



Dear YMCA Colleague,

Enclosed is all the information and registration materials for the 37th Annual YMCA Northeast Leaders School, to be held at Silver Bay YMCA of the Adirondacks. Please pass the registration information on to the staff in your YMCA who is responsible for your Teen Leaders Club.

Important information to keep in mind when registering your Leaders:

1. Please follow the enclosed registration procedures and application process carefully as enrollment is limited and will be filled on a first come, first serve basis. School enrollment is limited to 200 teens.
2. We must stress the importance of registering your YMCA early. There is a possibility your teens may be closed out if we do not receive your information in a timely manner. Registrations will be accepted until the school is full. Space is limited to the first 200 teens.
3. Each YMCA is responsible for arranging transportation to and from Silver Bay. Many areas are coordinating buses for transportation. Please note that NELS does not arrange any transportation.
4. The Early Registration deadline is April 15, 2011. Please make sure your information is postmarked by that date.
5. Each YMCA is asked to screen their Leaders School participants. We count on you to make appropriate decisions about the ability of the teens at your YMCA to be ready for this Leaders School experience. Full and active participation is expected in all activities. We appreciate your help in this screening process. Please reinforce this information with the appropriate person in your Association.

On behalf of the YMCA Northeast Leaders School, I look forward to a great year and a very meaningful experience for the 200 teens we will serve. If you have any questions please feel free to contact me at (585) 341-3259 or at [steveh@rochesterymca.org](mailto:steveh@rochesterymca.org). I hope your YMCA will be represented.

Sincerely,

Steve Henshaw  
YMCA Northeast Leaders School Director

# 2012 YMCA Northeast Leaders School

## Registration Procedures

Leaders School supplements the work done by the local YMCAs and we believe it is important that individual YMCA's become involved in the registration process. This will enable leaders and YMCA staff to maintain contact throughout the procedure and permit registration to be handled in the most efficient manner. Please adhere to the following procedures:

1. Identify who should attend Leaders School. Leaders School has a very active and demanding schedule. There are a variety of activities scheduled from 6:00 AM – 11:00 PM. **All leaders are expected to participate in all activities.** When you recommend a teen to Leaders School, the following experiences can be used as a guideline for candidates:
  - o Good Physical health- Silver Bay is a camp setting with unpaved walking paths, hills, bumps and would not be suitable for any person in an unhealthy state.
  - o A current member of a YMCA Leaders Club
  - o Volunteering at your local YMCA
  - o Participate in more than one Leaders Rally
  - o Mature and self-motivated
  - o Ready to follow the guidelines of the school
2. Leaders must submit a complete and accurate application form. A YMCA Director, supporting their attendance at Leaders School and verifying accurate information, must sign the application form. The parent or guardian, listing complete medical insurance information, must sign the application and complete the informal conversation with their teen. You will need to make additional copies of these enclosed forms. Please keep the informal conversation on a separate sheet of paper.
3. The YMCA must submit a **certificate of insurance** that names the YMCA of Greater Rochester as the certificate holder from your local YMCA Association office, along with the accounting sheet listing each individual leader and the amount paid.
4. The YMCA must enclose one YMCA check for all registrations. Individual checks will not be accepted. Applications will not be accepted without full payment. Make checks payable to **YMCA of Greater Rochester. \$505.00 per leader, \$575.00 after April 15<sup>th</sup>, 2012. Payment plans and scholarships are available. Please do not send in your YMCA's registration until scholarships or payment plans have been approved. Registrations sent in without full payment will be returned.**
5. The Early Registration deadline is April 15, 2011. Please make sure your information is postmarked by that date.
6. Participants must be currently enrolled in the 7<sup>th</sup> through 12<sup>th</sup> grade in the 2011-12 school year.
7. Send all registration materials to:
  - Southeast Family YMCA
  - Attn: Steve Henshaw
  - 111 East Jefferson Rd.
  - Pittsford, NY 14534
8. **PLEASE NOTE: the following WILL NOT be accepted: partial payment, forms without appropriate signatures, application forms without payments, registration not accompanied by accounting sheet and applications or registrations not processed through a local YMCA. PO's or Check requests will not be accepted in place of a check. Please plan accordingly so your YMCA will not be late.**



# Leaders School Application

Full Name \_\_\_\_\_ Leaders name for Name Badge \_\_\_\_\_

( ) Male ( ) Female

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_ Zip Code \_\_\_\_\_ Phone ( ) \_\_\_\_\_ YMCA \_\_\_\_\_

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Current School Grade (2011-12) \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a member of a YMCA Leaders Club? ( ) Yes ( ) No If Yes, how long? \_\_\_\_\_

Have you attended Leaders School before? ( ) Yes ( ) No If Yes, how many times? \_\_\_\_\_

Are you a vegetarian? ( ) Yes ( ) No

Permission is granted to use my Photo for the school slide show and other promotional material for the school ( ) Yes ( ) NO

## **CHECK YOUR PHYSICAL ACTIVITY**

( ) Active (3-5 times a week) ( ) Moderate (2-4 times a week) ( ) Not Active at all

## **CHECK YOUR SWIMMING ABILITY**

( ) Non-swimmer ( ) Fair ( ) Good ( ) Excellent ( ) Certified Lifeguard

If you are a certified Lifeguard, would you like to guard Silver Bay Swim and Row? ( ) Yes ( ) No

*NOTE:* If you checked yes, please bring copies of the following certifications with you.

**Current Lifeguard Certification** **Current Two-Person CPR/AED**

**Current First-Aid**

**Current O2 Oxygen Administration**

## **PLEASE READ CAREFULLY AND SIGN:**

**I have read and signed the School Rules & Policies, which are being returned, with my application. I understand and believe in the Goals of the YMCA Northeast Leaders School and understand that this is an alcohol, tobacco and drug free school.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

YMCA Director (*print*) \_\_\_\_\_ Date \_\_\_\_\_

YMCA Director Signature \_\_\_\_\_ Date \_\_\_\_\_

# Health Certification and Sickness / Accident Waiver

Name (Last, First) \_\_\_\_\_ (Print)

**I give the YMCA Northeast Leaders School permission to give my teen:  
(Check below all that apply)**

( ) Tylenol

( ) Ibuprofen

( ) Ice Packs

To the best of my knowledge my daughter / son is healthy and free of disease. My daughter / son has my permission to take part in all activities at Leaders School, including sports and aquatics. I have listed below any physical problems that might limit her/his participation.

In case of emergency, permission is hereby granted for my child to be taken to a nearby hospital or physician by a Leaders School staff member and hospitalized if necessary. I also understand that medical services and medications are the responsibility of the parent and/or medical insurance.

Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_

Parent Name \_\_\_\_\_  
(PRINT)

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

EMERGENCY CONTACT (in case parent can not be reach) \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Relationship \_\_\_\_\_

## Medications (must be in original bottle)

Medication #1: \_\_\_\_\_

Time of day to be Administered: \_\_\_\_\_

Amount to be Administered: \_\_\_\_\_

Medication #2: \_\_\_\_\_

Time of day to be Administered: \_\_\_\_\_

Amount to be Administered: \_\_\_\_\_

Medication #3: \_\_\_\_\_

Time of day to be Administered: \_\_\_\_\_

Amount to be Administered: \_\_\_\_\_

## HEALTH & MEDICAL CONDITIONS

Please list any allergies, dietary restrictions or medical condition we should be aware of. If your child has an allergy or has a medical condition, please give us a step by step description as to how to help if an allergic reaction occurs or how we can minimize the risk of a reoccurrence of their medical condition.

Allergy/Medical Condition: \_\_\_\_\_

Description of Symptoms:

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Treatment:

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Allergy/Medical Condition: \_\_\_\_\_

Description of Symptoms:

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Treatment:

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Allergy/Medical Condition: \_\_\_\_\_

Description of Symptoms:

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Treatment:

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Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Leaders School Goals**

- To supplement the work of the local YMCA in training of its young people who have demonstrated leadership potential
- To offer a mentoring experience with volunteers and professionals to stimulate their continuing interest in the work of the YMCA
- To introduce methods of teaching and leadership skills, qualifying youth in turn to initiate training in their own YMCA
- To enhance leadership capabilities including teaching and performance skills in physical education, aquatics, specialty programs, character development and other areas of YMCA youth work
- To cultivate and strengthen Christian values
- To build human relations skills necessary to translate personal values into positive action
- To have fun

## **Leaders School Rules and Policies**

The Leaders School Management Team and the staff have adopted the following rules and policies to promote a healthy, safe, character-building, fun environment for the Leaders School community.

1. Silver Bay Association is a shared property and we expect each leader to adhere to our character development values; respect each other's rights and property.
2. Everyone is expected to stay at the School for the entire week. Personal vehicles are not allowed on the campus.
3. Anyone coming to Leaders School with prescription medicine must check it in and notify the Management Team upon registration. All medicine must be in its original bottle.
4. Leaders School is a tobacco, alcohol, and drug free school. Violation will result in notification of parents and immediate dismissal from Leaders School.
5. In keeping with the values of the YMCA, appropriate language is expected.
6. Attendance at all sessions, classes and meals is mandatory. The leader's responsibility is to participate fully and show a willingness to learn. We expect full cooperation at all times.
7. Visitation in dormitory is not allowed. Understand that the porch of a dormitory is considered part of the dorm.
8. Leaders School is not responsible for lost or stolen articles. Any valuable can be checked with your Living Group advisor. There are no locks on the doors. We discourage valuables being brought to the school. All ipods, mp3, laptops and other electric players should be left at home. Cell phones are not to be used during Leaders School and should stay in your room.

# Rules & Policies

Con't Page 2

9. Quiet will be expected after lights out. All leaders will be in their rooms between 11:15 PM and 5:30 AM.
10. Leaders are not permitted to return to their rooms between classes.
11. We are the guests of a fellow YMCA facility and will treat the entire facility with care and respect. All living areas are to be left neat and clean.
12. To ensure safe participation, sneakers and appropriate bathing suits are required.
13. Cultivating our Christian values, appropriate attire is expected at all times.
14. Bumpers (name identification) must be worn at all times.
15. Pets, of any kind, are not allowed.
16. Skateboards, roller blades, scooters and bikes are not allowed.

Report all injuries or sicknesses to the school office, located in Munn Hall. If you miss any activity during the day due to illness, you will be out of all activities for the day, including Evening Activities. (Exceptions are at the discretion of the Management Team.)

Messages and mail will be given out at certain times throughout the day. Please mark any packages c/o YMCA Northeast Leaders School.

The store and gift shops are off limits.

Prior arrangements must be made with the Management Team regarding a guest visiting during the school, including parents, YMCA staff and former Leaders.

I have read and understand the above rules and policies. I agree, for the health and safety of everyone, to abide by these rules at Leaders School. **I further understand that if I am sent home, it will be at my families' expense.**

Leader's Name \_\_\_\_\_ Leader's Signature \_\_\_\_\_

Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

YMCA Leaders Advisor's Name \_\_\_\_\_  
(Please Print)

Advisor's Signature \_\_\_\_\_

YMCA \_\_\_\_\_ Leader's Name \_\_\_\_\_

## **Program Participation Release Waiver**

I, \_\_\_\_\_, wish to have my teen,  
\_\_\_\_\_, participate in the YMCA Northeast Leaders School. I  
have been told about this program's requirements and I certify that my child,  
\_\_\_\_\_, suffers from no physical or mental condition that  
would affect his/her participation in this program. I further agree that I hereby waive all  
claims, injuries or losses that my child may occur while attending YMCA Northeast Leaders  
School to be held July 29<sup>th</sup>-August 3<sup>rd</sup>, but not limited to the YMCA Northeast Leaders  
School Management Team, the YMCA Northeast Leaders School Staff, the YMCAs of each of  
the staff members, their Boards of Directors, and volunteers. I also waive all claims  
against the Silver Bay Association, its staff, Board of Directors, and volunteers. I declare  
that my child is prepared to attend YMCA Northeast Leaders School and assume all  
responsibility of cognizance of risk incurred therein.

I have read this release and waiver, I understand it, and I voluntarily agree to it.

Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

# Leaders School Dress Code

In cultivating our Christian values, appropriate attire is expected at all times. This code was developed to help you express yourself and your own identity but also to allow dress that would be inoffensive and acceptable to everyone involved with Leaders School and at the Silver Bay YMCA Conference Center.

Leaders and staff dress shall be appropriate, clean, and neat. Dress, which is disturbing and distracting at Leaders School is inappropriate. Clothes and appearance must be safe and not be disruptive to the learning process of Leaders School.

## **Attire will not:**

- Create a disturbance
- Be sexually suggestive
- Relate to drugs, alcohol, or tobacco
- Contain obscenities
- Be offensive or inflammatory to groups or individuals

## **General Guidelines:**

1. All clothing should fit appropriately and should not over expose the body:
  - a. Pants must be worn at the waist. No sagging or low riding.
  - b. Underwear must be covered at all times.
  - c. Clothing should not be tight fitting or low cut
  - d. Shoulders, backs, chests and midriffs must be covered.
  - e. See-through type clothing is not to be worn.
2. Shorts and Skirts/Dresses must come down to the tips of your fingers.
3. Tank tops must have straps at least 1 inch wide.
4. Underwear worn as outer garments will not be permitted, including boxers.
5. Only one-piece bathing suits will be permitted.
6. Head coverings are not to be worn in any building.

## **Inappropriate Clothing Examples (but not limited to):**

Half Shirts

Spaghetti Straps

Tube Tops

Short Skirts/Dresses

Short Shorts

Halter Tops

2 Piece Bathing Suits

## Program Area Guidelines:

### Aquatics

- Bathing suits for women must be one piece
- Men should have appropriate swim trunks
- Staff will have dark T-shirts available to cover any inappropriate swim wear

### Physical Education

- Sneakers must be worn
- Jeans should not be worn
- Clothing for PE should be comfortable and weather appropriate
- Athletic shorts or pants should be worn, not khakis or some other type of bottom
- Clothing should not have pockets as these can be grabbed and ripped in physical activity

## Evening Activity Guidelines:

### General

- Your pageantry for evening activities can be funny, creative and exciting but must still follow the general guidelines

### Banquet

- Dress for the banquet is semi formal
- This is the ONLY time women may wear spaghetti straps, halter tops or strapless tops.
- Clothing for women must still follow the other general guidelines for garments concerning length of skirt/dress and should not be low cut
- Men and women should be dressed in clothing for their gender. This night is a night of recognition and the clothing should be reflective of that.

**Please Note: If any of the dress code policies are violated, the Leaders School Staff reserve the right to send Leaders back to their rooms to change into something appropriate.**

I have read and understand the Leaders School Dress Code.

\_\_\_\_\_  
Leader's Name (Print)

\_\_\_\_\_  
YMCA

\_\_\_\_\_  
Leader's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardians Signature

\_\_\_\_\_  
Date

## Slide Show and Photo Ordering Form

In order to plan ahead and not ask you to bring a lot of extra cash to Leaders School, we are asking you to fill out this form if you are interested in purchasing a slide show. You will receive a group photo at no extra cost, as part of your registration fee. The school photo and all other

Check the following to identify that you want to order a slide show or pictures.

\_\_\_\_\_ 2012 Slide Show- \$20.00

Total amount for slide show \$\_\_\_\_\_

Please include this amount in your check for the entire Leaders School fee that is written to your YMCA.

Leader's Name \_\_\_\_\_

YMCA \_\_\_\_\_

## An Informal Conversation with your Teen

To be completed by a parent or guardian – Please set aside some time to talk with your teen in order to provide the information below. The purpose is to help us get acquainted with your child as quickly as possible so that we may be able to provide the best possible experience for him / her at Leaders School.

Leader's Name \_\_\_\_\_ YMCA \_\_\_\_\_

Parent(s) Name \_\_\_\_\_

Does your teen participate in or have a special interest in any of the following areas?

Sports: \_\_\_\_\_ Music: \_\_\_\_\_

Art: \_\_\_\_\_ Drama: \_\_\_\_\_

Other: \_\_\_\_\_

What hobbies does your teen have?

What is your teen's favorite recreational activity? How does he/she spend free time?

Who does your teen look up to? \_\_\_\_\_

What experience does your teen have working with younger children?

Has your teen talked about future career goals? What does he/she plan to do upon graduation?

What is your expectation, as a parent, of Leaders School in terms of personal growth?

Do you have any further comments? \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Does your child take medication? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what type and for what purpose?

Are there any physical conditions that may limit your child's participation in the Leaders School program? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, please identify \_\_\_\_\_

Guardians Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please use the back of this sheet for any additional information you would like the school staff to know!**

# NELS Swim Level Questionnaire

Leaders Name: \_\_\_\_\_

Year (Circle):                      GV                      Vet                      2<sup>nd</sup>                      1<sup>st</sup>

Under the appropriate level please check all the boxes that describes your swim ability

## Beginner – Non-swimmer

- I am may or may not be comfortable in the water.
- I can go into the water but I cannot swim.
- I can put my face in the water
- I can float on my back

## Intermediate – Swimmer

- I can do everything in the Beginner level
- I can swim the Front Call (Free style) – 25 yards or more
- I can swim the Back Stroke – 25 yards or more
- I can swim the Brest Stoke – 10 yards or more
- I can dive down up to or more than 6' (6 feet) under water
- I have used a mask and snorkel before

## Advanced – Swimmer

- I can do everything in the Intermediate level
- I can swim all strokes more than 25 yards without stopping (Back, Breast & Free)
- I can dive down more than 10' (10 feet) under water
- I am currently on swim team
- I am current certified Lifeguard
- I have used a mask and snorkel before

## Additional Information

Are you interested in swimming in the Silver Bay Swim & Row? (Circle) Yes    No

Are you interested in guarding the Silver Bay Swim and Row? (Circle) Yes    No  
You must send in a copy of your current certification to guard.

Is there anything that you need to tell us in Aquatics? \_\_\_\_\_

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