



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**DEMOCRACY MUST
BE LEARNED BY
EACH GENERATION**

**Program Volunteer
Handbook**



2022-2023



VOLUNTEER EXPECTATIONS

WELCOME TO ILLINOIS YMCA YOUTH AND GOVERNMENT!

Thank you for your interest in volunteering with us! Our goal is to provide you with a rewarding experiences as you engage with the participants in our program, both student and adult. Below is outlined what to expect from your volunteer experience with us, and what we will expect from you.

Volunteering with Youth and Government you can expect to:

- Have fun!
- Meet some awesome kids and see what our future leaders can do!
- Learn why Youth and Government is important, and the impact it can have on students and communities.
- Leave with the good feeling that you are helping shape our future leaders and engaged citizens.

OVERVIEW OF ILLINOIS YMCA YOUTH AND GOVERNMENT AND THE YMCA

Illinois YMCA Youth and Government is a chartered YMCA, meaning we are a stand-alone YMCA, not part of another YMCA or Y association. The following is a brief explanation of the purpose and cause of the YMCA movement, and the history of Youth and Government.

The Focus of the YMCA

Youth Development

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people in neighborhoods around the nation are taking a greater interest in learning and making smarter life choices. At the Y, children and teens learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living

Being healthy means more than simply being physically active. It's about maintaining a balanced spirit, mind and body. The Y is a place where you can work toward that balance by challenging yourself to learn a new skill or hobby, fostering connections with friends through our lifelong learning programs, or bringing your loved ones closer together through our many family-centered activities. At the Y, it's not about the activity you choose as much as it is about the benefits of living healthier on the inside as well as the outside.



Social Responsibility

The generosity of others is at the core of the Y's existence as a nonprofit. It is only through the support of our hundreds of thousands of volunteers and public and private donors that we are able to support and give back to the communities we engage.

How We Show Up

There is no organization quite like the Y, and it's essential that all of our communications convey this. Our "voice" is the distinctive tone, manner and style in which we communicate—in person and in writing. Applying our voice effectively means choosing the words, tone and design that reflect the five attributes below. These attributes describe how we Youth and Government also work with our participants, both students and adults.

Welcoming

We are open to all. We are a place where you can be, belong and become.

Nurturing

We're with you in your journey to develop your full potential

Genuine

We value who you are and encourage you to be true to yourself and others.

Hopeful

We believe in you and your ability to be a catalyst for good in the world

Determined

Above all else, we are on a relentless quest to make our community stronger beginning with you.

To learn more about the Y movement: go to [the Y : YMCA of the USA](http://theY.org).

To learn more about the Ys in Illinois and the IL State Alliance of YMCAs, go to: www.illinoisymcas.org.

HISTORY OF YOUTH AND GOVERNMENT

A national program organized in 1936, YMCA Youth and Government began as an opportunity for youth leaders to come together to discuss and debate real legislative issues in states across the country. Today there are Youth and Government programs in 38 states and Washington DC. When proposed to Illinois politicians in 1950, Governor Adlai Stevenson praised the initiative and shared his sentiment that the program is, "...an ideal foundation for citizenship training...predicated on the sound proposition that experience is the best teacher." It is the immersion of students in the governmental process that continues to inspire delegates and fulfills Youth and Government's motto that, "*Democracy Must Be Learned by Each Generation.*"



Throughout its first fifty-five years, Illinois YMCA Youth and Government operated through various local YMCAs in the state, splitting its Executive Director position with that of a local organization in order to share the salary of the staff. After a restructuring in the early 2000s, the program filed incorporation papers to become a stand-alone non-profit organization in 2003 known as Illinois YMCA Youth and Government, Inc. In 2007, Illinois YMCA Youth and Government Inc. was granted membership status by the YMCA of the USA and received an official charter as a non-facility Y. Illinois YMCA Youth and Government, Inc. moved its headquarters from Champaign to Villa Park in July of 2009 and to Downers Grove in June of 2015.

When organizing the initial Illinois Youth and Government General Assembly in 1950, founders Douglas Monahan and Colonel Pete Duran laid the groundwork as they had in other states, but largely patterned the program after the legislative processes and procedures in Illinois. Monahan, a national YMCA leader, and Duran, organizer of the first delegation in New York, ultimately focused upon the creation of a program that adhered to the reality of Illinois government and allowed the youth to experience the finest learning a few months could provide. The vision of the program's founders is still evident in the current structure of Youth and Government, as six months of pre-legislative business prepares delegates for the General Assembly weekend at the Springfield capitol.

After many years of success with the Legislative proceedings, Youth and Government added the Judicial Program in 1974-75. By the late 1980's and early 1990's the Lobbyists, Video Press and Newspaper Press became integral parts of the organization. Under the guidance of co-founder, Douglas Monahan, the program thrived in its early years and has continued its success under subsequent Executive Directors including: Brad Bransky (1972-75), Allen Moore (1975-2009), Deb Allen (2009-2014) and Sean Nelson (2015-). Kristin Miller served as Interim Executive Director between the terms of Deb Allen and Sean Nelson.

More than six decades later, the words that Adali Stevenson penned about Youth and Government in the foreword of the first Billbook remain true: "It recognizes that youth - alert, conscientious, educated - can lead the way to better government and to the realization of all our high hopes for the future."



ORGANIZATIONAL PROFILE

Our Mission: To provide the youth of Illinois with an immersive educational experience to inspire and promote life-long leadership, ethics, responsible citizenship, and self-confidence through participation in a unique model state government program.

Our Motto: Democracy must be learned by each generation.

Our Values:

- **Caring** - we demonstrate a sincere concern for others, for their needs and wellbeing.
- **Honesty** - we tell the truth and demonstrate reliability and trustworthiness.
- **Respect** - we treat others as we would want to be treated and value the worth of every person.
- **Responsibility** - we do what is right and are accountable for our choices and actions.

Our Voice: Determined, Genuine, Welcoming, Hopeful, Nurturing

We serve: The youth of Illinois



DATES OF EVENTS

Pre-Legislative Sessions (Pre-Leg) Each group of students and their sponsors, our delegations and their advisors whether school-based or Y-based attends one session in November and one in December, depending on their location in the state. The sessions run about 4 hours each.

Pre-Leg I – locations tentative

- November 4th, Region 1 – @Neuqua Valley High School, Naperville; Region 3 @Williamsville High School; Region 4 @Sesser-Valier High School, Sesser
- November 12th, Region 2 @Harold Richards High School, Oak Lawn

Pre-Leg II – location tentative

- December 3rd, Section 2 (Region 2) @Victor J Andrew High School, Tinley Park; Section 3 (Region 3 and 4) @Belleville West High School, Belleville
- December 9th – Section 1 Region 1 @Lake Park High School, West Campus

Pre-Leg III – virtual and statewide

TBD Late February/Early March

Springfield Assembly

- March 17-19, 2023, Springfield

The Springfield Assembly is at least two nights, staying at the Crowne Plaza or Holiday Inn Express. We provide the rooms and a few meals for our program volunteers.

OVERVIEW OF THE PROGRAM

If you are willing and able to come assist at a Pre-Leg or Assembly, that is wonderful. The following is an overview of Pre-Legislative Sessions and the Springfield Assembly:

Pre-Legislative Sessions: The Pre-Legislative Sessions are held in various locations throughout the state; they are referred to in different ways, but formally Pre-Legislative Regional Session I and Pre-Legislative Sectional Session II, or informally as Pre-Leg (pronounced 'ledge') I and Pre-Leg II. It is at these sessions where the students begin to work on the projects they will present in Springfield at the March assembly

- Legislators bring in bills that they have written, and are separated into committees, where each bill is discussed.
- Lobbyists meet and review duties of lobbyists, and turn in research regarding organizations they would like to represent and why.
- Legislative Assistants meet and review their duties regarding elections, run for administrative offices, and begin to learn how to create a proposal for the State Issues Forum.
- Judicial students meet to review the trial process, and begin to review cases for work on an appellant brief and argument.
- Press students begin work on newspaper and video stories by reviewing bills, interviewing students.

The state is divided into four Regions for the first session, and three Sections for the second section.

At the first Pre-Legislative session, students who have declared their candidacy for office will give speeches; primary elections will be held in each location of the state at the second Pre-Legislative session to determine who will run for state-wide offices at the Springfield Assembly in March. We have the equivalent of the executive branch of the Illinois government elected – Governor, Chief Justice, Lt. Governor, Secretary of State, Speaker of the House, President of the Senate, along with the head of our lobbyists, Executive Director of Lobbyists, and supporting offices.

Before Springfield Assembly:

In January, the students send in their final work product to the Youth and Government office, which compiles all of it to put into what we call the Billbook – it contains: pictures of candidates, delegation rosters, bills, lobbyist information, legislative assistant proposals, judicial docket times for oral arguments, schedules, maps. They spend the time before the Assembly working on arguments, speeches, presentations and proposals that will be given in Springfield.

There will also be a virtual Pre-Legislative Session III, during which students will receive last trainings, information and participate with the Candidate Forum before convening in Springfield in March.

Springfield Assembly: All participants come to Springfield for a three day Assembly. We stay at the Crowne Plaza/Holiday Inn Express in Springfield, and utilize meeting space at the hotel on Friday, and go to the State Capitol Complex on Saturday and Sunday, using the House/Senate Chambers and Committee Rooms, Supreme Court room, and the Governor's office.

- Legislators attend committee sessions and argue for their bill to make it to the House or Senate floor, where if it passes, it goes to the Youth Governor for signing.
- Lobbyists attend committees and lobby for passage of certain bills based on their selected organization.

- Legislative Assistants attend a State Issues Forum, and present proposals on topics pertinent to the state.
- Judicial students present oral appellate oral arguments and Clerk Bailiffs participate in the Clerk-Bailiff Forum.
- Press students compile three editions of a newspaper, and two editions of a broadcast news show.

VOLUNTEER RESPONSIBILITIES

We can't deliver this program without the help of volunteers, so thank you so much! The following is a list of duties and their responsibilities that we assign our volunteers to during our events, whether Pre-Leg or the Assembly. Please note this is just an overview of some of the areas we ask for help with, and the responsibilities of each. More details and procedures will be given at the event.

Pre-Legs

- **Committee Adult Advisor:** One or two adults will be assigned to a committee. There will also be two-three student committee chairs, who are running to be selected to be committee chairs down in Springfield (elections at Pre-Leg 2). The adults supervise decorum, keep the committee chairs running the meetings as smoothly as possible, help or find help with any parliamentary questions.
- **Lobbyist Training:** An adult oversees an explanation of what a lobbyist does in real life, and what a lobbyist's work will be in Youth and Government.
- **LA Training:** Adults oversee explanation of an overview of the program, election procedures, what to expect in Springfield, and advise State Issue Forum proposals.
- **Judicial Training:** Adults provide an overview of the trial and appellate system, discuss cases and materials and provide instruction on the writing of a bench memo.
- **Parliamentary Procedure Training:** Adults conduct role play to help with understanding parliamentary procedure, as well as detailed explanation of what to do in committee and in chambers.
- **Media:** Our Media program will be going through some revisions this year, so there may be more volunteer opportunities. Currently students receive training on interviewing and writing journalism stories and producing a newscast.

Springfield Assembly

Each adult is assigned to a specific location and time during the weekend. The following is an overview of the locations and responsibilities; each has more detailed information you will receive during training and informational meetings on Friday of the Springfield Assembly.

Launch Meeting for Advisors and Program Volunteers on Friday afternoon

Each adult attends this meeting on Friday to receive overview of procedures, information, recognition awards for service and to get the weekend started off on a good note. This meeting will be somewhat shorter in person as there will be virtual training sessions before assembly.

Curfew

Adults assist with room checks at curfew, as well as keep an eye out for inappropriate activities and alert the appropriate coordinators (contact information will be given in Springfield). Please note that in all situations, we adhere to Y standards of adult/minor supervision and contact.

Areas of Supervision at Springfield Assembly

Committee Adult Advisor: One or two adults will be assigned to a committee. There will also be one or two student committee chairs. The adults supervise decorum, keep the committee chairs running the meetings as smoothly as possible, help or find help with any parliamentary questions.

Chamber Chairs: Because of the size of the program, we separate our legislative students into three legislature colors – blue, gray, orange. The billbook is separated into those three colors, and nametags are also color coded so students and adults know what role students are. For each color, chamber chairs are assigned: two each for the House and the Senate for each of the three legislatures, with one Chair overseeing both. The chamber chairs act as a contact person with issues during that chamber session, make sure that all of the assigned personnel are on duty, and keep decorum.

Chamber Floor: If you are assigned to the floor, you will be assigned to either the House or Senate chambers located on the third floor of the capitol. During your shift, you will walk the chamber during your session. Duties include assuring that students do not interfere with the desks (in the house we are able to use the microphones, but no voting buttons; in the senate, most desks are locked), change chairs around, be disruptive, lean back on chairs, and have no gum or food/drink in the chambers. You'll help with students coming in and dismissal, as well as checking the desks before and after each session for any damage. All students and adults need to be in professional business dress in order to be on the floor of the chambers. More details and procedures will be given on arrival in Springfield.

Gallery: If you are assigned to the gallery, you will be assigned to either the House or Senate gallery, located on the fourth floor of the Capitol. The galleries are the areas where members of the public can observe legislative proceedings. The purpose of this supervision is to ensure proper behavior in these areas. Gallery duty will involve supervision between sessions as well as during legislative sessions. You will also assist the chamber floor security personnel in "sweeping" the entire room (floor and gallery) before the next session begins. More details and procedures will be given on arrival in Springfield.

Note: For the next 3 years, the Senate Chamber and Gallery will be under renovation. We will be housing the Senate in Room 212, Second Floor of the Capitol.

Rotunda: The specific purpose of this position is the supervision of students and to make sure that the students behave in a respectful manner in the rotunda area of the capitol, which is the round open middle section of the capitol building; there are three floors, and adults will be assigned to one floor during a shift. Please remind students that we are guests of the Capitol, and their behavior should reflect as much. In addition to general supervision, you are asked to make sure that no one sits or lies on the floor or on the steps. Send anyone who needs to sit down to the South Hall, where tables and chairs are set up for our use, or the Stratton Cafeteria. Check restrooms frequently and straighten up as needed. Be prepared to answer questions about times and locations of scheduled events as well as give directions. More details and procedures will be given upon arrival in Springfield.

Cafeteria: At the current time, we do not believe that we will have any cafeteria access.

Saturday Night: College staff oversee the games that are provided for the participants. Adults are asked to monitor hotel floors and doors.

Transportation: Adults are asked to assist in overseeing the boarding of shuttles to the Capitol and other areas during the weekend, in the morning and in the afternoon when returning to the hotel.

Security and Facilities: Adults are asked to monitor and sweep the areas of the Capitol that we have supervision assigned to make sure things are running smoothly, and check areas that are off limits to students.

The following is a list of more detailed expectations for the actions of adults in Springfield. This information is also available in the billbooks (which will be available in digital form for everyone) and on the registration forms.

Conduct

Illinois YMCA Youth and Government is privileged to be able to use schools for our Pre-Legs, and the Crowne Plaza and the Chambers and Capitol Complex for our Assembly. It is of the utmost importance to respect the staff, facilities, advisors and other participants while in attendance at Youth and Government events. Everyone is accountable for their own actions; remember those actions reflect on not just the individual, but the delegation and the program as a whole. Each of our participants sign a Code of Conduct, and is held accountable to that Code.

To promote safety and comfort for all, all individuals are asked to act appropriately at all times when participating in Youth and Government. We expect participants to act maturely, to behave responsibly, and to respect the rights and dignity of others. The actions listed below are not an all-inclusive list of behaviors considered inappropriate in this program and which will not be tolerated.

- Angry or vulgar language including swearing, name-calling or shouting.
- Physical contact with another person in any angry or threatening manner.
- Any demonstration of sexual activity or sexual contact with another person.
- Harassment or intimidation by words, gestures, body language or any other menacing behavior.
- Not demonstrating YMCA values of caring, respect, honesty, and responsibility

Each participant at the YMCA has a right to: participate in a safe and welcoming space, be treated with respect, receive the help and support of caring adults.

Rules for the Illinois YMCA Youth and Government Assembly

1. Federal, State, County, and City laws must be observed.
2. Participants (adults, college staff, and students) must attend all meetings/functions and/or activities (including Saturday evening) and perform all duties required.
3. All of the facilities which the Illinois YMCA Youth and Government participants are using are unique, often historical, and in most cases are not open to the general public or other organizations serving large groups of high school students.
4. Youth and Government badges must be displayed at all times whenever students are outside their hotel rooms. Failure to wear the badge will mean loss of participation.
5. The utmost respect must be accorded to all participants (student, advisors and volunteers) hotel and state employees. Further, hotel guests, capitol area visitors and/or tour groups must be similarly afforded the same courtesy and respect. Bullying, harassment (physical, verbal, cyber) will not be tolerated.
6. Students are not permitted to smoke anytime during the weekend. This includes all time spent in Springfield, as well as traveling to and from Springfield. Adults and College Staff may not

- smoke at any scheduled meeting, function or event, on shuttle buses, inside any state-owned facility, in non-smoking hotel rooms, nor in the presence of any student.
7. Use or possession of illicit drugs or weapons is not permitted. The use of alcoholic beverages is banned for all students, College Staff, advisors and adult volunteers.
 8. No food or drink is permitted at the hotel during any committee meeting, training, or opening session. In addition, no food or drink is permitted in any state-owned facility except for the cafeteria in the lower level of the Stratton Building.
 9. Chewing gum is not permitted at the hotels during scheduled meetings, on the shuttle buses, or anywhere inside state-owned facilities (except for the Stratton cafeteria). At any time when gum chewing is permitted, proper disposal is required.
 10. Please observe curfew and adhere to all other printed times as stated in the Schedule or communicated by Youth and Government authorities.
 11. Students who visit the room of, or are visited in a room by a member of the opposite gender (provided this has not been excluded by their advisor) will at all times conduct themselves in a positive respectful manner. College Staff members are not permitted to enter a student's room, nor are students permitted in a College Staff room. Additionally, no one is permitted to enter a non-Youth and Government hotel room.

Rules for the Capitol Complex

1. All participants will be subject to search and must pass through metal detectors before entering most state-owned facilities. Participants are strongly encouraged not to bring backpacks or briefcases. Participants should also be prepared to provide photo identification, in addition to wearing their Youth and Government badges, and sign in and out of state-owned facilities. Compliance is mandatory and **everyone's attitude must be respectful and courteous**. Failure will likely mean suspension from the program and prosecution.
2. Participants are permitted in only those areas for which approval has been granted to Illinois YMCA Youth and Government. This means direct access only to committees, courts, legislative chambers, galleries, rooms designated as program headquarters, and restrooms off major hallways. All other side hallways, offices, meeting rooms, and restrooms are off limits, including those restrooms directly off the chamber. In addition, at the Capitol, no one may go above the fourth floor, in the side aisles off the chambers, behind the chambers, and/or wander in the lower level.

Dress Code

Youth and Government has a dress code that we ask all participants to adhere to:

- Pre-Legislative Sessions – business casual – no jeans or tennis shoes please!
- Springfield Assembly
 - Friday – Business casual
 - Saturday and Sunday – Professional Business dress; suit/jacket/dress pants/dress shirt/ties for males; dresses/skirts/dress pants for females
 - Saturday evening – casual dress

Disciplinary Action

The Code of Conduct, rules, and Dress Code are considered binding for all participants. The adult role is one of imparting information, counseling, encouraging students, and making sure that all students conform to the signed Code of Conduct. If rules of conduct are violated, disciplinary measures will be

administered by the CEO or designated representative. Various disciplinary actions may include expulsion and/or suspension from Youth and Government and notification of parent(s). In some cases, local authorities may be notified with prosecution probable. In cases of expulsion from the program, students are sent home at their own expense.

Text of the Adult Code of Conduct, both for in-person and virtual events follow on the next three pages.

ADULT PARTICIPANT Code of Conduct

As an adult participant in the Illinois YMCA Youth and Government Program, I realize that such a privilege involves certain responsibilities. I hereby agree to conduct myself according to the following standards for any **in-person** events for this year:

1. I will be present in all program areas/responsibilities assigned for local delegation meetings, training, Pre-Legislative Regional Session 1 to be held November 4 or November 12, 2022 (depending on my location in the state) and Pre-Legislative Sectional Session 2 to be held December 3 or December 9, 2022 (depending on my location in the state), and the Springfield Assembly to be held March 17-19, 2023.
2. I understand that my role is not only that of an educator in the democratic process, but also to foster values and training in the respect for diversity and self-esteem.
3. I understand that respect involves the use of appropriate language: Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited.
4. I understand that Youth and Government strives provide a safe emotional and physical space and welcoming environment by providing and exhibiting the following: Respect others' cultures and personal way of being; encourage participants to honor diversity in all dimensions and respect opinions or perspectives; and all forms of bullying, discrimination and racism will not be tolerated.
5. I understand that adults shall not abuse children, including: physical abuse, verbal abuse, sexual abuse or harassment, mental abuse, and neglect.
6. I will serve as a role model in the demonstration of respect for every facility occupied by Youth and Government for Pre-Legislative Sessions and Assembly. This will include no smoking/vaping/other use of tobacco or food or drink except in areas specifically designated by the Youth and Government Program. I will also demonstrate utmost respect for the student smoking ban as described in of "Expectations of Adult participants" in the Delegation Advisor Manual or Volunteer Handbook.
7. I understand that I will be assigned to various duties of supervision during the Assembly weekend and will fulfill those responsibilities as assigned. I also understand that I may be assigned to various duties during Pre-Leg events.
8. As an adult participant, I will receive virtual training before Pre-Leg and Assembly, as well as other training pertinent to my exact role at an event.
9. At the Springfield Assembly, I will not chew gum on Saturday or Sunday except for outdoors, or during free, unscheduled time at the hotels.
10. At no Youth and Government function with students present will I use or possess any alcoholic beverages, tobacco, illicit drugs, abuse or misuse prescription drugs, or weapons, nor will I participate in any gambling activities.
11. I will conform to the same dress code (available on the website under Students tab) as the students for all Pre-Leg and Assembly Activities.
12. I will assume financial and legal responsibility for any damage to property which I may cause.
13. I will take a cell phone to the Springfield Assembly and make the number for that phone available to Youth and Government staff.
14. I understand that serving as an adult participant is contingent upon signing a release form for a criminal background check, as well as the successful completion of said check.
15. *If I am an advisor with a delegation*, our delegation advisors will be accessible and in close proximity to our students whenever possible at Youth and Government events. I further understand that this rule includes all times at the Springfield Assembly – especially Saturday evening before, during, and after the Saturday evening entertainment, at which time I will either be at an assigned duty or assisting with the safety, security, and supervision of the participants.
16. *If I am an advisor with a delegation*, I understand that all fees are non-refundable. In the case of extenuating circumstances, a portion of the second payment may be refunded by action of the Board of Directors based upon written request.
17. Further, I understand that the penalty for violating this Code of Conduct, for contravening the purpose/mission of the YMCA, or for neglecting to assist with supervision as assigned, may be cause for suspension or expulsion from the Illinois YMCA Youth and Government Program. *If I am an advisor with a delegation*, the Authorizing Entity for my delegation will also be contacted.
18. I will abide by all policies and procedures adopted by YMCA Youth and Government, as well as take all actions and perform duties and obligations as directed by YMCA personnel.

If I am an advisor with a delegation, I have reviewed the Expectations of Advisors in the Delegation Advisor Manual and this Adult Code of Conduct; if I am not a delegation advisor, I have received information about the expectations of volunteers and the Volunteer Handbook, and reviewed this 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.

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.

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.

VIRTUAL CODE OF CONDUCT

These requirements also serve as an extension and supplement to any codes of conduct students and participants agree to abide by for any Illinois YMCA Youth and Government virtual event.

1. Appropriate Video Call Etiquette:
 - When registering/signing-in for any video call or meeting, please use your First Name, Last Name & Delegation (not a random username), or if not associated with a delegation, what role you are. For national events also use your state abbreviation in parentheses. Example: Claire Martin (Neuqua Valley) or Claire Martin (IL). This helps us to ensure the privacy of our meetings.
 - Find a quiet area and call-in at the scheduled time so you can be fully present. If possible, we ask that all participants have their video function on so that we can see and hear you.
 - Do your best to keep background noise or distractions to a minimum.
 - Do not take your phone or computer to the bathroom.
 - When speaking, please start by saying your name and delegation.
 - Photos and videos of others without their express consent is prohibited.

2. Appropriate attire: Appropriate attire must be worn at all times. Clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in school or other YMCA program is not allowed. Appropriate tops and bottoms must be worn.
3. Appropriate language: Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited. When communicating in the chat box, please do not send links or information that is not aligned with our YMCA values.
4. Creating a welcoming environment: Respect others' cultures and personal way of being. We strive to create a safe emotional and physical space. We encourage participants to honor diversity in all dimensions and respect opinions or perspectives. The YMCA stands up against all forms of bullying, discrimination and racism.
5. Appropriate conduct: Any other conduct of an inappropriate, threatening or offensive nature will be investigated/evaluated by Youth and Government leadership.
6. Alcohol, Tobacco and Drugs: The use of alcohol, tobacco, and drugs (including e-cigs/ tobacco-like products) is not permitted in or outside of ALL virtual calls. Participants that show in the background, obtain, make references to or use any of these items during the virtual calls will be removed from the meeting and removed from future virtual and in-person events. Law enforcement may be involved if necessary.
7. Your permission is requested to allow for the potential use of your image in various print and multi-media formats, as well as permitting Y&G to photo/record the virtual proceedings. Images or recordings 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.
8. As an adult participant, I will receive virtual training for events, as well as other training pertinent to my exact role at an event.

If a member, participant or guest feels uncomfortable in confronting someone directly about offensive behavior or other issues that are in violation of this code of conduct, we ask that you please report the behavior or issue to the Youth and Government office to be addressed by Youth and Government staff.

To create and maintain a space that embodies our core values, Illinois YMCA Youth and Government is serious about being clear regarding activities that are not allowed. If you violate this code of conduct, consequences can include termination of program privileges, and involvement of appropriate legal authority. ILYG reserves the right to make situational decisions based on our policies, mission and values.

All adult participants must submit their digital signature agreeing to the entirety of the in-person and virtual codes prior to participating in any ILYG programming through their program registration.

WRAP UP

We hope that this gives you a good overview of what goes on with Youth and Government! To get signed up, please check out the following:

- **Register!** We need to get your contact information – you will receive an email with a link for registration, or you can go to www.ilymcayg.org to the Registration tab, Advisor and Volunteer tab. A section of the registration will ask what area of the program you are willing to work with to help us do assignments for Pre-Legs and Assembly.
- **Code of Conduct** – Each adult is asked to sign a code of conduct agreeing to certain actions during the weekend. We need to be good role models for the students. A copy will be sent to you via email, or a copy is available at www.ilymcayg.org to the Registration tab. Please sign and send via email, fax or mail to the Youth and Gov. office. If you are with a delegation, please just give to the Head Advisor to send in.
- **Basecamp** – we use the platform Basecamp for groups to get information, have documents handy and can ask questions and offer suggestions to each other and the Youth and Gov. office. After you register, you will receive an invite to join the Basecamp group for our volunteers.
- **Remind 101** – we have been using Remind 101 for communications between advisors and students for a few years now, and are expanding to groups of volunteers. It is a text messaging system for groups, and we will be using it in Springfield for reminders as well as updates or announcements. Please text 81010 to @iygvol to be added to the group.
- **Background Check** - We have to do a background check on everyone over the age of 18 for felonies and sexual offenses. We do the check online, and will send information in January or early February.

Thank you so much again for volunteering with Youth and Government! You will help us complete our mission of ensuring that “democracy must be learned by each generation” and create engaged citizens and leaders for today and tomorrow.