



The 2005 National Youth Summit
Youth in Action – Making a Difference
July 28 – 30, 2005

Adviser Responsibilities

The National Youth Summit promises to be a meaningful forum for *youth in action* who want to *make a difference* and the adults who work with, learn from, and support dynamic young people. To help you make the most of the National Youth Summit, please refer to the following checklist:

Before Arriving at the Summit

- Register for the National Youth Summit.** You can register online at www.ncfy.com. Or you can register by mail by downloading a Registration Form and mailing it to the National Clearinghouse on Families & Youth. **Your registration must be complete before any of the youth you are advising can register!**
- Make sure that the youth under your supervision submit signed Parental/Guardian Consent Forms to the National Clearinghouse on Families & Youth (NCFY) *no later than July 11, 2005*.
- Make travel arrangements. You are responsible for coordinating all arrangements for the youth in your group. Please coordinate youth travel times with parents/guardians. We ask that you make every effort to ensure that your group will be traveling together. If that isn't possible, then please obtain the itineraries of those traveling separately.
- Special Needs:** Please determine if there are any special dietary or access considerations for your group, and advise hotel and airline staff accordingly.
- Meet with your group at least once to discuss your expectations for the trip and to develop a plan for getting the most from the Summit and staying in touch afterward.
- Packing reminder:** Make sure the youth under your supervision bring emergency contact information for parents/guardians, all necessary medication, and any pertinent medical and/or medication information. Be sure you get a separate copy of that information, and keep it with you at all times.
- Give your cell phone number, if available, and hotel contact information to parents/guardians so they can reach you while at the Summit.

The National Clearinghouse on Families & Youth

P.O. Box 13505, Silver Spring, MD 20911-3505 ♦ (301) 608-8098 ♦ Fax: (301) 608-8721 ♦ E-mail: summit@ncfy.com

During the Summit

Please note: You have primary responsibility for decisions relating to the supervision of the youth in your group, including all medical and health-related decisions.

- Onsite registration begins at 4:00 pm, Wednesday, July 27, at the Marriott Wardman Park Hotel. Plan for your group to arrive at the hotel and be registered no later than 8:00 am Thursday, July 28, 2005.
- Check in at the registration counter to receive all your Summit materials. The materials include an agenda to help you plan your time at the Summit. Please ensure that each youth checks in and receives Summit materials.
- Attend the Adviser Orientation and Coffee at 9:00 am Thursday morning. This important introduction, hosted by Harry Wilson, Associate Commissioner of the Family and Youth Services Bureau, describes the modules, workshop sessions, and other activities planned for both youth and adults. There will be time to ask questions about your role as an adviser and the responsibilities of the youth. The hotel's emergency procedures also will be explained. *(Make sure the youth in your group attend the 8:00 am Youth Orientation.)*
- Establish meeting times and places with your group throughout the day to talk about how things are going, find out what they're learning, and answer any of their questions. Be sure your group can easily reach you at all times. In case of an emergency or illness, be sure your group knows how to contact you, Summit staff, or appropriate hotel staff.
- Work with youth to establish and enforce quiet and curfew hours. Youth are prohibited from the use of alcohol, tobacco, and non-prescribed drugs at the Summit. Advisers will be notified by hotel security of any disturbances.

After the Summit

- Follow up with the youth in your group to discuss what they learned at the Summit and how their experiences might be used in your organization and in the larger community.
- Work with the youth to identify key individuals, public and private entities, faith- and community-based organizations, and government agencies to help promote youth initiatives in your community. Encourage youth to find out more about potential partners, and help youth begin to identify possible areas of collaboration.
- Assist youth to recognize and promote collaborations. Partnerships benefit youth and communities.