



Feel free to use this sheet as a guide for submission due dates...

Submit everything to:

Holly McCamant, Statewide Director  
Montana YMCA Youth and Government  
715 W Granite  
Butte MT 59701  
406-782-1266 (w) 406-593-1269 (c)  
[hollymccamant@yahoo.com](mailto:hollymccamant@yahoo.com)  
<http://www.mtymcayouthandgovernment.org/>

**By February 16<sup>th</sup>, submit the following:**

1. Delegation Application (front and back) – pay attention to the position allocations on the website to know how many of each position you can occupy.
2. Individual Application for each student
3. Deposit (\$25 X registrations) submitted as one check
4. Special Applications (stapled to the individual application of the student applying)
  - Justices
  - Committee/Vice-chairs/pro-tems
  - House clerks/Senate secretaries
  - Supreme Court Clerks
  - Sergeants at Arms, Chaplain
  - Newspaper Editor

**Submit the following writing assignments by the March 3<sup>rd</sup> deadline:**

- Bills (Senators, Representatives & possibly elected leadership)
- Position Papers (Lobbyists & possibly elected leadership)
- Editorials (all members of the press)
- Platforms (anyone who plans to create and publicize a 3<sup>rd</sup> party)

**Notes about submitting writing:**

- The advisor (NOT THE STUDENTS) will submit all documents DIGITALLY in a batch (as attachments, not in the body of email messages).
- The advisor should see to it that the bills are properly named with the student's name (lastfirst) and delegation followed by the type of writing:  
smithsara\_milescity\_bill OR Johnsonjason\_butte\_position

**By Monday, March 16:**

All legal briefs should be emailed to Holly McCamant ([hollymccamant@yahoo.com](mailto:hollymccamant@yahoo.com)) – again, ATTACHED to a message, NOT pasted into the body.

**End of March:**

- All bench memos will be sent to Holly McCamant via email.
- Holly will tell justices at their training on March 26<sup>th</sup> when those bench memos will be due.
- It will be a quick turn-around this year, so please hound your justices a little when the time comes!
- I will email advisors when we have a deadline set!

**Leading up to the conference:**

- I will email advisors delegation lists periodically leading up to the conference...please check those over for accuracy (positions, spellings, etc...).
- Checking for accuracy leading up to the conference helps so much at check-in... we can get people through that line in a hurry if we don't have to spend time making changes.

**At the conference:**

- Please bring a check for the remainder that you are owing: (actual students who show up X \$55)
- Please bring a separate check for Fort Harrison (all people *including adults* staying at the Fort X \$3)