



YOUTH LEADERSHIP WORKSHOP INFORMATION PACKET

Hello! We are excited to have you join us this summer! Please read the following information to prepare for Workshop. See you soon!

Sunday Arrival & Check-in Information

- Plan to arrive on campus to register between 12:30 and 2:00 PM on Sunday
 - If you are unable to arrive during this time, please contact **Connie Miley**, Director of Programming, as soon as possible via email: cmiley@thebelievefoundation.org or via cell: (937) 751 - 8530.
 - We ask that you do not arrive early, as our staff will be involved in final preparations.
 - Our first meal on Sunday is not until dinner, so please make sure you have eaten lunch prior to arrival.
- Upon arrival, we ask that you leave all belongings in your car and proceed to the check-in area.
 - Once you have received your name tag, room key, and meal bracelet, you will move your belongings into your assigned room.
- **Please note: the University charges a \$100 lost key fee. Please keep your key safe and secured at all times.**
- **Please note: if you plan to drive yourself, you will need to obtain a parking permit for the week during registration. Please see below for additional information regarding our car policies.**

Transportation

- We prefer that our workshop participants do not drive themselves to the site. If it is absolutely necessary that a participant drive, they must abide by the following policies:
 - All cars must be parked in our assigned area.
 - After check-in, cars should be locked for the duration of the workshop.
 - Participants may not access their car without approval from a workshop director and will be accompanied by a staff member.
 - Participants will not be permitted to drive their car during the duration of the workshop.
- **Please note that iBELIEVE and host universities assume no responsibility for accidents, thefts, vehicular damage, etc.**

Clothing

- Casual attire (shorts, t-shirts, jeans) will be appropriate during the week.
- Shoes or sandals **MUST** be worn at all times. You will need athletic shoes for some of the recreational activities we have planned.
- We appreciate your good judgement in making certain your clothing would be acceptable under moderate dress code.
- Please note that most of our indoor facilities are air-conditioned. You may wish to bring a sweatshirt or light jacket.
- We also recommend you bring an umbrella... just in case!

Student Housing

- All students will be housed in the university's residence hall facilities.
- Staff members will also be in assigned rooms on the appropriate floor (male/female).
- In most cases, you will have 1 roommate. We try to mix people from different schools so that our participants get to meet new people!
- Please be sure to bring bedding (pillows, twin XL sheets, blanket, etc.). They are not provided by the university.
- You will need to bring towels, washcloths, etc. along with all of your needed personal items.
- The facilities are air-conditioned. No fans will be needed.
- You will be responsible for any damage you cause to your room - as well as any extra cleaning charges that may be assessed.

Meals // Food

- All of your meals are provided, beginning with dinner on Sunday evening through breakfast on Thursday morning.
- There may be snack and beverage machines in the residence halls, so you might want to have some change on hand.
- Participants are welcome to bring snacks/beverages to keep in their rooms. We ask that any snacks be peanut/nut-free to avoid allergen issues.

Medical Information // In Case of Emergency

- The university is located near emergency care facilities. All treatments in case of emergency will be administered by professionals.
- Our workshop staff will not distribute any medication without signed parental consent.
- We ask that participants please be sure to include any common OTC medications that they may need during the week (aspirin, etc.) on the HEALTH FORM
- Again, it is very important that each participant completes their HEALTH FORM accurately. Please be sure to provide all the information requested.

Thursday Departure

- Pick-up will occur at the same location as Sunday's check-in (residence hall).
- Pick-up time is 1:30 PM. We appreciate your promptness but ask that you do not arrive too early as participants will be engaged until 1:30 PM. Note also that participants will be away from the residence hall until 1:30 PM Don't worry if you don't see anyone there until around 1:35.
- The residence hall may be locked. You may not be able to enter until the group returns.

Safety Information

- The safety of all workshop participants is of the utmost importance to us!
- All participants are required to be with their assigned group at all times.
 - Staff members and/or Workshop Directors must be notified if there is a reason for an exception to this. At no time should any participant be alone.
- The residence hall is secured at all times.
- Each participant will have a key to their assigned room. Rooms should be locked at all times.
- Each participant is responsible for all of their personal belongings. iBELIEVE, nor our host university, is liable for lost or stolen items. It is recommended that items of value be left in rooms and rooms locked. If you carry things with you, be sure to keep them in your possession at all times.
- Outside access doors to the residence hall are locked by campus security each night.
- University campus safety officers are on call 24 hours a day.

Cancellations

- If you are unable to attend the workshop, please notify **Connie Miley** via email, as soon as possible: cmiley@theibeliefoundation.org
 - We have a limited number of spots for our workshops, so please allow someone else the opportunity to go if you can't make it.
- We appreciate your courtesy in notifying us of your need to cancel, arrive late, etc.

Expectations for Conduct

- Our students are the *best of the best*, and we are proud to rarely need to address participant behavior at our workshops.
- However, in the event that a participant violates the expectations in the STUDENT GUIDELINES FORM, they may be subject to immediate dismissal at the discretion of the Workshop Director.

iBELIEVE Workshop To-Do and Packing Checklist

- **Health, Photo Release, and Guidelines Form** - completed and submitted electronically
- **Student Information Form** - completed and submitted electronically
- **Pre-Workshop Survey** - completed and submitted electronically
- **Demographic Collection Form** - completed and submitted electronically
- **Bedding items:** twin XL sheets, pillow, sleeping bag, etc.
- **Towels / washcloths**
- **Personal hygiene items**
- **Hand Soap**
- **Clothing for the week** (extras are always a good idea)
- **Athletic shoes**
- **Rain jacket or umbrella**
- **Notebook / pen / markers**
- **Items needed for the Talent Show** (music, instruments, etc.) (optional)
- **Spending money for the iB Merch Store / change for vending machines**
- **Snacks and/or drinks for room**
- **Reusable Water Bottle**