



# YMCA OF CENTRAL NEW MEXICO

## Youth and Government School & Advisor Expectations

### **PURPOSE**

The New Mexico YMCA Youth and Government (YAG) program empowers students to engage in civic education through experiential learning in a simulated government environment. This framework outlines expectations for schools to ensure a safe, respectful, and enriching experience for all participants.

### **1. Eligibility & Registration**

- Schools must register by the announced deadline and provide an accurate count of participants for the state conference, as this information affects hotel and meal arrangements. If a student is registered by the deadline, they (or their school) are responsible for paying the full amount of the conference registration fee. Any changes to the participant count must be communicated promptly. Please note that no refunds will be issued after the registration deadline.
- Each school must designate a faculty advisor as the primary point of contact and provide school based chaperones that meet the ratio for all events. Middle School 1:12 / High school 1:15
- Students must meet eligibility criteria defined by school (e.g., behavioral standing).

### **2. Preparation & Curriculum**

- Schools are expected to integrate YAG preparation into classroom or extracurricular time.
- Advisors must ensure students are familiar with their branch area program requirements. For instance, in the legislative branch this would include Parliamentary Procedure and bill writing, in the judicial branch this would include case materials (case law) and oral argument structure.
- Schools should host or attend at least one mock session or practice debate prior to the event.

### **3. Student Conduct**

- Students must adhere to the YAG Code of Conduct at all times.
- Dress code: Business or professional attire is required during all formal sessions.
- Respectful behavior toward peers, advisors, staff, and facilities is mandatory.
- Each year, participants must attend a training event prior to the state conference.

### **4. Advisor Responsibilities**

- Advisors must be present at all in person events where their students are present and attend all assigned duty sessions.
- Advisors must supervise students throughout the entirety of the event.
- Advisors are responsible for student safety, behavior, emergency contact coordination, enforcing rooming policies, and administering student medication.
- Advisors must attend an adult training session offered at the beginning of the program year.

## **5. Logistics & Travel**

- Schools are responsible for submitting room lists.
- Schools can take advantage of the YMCA-provided transportation (Albuquerque) or arrange their own (other). Districts outside of Albuquerque may be eligible for reimbursement. Schools must communicate transportation needs by the registration deadline to the State Office.
- Schools should follow their internal permission slip and medical form process and are responsible for collecting these forms prior to the start of the trip.
- Schools are responsible for maintaining a current roster, medication forms and emergency contacts.

## **6. Program Engagement**

- Schools are expected to encourage full participation in all scheduled activities.
- All branch areas have pre-work required, and participants should come prepared to fully engage in their specific area of focus.
- Schools should appoint a student Conference Life Committee member who will serve as the liaison between the state officer team and the school delegation.

**This contract must be signed by the school principal and primary YAG advisor prior to participation.**

**School Name:** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_

**Principal Name:** \_\_\_\_\_

**By signing this contract, we agree to:**

- 1. Uphold the mission and values of New Mexico YMCA Youth and Government and the YMCA.**
- 2. Prepare our students for meaningful participation in all program components.**
- 3. Ensure student conduct aligns with the YAG Code of Conduct.**
- 4. Provide active supervision and support throughout the event.**
- 5. Communicate promptly with YAG staff regarding any issues or emergencies.**
- 6. Promote inclusivity, respect, and civic engagement among our student delegates.**

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_