



YMCA Texas Youth and Government Adult Code of Conduct

By virtue of my involvement with YMCA Texas Youth and Government as a club advisor, YMCA staff member, adult volunteer, and/or college staff member, I agree to the following standards of conduct:

- 1) I will enforce the Student Code of Conduct at all times when attending YMCA Texas Youth and Government programs. I will review the Student Code of Conduct with my students before State Conference.
- 2) I will model the YMCA core values of respect, responsibility, caring, and honesty and maintain an expectation that students share these values, treating them accordingly.
- 3) When at State Conferences, I will immediately report all violations of the Student Code of Conduct to YG Security.
- 4) I will never talk with a student one-on-one in a private setting. This includes providing a single student with transportation.
- 5) When at State Conferences, I will participate in all assigned volunteer shifts and be present in assigned program areas at designated times.
- 6) I will attend all mandatory adult training sessions and meetings, including my District's advisor training and mandatory adult meetings at State Conferences.
- 7) I will not allow a student in my club to travel to State Conference until I am sure that student has fully registered for the program. Full registration includes complete parental authorization.
- 8) I will not share sleeping accommodations with students (the State Office may approve exceptions).
- 9) I will maintain proper adult decorum. This includes refraining from the use of profanity.
- 10) I will never possess or use alcohol or non-medically necessary drugs at any YMCA Texas Youth and Government program. I will refrain from the use of tobacco products and e-cigarettes/juuls/vaping devices while in the presence of YMCA Texas Youth and Government participants and their parents.
- 11) I will treat students with respect and consideration regardless of their race, religion, gender, sexuality, culture, socioeconomic background, disability, and other identity characteristics.
- 12) I will wear appropriate dress at all times, including professional dress when YMCA Texas Youth and Government students are in business attire.
- 13) I will not engage in intimate displays of affection when in the presence of YMCA Texas Youth and Government participants, their parents, and other adult volunteers.
- 14) I will not attend YMCA Texas Youth and Government programming when I am experiencing a health condition that might adversely affect others such as fever or contagious disease.
- 15) I will maintain appropriate boundaries in my relationships with teen participants, abstaining from fraternizing with them outside YMCA Texas Youth and Government programming and other classes/extracurricular activities.
- 16) I will never physically abuse (e.g. strike, slap), verbally abuse (e.g. humiliate, threaten), or sexually abuse (e.g. inappropriate touch or comments) any student. I understand that the State Office will report this unacceptable behavior to appropriate regulatory and law enforcement agencies.
- 17) I understand that I should remain on the premises at State Conference and will not leave premises for any reason without a supervisory plan and approval from YMCA Youth and Government staff.

I have reviewed the above standards of conduct and agree to abide by them. I understand that YMCA Texas Youth and Government may terminate my affiliation with the program if I am found to be in violation of any provision of this Code of Conduct.

Signature

Printed Name

Date



YMCA Texas Youth and Government Club Advisor Responsibilities

Each Youth and Government club must have a club advisor in order to participate. YMCA Texas Youth and Government policy requires that clubs have one advisor for every ten student participants. The advisor's enthusiasm, compassionate interactions with students, and group facilitation abilities are more important than initial knowledge of government.

General Duties:

1. Model the YMCA core values of respect, responsibility, caring, and honesty and maintain an expectation that students share these values, treating them accordingly.
2. Read the Delegation Handbook and advisor materials available on the Texas Youth and Government online Resource Portal.
3. Read all communications from Y staff liaison, District Director, and State Office and communicate with students about deadlines, trainings, and other opportunities (e.g. appointed positions, CONA).
4. Enlist volunteers to aid in running your Youth and Government club. Example volunteers include lawyers, teachers, and alumni.
5. Promote the program everywhere and in every way! Recruit students at school club fairs, get recommendations from other teachers, and host parent meetings to inform them about the program.
6. Help club members choose the section of Youth and Government in which they wish to participate.
7. Organize and facilitate club meetings in partnership with student leaders, as this is a youth-led program. The State Office has developed an eight-lesson curriculum for all program sections to assist with this duty.
8. Register your club online.
9. Ensure that you and all your students register for the program. Assist students and parents with online or paper registration and parental authorization processes.
10. Complete all necessary volunteer items for your local YMCA association, including Criminal Background Check if requested.
11. Assist students with fundraising for District and State Conferences.
12. Be ready to ask for help to answer questions.
13. Comply with the Adult Code of Conduct of this program and your local YMCA association.
14. Attend all required advisor trainings and other adult meetings as well as student trainings to help the YMCA adhere to our 1:10 adult: youth participant ratio.

General Duties at the District Level:

1. Ensure your students are registered for District Conference and have paid fees to the District Director on time.
2. Ensure students are prepared for District Conference. Judicial students should be ready to present their cases. Legislative bills, State Affairs Forum proposals, Media assignments, and Appellate briefs should be submitted on time and following the proper form. Chair and clerk teams and judicial judges should have practiced presiding during a club meeting.
3. Ensure students interested in running for office submit the candidate application by the deadline.
4. Adhere to dress code and ensure students do the same. Bring dress code concerns about students NOT in your club to District Director first.
5. Plan to have a parents' meeting shortly before District Conference to give parents information about the conference and visitor policies, and peace of mind.
6. Arrive at District Conference on time and assist students with checking in and getting to opening session upon arrival.
7. Be engaged in the conference in a volunteer duty or supervisory role. If asked, register in advance for District Conference volunteer duty. We need and expect advisors not to engage in activities other than the District Conference for the day.
8. Familiarize yourself with the District Conference schedule. Look for a "lost" expression on any student's face and help or find someone to help.
9. If you are a new advisor, visit as many sections as you can, see what's going on, and be available to give advice to your students. Ask questions of more experienced advisors as needed.



10. If you have been asked to be a Section Leader at District Conference, keep in close contact with District Director prior to that date to learn duties.

Duties before the State Conference:

1. Help select students that attended District Conference to fill your State Conference allocations.
2. Work with your District Directors as they develop the rooming list and make transportation arrangements. Read all related communications and respond promptly.
3. Ensure all registrations, fees, and revised documents are submitted on time.
4. Check in with students' teachers about grades that may disqualify students from participating in State Conference. Communicate any needed substitutions to District Director.
5. Plan to have a parents' meeting shortly before State Conference to give parents information about the conference and visitor policies and peace of mind.
6. Discuss the Pre-Conference Handbook and Student Code of Conduct with club members before State Conference.
7. Plan ahead for your students' free time in Austin with reference to the State Conference schedule (e.g. where will you take them for dinner on your own if not provided by District.) Work with Y staff to plan any delegation dinners and make reservations.
8. Make arrangements to ensure your students can find you when at State Conference (e.g. club GroupMe).
9. Register for the minimum number of volunteer shifts required by the State Office.

Duties at the State Conference:

1. Register your club at the designated State Office registration location upon arrival.
2. Collect bill books, proposal books, brochures, and name badges during registration and distribute to your students. Please refrain from taking a bill or proposal book for yourself, as the State Office prints enough only for each student to have a copy.
3. Go over facilities maps and daily schedules with students. Note that each section has a different schedule. "Schedules at a glance" for each section are available in the conference brochure and on the Yapp. Know where your students will be and if they have any allergies or special needs that they may need help addressing. Work with Y staff liaison for help when needed.
4. Adhere to dress code and ensure students do the same. Bring dress code concerns about students NOT in your club to District Director first.
5. If you have volunteered to help with a specific section at the State Conference, meet or contact its Section Leader as soon as possible.
6. Attend the mandatory adult meeting on the first day of State Conference. If adults do not attend this meeting, their club will lose Premier Delegation eligibility.
7. Attend all volunteer shifts for which you registered.
8. Enforce curfews. Help monitor the hallways and other public areas of the hotel.
9. Ensure all students, regardless of whether they are in your club, adhere to the guidelines in the Pre-Conference Handbook, take care of all State Conference facilities, and respect all members of the public in attendance, hotel staff and guests, volunteers, and other YG participants. Please treat all students with respect and care and notify their adult advisor or conference staff if there is an issue.
10. When not volunteering or maintaining necessary 10:1 student-to-adult ratios, visit program sections and learn as much as you can.
11. Check hotel rooms, lost and found, and damages at check out.
12. Enjoy yourself!

I have reviewed the above responsibilities and agree to them.

Signature

Printed Name

Date