Montana YMCA Youth & Government

December 30, 2009

Dear Advisor,

Welcome back to another exciting year of YMCA Youth & Government and Model Supreme Court. Included with this packet, you will find many informational items, including this year's Calendar of Dates, Delegation Registration Form, Delegate Registration Form, and Leadership Nomination Forms. Please take a moment to review these and contact me with any questions.

Our state conference this year will be held in Helena once again from April 11th to the 14th. Fees for this year's program are $80 per delegate. Delegation registration forms are due to me by February 16th along with a $25 non-refundable deposit for each delegate. The balance of your fees will be due upon check-in at the state conference. **Keep in mind that deposits are non-refundable. If a student does not attend, his deposit will not be applied toward his delegation's balance**. However, deposits are transferable, so if you find a student cannot attend, you may send a substitute. This is particularly helpful if you have a waiting list.

For those looking for housing, we have confirmed Fort Harrison once again. Delegations can stay at Fort Harrison for $1 per person (including adults) per night. People staying at the Fort bring their own sleeping bags and towels. Please fill out your housing registration form enclosed within this packet if you plan to utilize this cost-saving option. Please read the enclosed information (written by veteran advisor, Traci Duffin) about staying at Fort Harrison if you have never stayed there before. People who use the Fort really like it!

Please remember:

- ***All bills need to be submitted in digital format***. You may e-mail your bills as attachments in Word or rich text format OR you may save your delegates' bills on CD and mail them to me. We are still working on publishing bills in advance and this helps to make the Secretary of State's office run more efficiently.

- ***I do expect that ALL BILLS COME FROM THE ADVISOR as a batch***. Please do not have your students email me their bills or other documents. I greatly appreciate you checking over their submissions first. This limits documents being sent back for rewrites. There is a document in this packet about how to name and submit the various documents.

- Please be sure ***all documents are submitted to me as attachments***. If you paste the information into the body of the message, many times the formatting is lost. Thank you for this time-saving tactic.

- The YMCA does not accept POs for payment. Each delegation will need to provide cash or a check for the deposit and for the balance of fees owed at the time of registration.

Regarding registration:

EVERY student fills out an INDIVIDUAL REGISTRATION FORM and EVERY student applies for a position (legislator, senator, lobbyist, etc…) based on the position allocation given to the advisors. Even if a student fills out an application to be considered for a clerk position, s/he still needs to have applied for a basic position in case s/he isn't chosen for the other position.

Any student who wishes to be a committee chair or vice-chair, clerk, assistant, etc… needs to fill out an application for that position IN ADDITION to filling out the individual registration form. Please encourage students to apply for committee chair and vice-chair, etc. positions—there has been a shortage of applications of late.

Every advisor should be encouraging about 15% of his or her delegation to apply to be committee chairs and vice chairs. Each year there are fewer and fewer applications which makes it difficult to have competent, prepared leadership in committees. Encourage those confident, capable first year students to apply as well. Remind them that they are not the only kids in the first year program without any experience – it is referred to as the "first year" program for a reason! ☺

Every advisor of a delegation that participates in the court program should encourage at least one student who has been an attorney to apply to be a justice. Again, there are fewer and fewer applications for justices and we want to keep this program strong!

Every delegation should submit at least one application for a clerk/assistant position. Simply put, we NEED students in those vital roles. Clerks and assistants are what make the House, Senate, and SOS office run so smoothly!

Have students check the committee chair and justice training dates to be sure they put those on their calendars and can attend the trainings. Good leadership training is essential for a smooth conference. Remember that each student who fills out an application for a special position still needs to fill out a standard application AND CLAIM A POSITION to assume should s/he not be chosen for the position for which s/he applied.

Because of the past success, we are continuing with a small committee of 4-5 advisors to look over all speeches that will be given at the banquet. Students submit their speeches in a written format by 4:30 on Tuesday (the day of the banquet.) The committee of advisors let the students know of any necessary changes. I am still interested in your feedback of how well this worked. It does seem to limit the issues with speeches and the students seem happy with the system. We do need to continue to help all students use good judgment when they are speaking in this public forum. If you are interested in serving on that advisory committee this year, please let me know! If you have any questions, please contact me directly.

I'm looking forward to a great program year. Thank you for your support.

Sincerely,

Holly McCamant
Montana YMCA Youth & Government Statewide Director
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http://www.mtymcayouthandgovernment.org

I HAVE MOVED!!

Again, I am asking that you return all information directly to me in Butte to expedite the registration process. Please use the following NEW address for all correspondence

Holly McCamant, **Statewide Director**
Montana YMCA Youth & Government
715 W Granite
Butte MT 59701