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Welcome to the Kentucky YMCA Youth Association's Kentucky Youth Assembly! This program can be magical for both students and adults, and the information and tips in this guide will provide you with the knowledge you need to make that magic happen. Don't hesitate to ask any questions throughout your experience!

## IMPORTANT FORMS

- Committee Chair Evaluation Form**  
Please turn into the Y-Desk immediately after First Committees on Night 1
  
- Advisor Evaluation Form**  
Please turn into the Y-Desk before you leave on the final morning (use this form ONLY if you are unable to complete the online evaluation)
  
- Student Evaluation Form**  
Please turn into the Y-Desk before you leave on the final morning

# WELCOME!

Dear Advisor,

Congratulations, and welcome to the Kentucky Youth Assembly (KYA). We truly appreciate all you have done in the lead up to this experience. You have had to organize teenagers, chase paperwork and payment, and answer many questions. The Kentucky YMCA Youth Association understands our conferences are possible only because of your selfless work on behalf of these students.

Now it is time for the reward. Every year thousands of our Commonwealth's teens gather to debate issues that will affect millions, and many of those students will speak in public for their first time. In a world where communication is quickly becoming a crucial skill, KYA can be a formative experience in advocacy, compromise, and collaboration. Thank you sincerely for dedicating your time and your talents to our joint endeavor.

It is our promise that we will honor your commitment by providing you with the materials and best practices that will ensure an excellent experience for all. This Advisor Handbook is part of that commitment. On the previous page there is a table of contents listing and explaining all of the documents found in this guide, and what you should do with each.

Thank you for your time and commitment!

The Kentucky YMCA Staff

# ASSEMBLY OVERVIEW

The Kentucky Youth Assembly (KYA) is a 3-day experiential learning program in which students serve as part of a model state government. The Kentucky YMCA has proudly hosted the Kentucky Youth Assembly since 1946.

KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

At KYA, students participate in one of the **Program Areas** at the Assembly based on their grade and experience. Each area is led by Presiding and Supporting Officers, with a variety of Delegate Roles available to participants.

- **Bluegrass House & Senate**

The first level of our House and Senate - Bluegrass delegates research, write, and debate bills on state policy issues. The number of Bluegrass Bills delegations can sponsor depends on how many Bluegrass delegates they have attending KYA.

- **Commonwealth House & Senate**

The second level of our House and Senate - Commonwealth delegates research, write, and debate bills on state policy issues. The number of Commonwealth Bills delegations can sponsor depends on how many Commonwealth delegates they have attending KYA.

**Presiding Officers** are elected from **Candidates** or chosen by their Program Area to lead KYA. They are assisted by Supporting Officers, who are appointed or selected by application to fulfill set duties for each area.

# ASSEMBLY CHECKLIST

ITEM	DEADLINE	NOTES
<input type="checkbox"/> Pizza Orders	<b>Order @ Y-Store BEFORE 8pm</b> Available on both nights Cheese or Pepperoni ONLY \$10 each   Large – 8 Slices	<b>Pick-up @ Y-Store pre-Curfew</b> Advisors pick-up pizzas first
<input type="checkbox"/> Chair Evaluations	<b>After First-Night Committees</b> Observe Chair Performance Record on Evaluation Form	<b>Helps select Pro Tempores for Day 2</b> Pro Tempores preside over: - Commonwealth Hotel Chambers - Bluegrass Chambers
<input type="checkbox"/> Election Ballots	<b>Various Times</b> Election times in Billbook	<b>Listen for Instructions during GA's</b> Instructions vary with each election
<input type="checkbox"/> Award Nomination	<b>7:30pm on Final Night</b> Computer available at Y-Desk	<b>Submit Online (1 PER DELEGATION)</b> <a href="http://www.kyymca.org/kya/awards">www.kyymca.org/kya/awards</a> Paper form available to record notes!
<input type="checkbox"/> Advisor & Student Evaluations	<b>End of Assembly</b> Thank you!	<b>Please Submit Online</b> Paper forms available

# IMPORTANT INFORMATION

## 1. COMMUNICATION

Never hesitate to call the YMCA Staff. You can always reach the Assembly Director at:

**502-599-5973**

There is not a time of day during KYA when these phones will not be on. If you need us at 4am, please call us at 4am.

With your registration, you gave us a cell phone number. Please keep that phone charged and with you at all times. It is the first tool we will use to locate you in case of any issue or emergency regarding your students.

We strongly encourage you to use the group communication app for advisor alerts and updates. This app is explained in the pre-assembly email and will be reviewed the Assembly Director on the first day.

## 2. Y-DESK

This is where you should go with all of your questions! If you're dealing with a minor issue (room location info, agenda help, not enough bill books, need new nametags, etc.), someone will be available to help.

If you need assistance with a major issue (docket issues, hotel concerns, behavior problems, etc.) they should be addressed with Y-Staff, and the Y Desk is a great place to start.

## 3. HEALTH, DIETARY NEEDS, AND ALLERGIES

Any delegate with a special dietary need, health consideration, or similar issue will be accommodated to the best of our ability. Please keep the Y-Staff informed of any such cases -- especially if they were not indicated on your registration form.

Students with dietary restrictions **MUST** use provided dietary meal tickets at any meal provided by the YMCA, so an appropriate meal can be provided to them.

## 4. DELEGATION SUPERVISION

During any scheduled conference activities, half of your advisors must be present to supervise your delegates. The other advisors may take a break, take a nap or just have some alone time. If there is only one advisor from your delegation you may team up with another delegation to share breaks.

A couple of minutes after curfew begins, please do a room check and make sure you physically see EVERY delegate that is supposed to be in each room. If any are missing, find them (or make sure that they are accounted for).

While you are checking in, make sure that any delegate that needs nightly medication has taken it. If there are any rooms that are still wide awake, remind them that they shouldn't stay up too late and that they need to keep it down so other people can sleep. Also, kindly remind them that we aren't the only guests staying in the hotel and we need to be respectful of others.

After you get done checking in on your delegates, hang out in the hallway for a couple of minutes to make sure they are staying in their rooms.

## 5. DEBATE

Students should keep their placard with them during all debate times, as it not only is the way they will be recognized to speak, but also because the back has a debate guide printed on it they can use to make sure they are following correct procedure.

During the course of the day, sit in on as many of your delegate's sessions as possible. They may not admit it, but the delegates love it when you come by and see them. Try to be as visible to your delegates as much as possible during the course of the program. Not only does this show them you care, but also that you are watching.

The purpose of writing a bill for KYA is to advocate a position and speak your mind. Please remember this conference is not a competition, and whether a bill passes or is defeated has nothing to do with how successful those authors were. Occasionally there will be some discrepancy of opinion in regard to the count of votes in a House or Senate Chamber. We work very hard to train our officers on how to carefully tally votes, and they do their absolute best.

If you feel the votes for any bill were miscounted, or you have any other question about the process, please find the nearest YMCA staff member to discuss this.

**IMPORTANT – Never approach student Chairs about votes, regardless of which school they attend. There will be no recounts or reconsiderations of votes once a chair has announced a decision.**

Many advisors wish to write down the order that their delegates will be presenting their bills, presenting their court case, speaking on their lobbyist initiative, etc., so one of your advisors can be there to listen to/take pictures of their delegates. For this reason we have provided you with a worksheet in this packet. Dockets will be displayed by the Y-Desk, and we take pains to ensure that all author groups from any given school are spaced out in a helpful order.

## 6. ELECTRONICS

Because this conference is about modeling and supporting professional behaviors, we restrict the use of electronic devices to free time. If you need to use an electronic device, we beg of you not to do so in sessions. It is hard enough to separate students from their phones and tablet computers, so seeing an adult using one lessens the need for them to follow the rules. If students persist in using one when not appropriate, it will be confiscated and turned over to the delegation's advisor.

Students may use tablet computers to read speeches, but may not edit or interact with the device for any other purpose. Any speeches written on such devices must be done before the session begins.

## 7. DRESS CODE

Please help us to make sure the dress code is followed. The purpose of this is not to embarrass or punish students the goal is to educate them in regard to what is professional. We are not seeking to make examples of anyone, or to put undue strain on any student of limited financial means. If you can have your students check in with you before working sessions, it would be appreciated.

## 8. NAME BADGES

Please, please make sure adults and students are wearing their name badges all day, every day! (Even during the evening social activities).

**The only time they do not have to wear their badge is if they are inside their hotel rooms.**

Please help us enforce the badge rule with ALL delegates —this rule is important for safety and liability reasons! If you see a delegate leaving the hotel without their badge, send them back in for it. If they lose their badge, send them to the Y-Desk to get a new one!

## 9. DELEGATE HEALTH

Make sure your delegates are drinking water and eating. Some delegates forget money or are too embarrassed to admit they don't have enough money to pay for food. They may forget to drink water because they are running around having too much fun and staying up late at night. Then they get headachy and cranky and sleepy in session. Certain delegates also need to be reminded to eat healthy, substantial meals.

**Please Note: Smoothies have little nutritional value!**

## 10. REFUNDS

Please report any changes in KYA attendance to Y-Staff at check-in. Delegates not attending the conference who are not removed from the YMCA rooming sheet will not be granted any refund, according to our refund policies, even for family or medical emergencies.

Also, please note that no KYA refunds will be issued after January 15, 2019. Please submit requests for refund within 30 days of your conference.

## 11. VISITORS

- Visitors may only come during Debate times. We welcome visitors at the following times:
  - Day 1: General Assembly/Debate Times (times vary based on conference, please check your conference agenda)
  - Day 2: Debate Times and Candidate speeches (times vary based on conference, please check your conference agenda)
    - All visitors must provide their OWN transportation to and from Frankfort. They may NOT use Kentucky YMCA buses.
    - All visitors must be checked-in with Y-Staff at the Capital in Frankfort.
      - Visitors may check in with Y-Staff ten minutes after bus arrival.
  - Day 3: General Assembly
- All visitors must sign in at the Y-Desk. A Photo ID is required for everyone 18+.
- All visitors must be met by a *supervising adult* in the delegation.
- All visitors must wear the Kentucky YMCA issued name tag at all times.
- All visitors must sign-out and return the name tag at the Y-Desk before leaving.
- Visitors must pay for their own meals. Kentucky YMCA does not provide meals to visitors.
  - Due to spacing and availability, we cannot guarantee accommodations for visitors at Claudia Sanders.
- Visitors may NOT be on sleeping floors in the hotel at any time.
- Current students may not visit conferences their school is not attending.

# ROLE OF THE ADVISOR

The KY YMCA could not function without our outstanding advisors! They serve as teachers and mentors to the members of their delegation, and are essential to the KYA experience. They inspire and motivate, while allowing their students to take on leadership roles.

Advisors are responsible for registration and supervision at conferences, but more importantly, changing students' lives every day. Advisors may also serve as volunteers to help the Y Staff run some logistical pieces of the conference. Every helping hand is welcome!

**Please Note:** Students are in the care of their advisors when at KYA. Y Staff will look to advisors in times of concern and/or disciplinary action. Advisors will also be expected to initiate non-emergency medical/health care, and to accompany students who need to leave without a parent able to be present.

## Advisor Responsibilities at KYA

- **Advisors set the tone for all delegates at the Assembly**
- **Make sure delegates are adhering to the schedule at all times.**
- **Help control talking/chatter during debate from all delegates, not just your own!**
- **Enforce dress code for your participants.**
- **Ensure delegates know which bus to ride to and from the Capitol.**
- **May confiscate cell phones being used by your delegation participants during meetings. Phones will be kept by advisor until after the session ends.**
- **Serve during free time as dance monitors, hall patrol, etc.**
- **Know where your delegates are at all times, follow the dress code, and respect fellow advisors**
- **Please refrain from using computers, phones, headphones, etc. or talking loudly while participants are in sessions. Feel free to move into the hallway if necessary!**

## Tips from the Y Staff

### If you need a break, take one

Afternoon rest periods/breaks in session are for advisors too! If you need coffee/refreshment, remember there are unlimited beverage vouchers for adults available at the Y-Desk. Our goal is to provide you with everything you need to support your students (especially caffeine).

### This is a student-run Assembly

Please understand that KYA is student-run. Mistakes may occur, or people may have different interpretations of words or events. Please act with compassion at all times and understand that we are all here to help the students learn how to govern with decency and professionalism.

### Communicate with Y Staff

Remember that Y Staff are here for the same reason you are, to make sure everyone is safe and having fun! If a staff member says something you disagree with, politely present your point of view. If you feel that there is still a misunderstanding, ask to speak with a senior staff member.

### Be there for your kids

There are few things cooler than when a delegate bursts out of session, runs over to you, and can't stop telling you how they spoke for the first time on a bill. Conversely, it's heartbreaking to hear about how their bill was defeated, they messed up their speech, or they lost an election.

KYA is an important event in the lives of many of our students, and you may never know how much you matter to them. Y Staff owe a debt to the teachers who supported us - a debt we seek to repay by supporting you. Thank you for being here, and thank you for the impact you make on your students!



# KYA EVACUATION PLAN

In the event of an emergency, please use the following procedures.

## Crowne Plaza Hotel Designated Meeting Locations

- Schools whose names start with letters at the beginning of the alphabet should meet in the parking lot closest to the 1-264 and farthest away from Phillips Lane.
- Schools whose names start with letters at the end of the alphabet should meet in the parking lot closer to Phillips Lane and farthest away from 1-264.
- Schools whose names start with letters in the middle of the alphabet should meet in front of the hotel exit where busses to the capitol load.
- Please carry a placard with you so that your students can find you.

## From the Crowne Plaza Hotel

### Fire Alarm during Sessions:

- Please exit through the doors closest to the Y-Desk.
- Gather your students outside in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.

### Fire Alarm during Curfew Hours:

- Please follow the evacuation procedure listed in your hotel room.
- Instruct students to head to the far west side of the hotel and meet in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.

# MISSING STUDENT ACTION PLAN

## 1. A person has been identified as potentially missing

- Identify the person, name, age, and delegation
- Why does someone believe they are missing?
- Try to reach them via cell phone and perform a physical search
- Determine where were they last seen, with whom?
- Show what the person looks like – does anyone have a photo?

## 2. Locate the Advisor

Call the Assembly Director if you don't know the advisor or their whereabouts

- Are there any issues with this student?
- What other info can the advisor provide?
- Has the person left the hotel for any reason?
- Are there any medical concerns with this student?
- Review their application and health form

## 3. Call the Assembly Director

- **Day Time**
  - Have they gone to their room?
  - Are they in another room? In another meeting space?
- **Night Time**
  - Have they gone to another room?
  - Are they with someone from another delegation?

## 4. Determine that a search needs to be done

- **Day Time**
  - Utilize the Y staff to check the sleeping rooms where the student is staying
  - Check the meeting spaces – utilize the Y-Desk
  - Notify Y Staff to assist in searching other hotel areas
  - Still not located – check other sleeping spaces using Y-Staff
  - Y Staff and Lead Advisor will determine if social media or 911 will be activated for search assistance
- **Night Time**
  - Y-Staff will work with the advisors within the hotel to check each room
  - If the student isn't found, begin searching all the other spaces utilizing the fire chiefs and the advisors in each hall
  - Call hotel night security and enlist their help with the process
  - After checking sleeping spaces and other meeting rooms if the student isn't found – along with the night security/Y-Staff and Lead Advisor call 911.

## 5. Y-Desk is Central Location

The Y-Desk will become the central location for the search, day or night.

# **MISSING STUDENT ACTION PLAN (Cont'd)**

## **6. Key people within the search will include:**

- Advisor(s) of the missing student
- Y-Staff
- Assembly Volunteers/Advisors

## **7. Once the student is located:**

- Search groups need to be notified
- Advisors notified
- Y Staff notified
- 911 staff notified (if they were involved)
- Parents of the student may need to be notified
- Complete appropriate reports and documentation

# ABC'S OF THE ASSEMBLY

## **Advisor Ambassadors**

These are experienced advisors (some of whom are in the Advisor Hall of Fame) who can be counted on for technical help, emotional support, general questions and ideas, etc.)!

## **Coffee Vouchers**

We know you need caffeine! In your advisor bags, you'll find slips of paper that can be used as coffee vouchers at the hotel's coffee lounge. If you run out, more can be found at the Y-Desk.

## **Committees**

First round of debate where bill sponsors will present and Representatives/Senators will have the chance to discuss ideas and rank bills (in a smaller setting).

## **Curfew**

Curfew for each night can be found in the conference schedule section of the bill book. Know it. Respect it. Love it. Keep the kiddos quiet. Curfew lifts each morning at the time listed in the bill book agenda.

## **Damages**

If there are damages anywhere in the hotel, please report it immediately to Y-Staff at the Y-Desk.

## **Delegation Meetings**

This is chance for you to reflect over the day and prepare for the next with your students. Schools are assigned spaces to go over any meeting items. Please do not meet in sleeping room hallways.

## **Dietary Restrictions**

Please let us know if you or your students have any dietary restrictions. If these needs were addressed on the registration form, the hotel is away and can easily make accommodations.

## **Doorkeepers**

Please respect the student leaders who are serving as doorkeepers. Help them do their job properly, which is to only people through the doors between speeches.

## **Dress Code**

This is about professional development – not the fashion police – and we ask that you enforce the dress code for your delegation only. The full dress code can be found in bill book. If you have students who need coats, ties, skirts, etc. please let us know at the Y-Desk.

## **Education Fair**

This is a time for delegates to network and have the opportunity to talk with bill sponsors in an informal setting. All students are expected to participate.

## **Electronic Devices**

Electronic devices should only be used during free time; electronic devices are permitted for speeches but should not be used while others are speaking.

## **Emergencies and Illness**

- **Life Threatening:** Call 911 then call the Conference Director
- **Non-Life Threatening:** Call the Conference Director and the Y-Desk can help arrange transportation to Urgent Care, Clinics, or Hospital

## **Evacuation Plan**

In the event of an evacuation, we will line up outside in alphabetical order by school. Schools beginning with the letter A will be toward the freeway (if at the Crowne) and schools at the end of the alphabet will be toward Phillips Lane. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

## **Fire**

No incense, candles, matches, smoking, etc. anywhere!

## **Fire Alarms**

No drills. Treat every alarm like a real fire. Delegations will line up outside in alphabetical order by school. Schools beginning with the letter A will be toward the freeway (if at the Crowne) and schools at the end of the alphabet will be toward Phillips Lane. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

## **First Aid**

There is NO nurse or medical professional on duty. All Y-Staff are basic first aid/CPR/AED certified, and a first aid kit can be found at the Y-Desk. In the event of an emergency, see **Emergencies and Illness**.

## **General Assembly (GA)**

A time where the whole conference convenes, usually to review dockets, listen to candidate speeches, closing thoughts, etc.

## **Hotel Housekeeping**

The cleanest room block gets a pizza party! We ask the hotel which school was the cleanest, and then we arrange for a Student Y Pizza Party. Remind students it's okay to reuse towels and to signal this by hanging them up. Thank you notes to housekeeping go a long way. Consider having your students write one and leave it in their rooms on the final day. Also, tips are always appreciated (but not required)!

## **Info Depot**

This is the wall located by the Y-Desk with posted updates. All changes, notices, and new information (like dockets and parliamentarian/chair assignments) will be posted in this area. Please check in periodically in case you missed any verbal announcements.

## **Lost and Found**

If an item is lost or left behind, check in with the Y-Desk to see if the item is there. The Y holds on to items for up to three months.

## **Map**

Map of the hotel can be found in the back of your bill book.

## **Nametags**

Each delegate and advisor will receive an official conference nametag. Every delegate and advisor is required to visibly display his or her nametag when outside of their hotel room. The hotel requires nametags for admittance to meals.

## **Opening Session**

The kickoff to KYA where you'll be introduced to our student leaders, volunteers, and staff!

## **Pizza**

We sell pizza for \$10 – Large pizza, 8 slices – Cheese or Pepperoni ONLY! Pizza pick-up is before curfew, and advisors may pick up their pizza(s) first.

**Placards**

Every delegate will receive a placard (with name and school) at registration and will be required to use it from Committees forward. Delegates won't be recognized without the placard and are not allowed to mark or decorate it in any way. If a placard is lost, delegate should check with the Y-Desk for replacement.

**PO / Presiding Officer**

Acronym for Presiding Officers (3 at MS KYA) who were elected at last year's Assembly to preside over each of our program areas at KYA.

**SO / Supporting Officer**

Acronym for Supporting Officer, student leadership in each program area either appointed or selected through application process to "support" our Presiding Officers.

**Student Sign-In/Out**

If you have a sick student, a discipline problem, someone who needs to leave early or needs special support, tell us. Students who need to leave early need to sign-out with us, and their parent or guardian needs to present us a photo ID at the Y-Desk. If you need a doctor or medicine or any other kind of intervention, let us know.

**Visitor Sign-In/Out**

All visitors (parents, principals, other teachers, etc.) are required to sign in at the Y Desk and receive a visitor badge. This ensures we know everyone in our area of the hotel is rightfully with our Assembly.

**Weapons, Alcohol, Drugs, Fire-Producing Devices, etc.**

These items are not permitted to be used or possessed by students OR advisors.

**Y-Store**

Where you can buy all your Y-branded merchandise like shirts and stickers. Located by the Y-Desk.