

# YLA YOUTH IN GOVERNMENT

## Program Specifics



*Preparing the Next  
Generation of Civic Leaders*



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## Dress

Youth in Government is a model of government in action. Included is the way we act, speak, conduct ourselves, and the way we dress. Youth in Government sessions require professional business attire.

Men wear coats and ties during the program sessions. No sport shirts or blue jeans. Women wear professional business attire. No spaghetti straps or exposed midriff allowed. Women may wear nice pants outfits.

Casual dress including blue jeans are appropriate at recreation and the hotel.

## Meals

Two breakfasts are provided. All other meals are "on your own." Nearby restaurants range from Subway and McDonalds and up.

## Housing

Everyone is required to stay at the Youth in Government hotel. Two nights lodging are including in your program fee. Additional information is available on the Participation Agreement. Please note that if a group does not have enough students to fill up a room, expect your student(s) to be housed with students from another delegation or you may "buy" out rooms for your students. Contact the YG office for costs to buy out one or more rooms.

## Parking

Parking is at your expense. Parking is available at your cost at the hotel or in nearby parking lots.

## Cancellations and Refund Policy

The best laid plans can go awry. However, since all our program fees are set below our actual costs, we have no flexibility to provide refunds. Therefore, **our policy is NOT to provide refunds for the Participation Agreement or the Final Fee.** It can be transferred to a replacement for the person who cancelled. 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 permit delegations to send a replacement.

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 YG 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.

## Code of Conduct: YLA Family of Programs

Participants – youth and adults - in YLA programs demonstrate responsibility and the highest levels of personal and group character. Due to that, few rules are required.

In general, our rules are summarized in these three (3) points:

1. Treat others as one wants to be treated.
2. Do not fail to do something that would help others, make the place we are using cleaner, safer, and a better experience for all.

3. Do not do anything that hurts or could potentially harm another person, place, or thing.

Some specifics may be helpful –

1. Attend all sessions of the program;
2. Wear name badges as called for by the program;
3. Names of anyone absent from a session are referred to the program director and the appropriate advisor;
4. Adult sponsors and chaperones are responsible for the supervision of their Delegation;
5. ABSOLUTELY NO FOOD, DRINK, or GUM are permitted in the House, Senate, Committee rooms, Supreme Court or other government facilities used at YG;
6. Not permitted at YLA programs are tobacco, alcoholic beverages, illegal drugs, or weapons;
8. There is no coed visiting in housing rooms;
9. All delegates are in their own room, observe quiet hours at the time indicated by the curfew and will not leave their room until the end of curfew;
10. Room changes are not made unless made by YLA staff;
11. Participants do not invite or receive visitors unless approved by the Advisor and YLA staff. Visitors, alumni, etc. are not permitted in the lodging facility guest sleeping rooms at any time. Guests are restricted to lobbies and visitor areas.

## Use & Care of the Statehouse/Capitol

Use of the Statehouse/Capitol requires the highest level of care and respect for the facility, its furnishings, equipment and its traditions. Each student participant and adult is to exercise the **highest level of individual responsibility for the Statehouse/Capitol and to hold everyone else to that same level of responsibility.**

**No** chewing gum in the Statehouse/Capitol.

**No** food, snacks, candy or drinks (including water bottles) in any Statehouse/Capitol room.

The **desks**, chairs and other furniture in the Senate and House are easily scratched or marred. Use deliberate caution in placing items on the desk or lifting things off. Do not slide anything as they easily can scratch the finish. Do not “toss” books, purses, brief cases or anything on a desk as that can easily damage the finish of the desk. Staples are a problem too. Do not put a stapler on a desk top. *Do not write on any single sheet of paper on a desk as the pencil/pen can leave an impression on the desk finish.*

**Do not** sit or lean on any desk top or desk.

**Check** the desk, chair, tables and rooms one is using. Report any damage observed to the Advisor in that room and/or YG Staff. Advisors, pass on damage reports in writing to YG Staff.

**Extend** to all members of the Senate and House of Representatives/Delegates as well as to all Statehouse/Capitol staff every courtesy including *Thank you*.

**Clean up!** Straighten up any room one uses. Any papers one no longer wants, put in trash can. Leave every room clean.