

**COLLEGE STAFF CODE OF CONDUCT**

As a member of the College Staff of the Illinois YMCA Youth and Government Program, I realize that such a privilege involves certain responsibilities. I hereby agree to conduct myself in an orderly manner before, during and after all functions of the program, remembering that my conduct reflects upon myself, the Illinois YMCA Youth and Government Program and the YMCA. I will thus observe the following Code of Conduct:

1. I will perform all duties and responsibilities assigned to me by the Youth & Government Board of Directors, Executive Director, Program Director, and/or College Staff Advisor, and will attend all meetings required of College Staff and/or related to my program area.
2. I will demonstrate the utmost respect for every facility occupied by Youth and Government. This will include no food or drink except in areas specifically designated by the Youth and Government Program. I further agree to specific facility standards which will be outlined at the Pre-Legs (held November 1 or 2 2019, and December 6 or 7, 2019) and the Springfield Assembly (February 28 – March 1, 2020), and that misuse of facilities will result in suspension just as any other rule violation.
3. Since smoking/vaping is banned for all high school delegates, I will respect their smoking/vaping ban, refraining from smoking/vaping in their presence, in non-smoking hotel rooms, and at all official Youth and Government sessions/meetings, including the banquet.
4. At the Springfield Assembly, no gum will be allowed on Saturday or Sunday, with the exception of the Stratton cafeteria, outdoors, or during free time at the hotels.
5. During the Springfield weekend, I will be in my own room by 2:00 a.m.
6. I will at no time be in an unauthorized room -- any room privately obtained through the hotel -- nor will I permit any unauthorized persons (persons not registered as Youth and Government delegates) in my room. If, during the Springfield weekend, I have occasion to visit the room of or be visited by a member of the opposite sex, I will at all times conduct myself in a responsible manner.
7. At no time will I ever enter the room of a high school participant. Nor will I allow the entrance of any Youth and Government high school participant into my room.
8. At no time will I ever be alone nor out of the "public eye" with a student.
9. At no Youth and Government function will I use or possess any alcoholic beverages, illicit drugs, or weapons, nor will I participate in any gambling activities.
10. I will not leave or return to the hotel at any time except when I am scheduled to without express approval of a member of the Board of Directors, President, College Staff Advisor, or other Advisor.
11. I will conform to the same Dress Code as Delegates, Advisors and Advisory Staff.
12. I will assume financial responsibility for any damage to property which I may cause.
13. I understand that all fees are non-refundable. In the case of extenuating circumstances, payment may be refunded by action of the Board of Directors based upon written request.
14. I understand that the penalty for violating this Code of Conduct or any additional rules that the Board of Directors, College Staff Advisor, or Executive Director may establish, may be termination of College Staff status as well as dismissal from the Assembly (or whatever portion of the program occurring at the time of my infraction.)
15. I understand that being accepted to serve as a member of the College Staff is contingent upon signing a release form for a criminal background check, as well as the successful completion of said check.

I have reviewed the Advisor Guidelines in the Manual and this Advisor/Adult Code of Conduct. I understand that my affiliation with the Youth and Government Program may be terminated by the Board of Directors of the program if I am found to be in violation of any of these expectations.

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\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PHOTO & VIDEO/AUDIO RECORDING RELEASE**

Illinois YMCA Youth and Government utilizes photographic images in a variety of communication mediums. Your permission is requested to allow for the potential use of your image in various print and multi-media formats. Images may be used to promote and provide education about the Youth and Government program, for grant writing and other fund-raising activities, advertising or for any other purpose consistent with the Mission of the Illinois YMCA Youth and Government program. At no time or under any circumstance will your personal information be used or disclosed without additional and specific permission from you. Please sign below as your acceptance of this release.

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\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**BACKGROUND CHECK RELEASE WAIVER**

I authorize Illinois YMCA Youth and Government and their background check company to retrieve information from all government agencies, companies, corporations, law enforcement agencies at the federal, state or county level, relating to my past activities; and, I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, residential, litigation, personal history, driving records, and criminal history records. I understand that Youth and Government will not do a credit check. I understand some or all of this information may be transmitted electronically and authorize such transmission. I agree to complete the background check online when notified to do so from either the Youth & Government office or their background check company.

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\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature