



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Advisor Quick Manual Best Practices & Expectations

Advisor Role:

- Lead advisors must attend all webinars throughout the calendar year in order for your delegation to be eligible for the conference.
- A 1:10 advisor to student ratio is required for all statewide events. Additionally, all advisors must be at least 21 years of age. This is the policy adopted by the YMCA of the Triangle and the associated insurance group. Seeing as the YMCA NC Youth & Government Program, Youth Legislative and MSUN Conferences, facilitated by the YMCA of the Triangle, this ratio must be met for safety standards.
- Advisors must have an identification for each student. This identification should include pertinent information that would be used in the event of an emergency.

Safety:

Safety is very important at YMCA NC MSUN Conference.

- Club meetings should be held weekly or bi-weekly. All students must attend 80% of club meetings. It will be up to the School Lead or YMCA Lead to track attendance. Any student that does not meet the 80% requirement will not be allowed to attend the conference.
- Each student must fill out the YMCA NC MSUN Consent Form prior to the conference. This is found on our website. Any student that does not have this form on file with the State Office will not be allowed to attend the April Conference.

Relationships:

YMCA NC MSUN prides itself on saying that it offers a highly relational environment. How do we combat future safety issues? The answer is relationships with program participants and advisors.

- Advisors should spend time at club meetings with the mindset of creating an environment of learning for each student. Students should feel comfortable throughout the learning process. Each student should receive time from an advisor that is focused specifically on them as an individual program participant.
- Advisors should focus time and energy on building healthy, positive relationships with all students while at YMCA NC MSUN events. While the students may come to learn, they will stay because of the time that has been invested in them.

Program Outcomes:

In addition to providing a safe and nurturing environment for teens, YMCA NC MSUN demands a focus on the academic side of the program. Since this program states that it "is an exciting educational strategy for middle school students to learn about global issues", a good portion of time in the program needs to focus on education of students.

- Each club meeting should involve a substantial amount of time spent teaching students the fundamentals of this program. These basic training pieces include:
 - Parliamentary procedure
 - Country research
 - Position paper writing
 - Public speaking training

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- Debate training
- All officers need to focus their time on developing strong public speaking skills and mastering parliamentary procedure.
- Time should also be spent developing materials that will be used at the conference, such as flags, display boards, etc.

Communication:

To ensure program excellence, YMCA NC MSUN will make every effort to keep the lines of communication open to all advisors.

- The State Office will communicate via email with all YMCA and School Leads that are associated with a club. Due to the highly relational aspect of the program, it is imperative that each additional advisor be communicated with in the same format.
- All communication from the State Office pertaining to students should be delivered promptly and effectively to all students.
- Deadlines for student/advisor registration and paperwork will be strictly adhered to. Exceptions will not be made lightly.

Fundraising & Payments:

Fundraising is not always easy but sometimes a necessity for students to learn the value We understanding that fundraising is that while not every student needs assistance, it is important that all teens walk away from this delegation with the understanding that their participation in fundraising efforts supports those in need, not just themselves. *Contact the State Office for recommendations for fundraising and scholarship applications. In addition, please seek permission from your school or YMCA to fundraise.*

Recruiting Students:

- Utilize the student handouts, cards and flyers found in the folder "School Promo Materials"
- Host an interest meeting
- Sign up for your schools club fair and have information available. Also ask interested students or previous participants to stand at the club table.
- Engage older students to recruit new students
- Have a parent meeting with students
- Invite parents to the conference
- Lunch Meetings are better than afterschool meetings
- Digital Fliers and commercials on PA system