor teams present their bills in formal debate style, with delegation members completing a ranking sheet (see Advisor Resources for sample ranking sheet). Bills must be finalized to be able to register for your conference.
- ❑ **Registration:** Registration is completed through the Online Community. Registration deadline depends on which conference you attend.
- ❑ **Debate Practice:** Have your students practice debate procedures and techniques prior to attending a conference. This can be an informal setting all the way up to a full "dress rehearsal", with students in business professional attire. This can be a great way to give your own delegation's bill(s) a work out and help bill sponsors and delegates get ready to speak at the conference. *Check out "Debate Workshop" lesson plan in Advisor Resources