

59<sup>th</sup> Annual  
**Tennessee YMCA**  
**Youth in Government**

*Sponsored by the YMCA of Middle Tennessee*



2012 New Advisor  
Manual

## **Debunking Youth In Government In-Depth**

*So you have the Advisor's Manual for Youth In Government, but have questions? This supplemental New Advisor's Manual should help you out. Of course you can email us or call us at any time with any questions and we will be more than happy to help or visit our website at [www.tennesseeccce.org](http://www.tennesseeccce.org).*

*Some of the advisor manual is relatively straightforward (dates, contact info, etc), other parts not so much. This section will walk you through each part of the advisor's manual and hopefully answer most of your questions.*

**Conference Dates:** There are two conference dates for high school students. Each individual school chooses the best date for their school based on their individual schedules.

**Component Options:** At Youth In Government, there are several "components" from which students can choose. Each student must register for a component in order to participate in the conferences. This section explains each component in depth and the level of experience a student must have in order to participate. Remember, some components require experience while others do not.

**Premier Delegation:** Your school should try to earn premier delegation! It is a high honor and only given to the best of the best schools. Qualifications are listed in the Advisors Manual.

**Deadlines:** Deadlines are pretty straightforward. However, there are different deadlines for different things so be sure to pay close attention. We also highly suggest that you tell students an earlier deadline than is the actual deadline so you have time to review the bills and suggest changes before the actual deadline. Many advisors have also found it very helpful to have a "Bill Draft" deadline in which all students submit the draft of their bills early and have older, experienced students read over the bills and suggest changes before they turn in a final copy. If your school is new to the program all together, we are happy to have our college staff volunteers look over the bills beforehand as well.

**Banned Topics List:** Bills cannot be written on these topics. If multiple bills the previous year were written on a certain topic, this topic will be on the "Banned Topics" list the next year. Students who write bills on these topics will be asked to submit new bills.

**Governor's Cabinet Positions:** Students wishing to be on the Governor's Cabinet serve as commissioners of the areas listed.

**Conference Leadership Positions:** Our conferences are student run. This list lists the officer positions for which students can run. Students will run for a position that they will serve in the next year. All students at the conference vote for officers during the

conference except for those exceptions noted. If you have a student that wants to run for office, they will need to fill out the candidate nomination form and turn in a speech which they will make at the conference.

**Officer Information:** Officers arrive at the conferences a day early for training. They are also required to attend a Leadership Conference near Nashville in September. See individual descriptions of officer positions here.

**Election regulations:** Please pay close attention to the candidate regulations. These regulations ensure that officer races are fair and that candidates are well qualified. In addition to the regular candidate qualifications, governor candidates must spend time in the governor's cabinet the year in which he or she is running and participate in a gubernatorial debate. Please have gubernatorial candidates read the Gubernatorial Candidate supplement manual in full. Full details about Candidate Regulations are in the Advisor's Manual.

**Awards' Criteria:** We are proud to give out several awards to our most outstanding participants at every conference. These awards are a great honor. Criteria is found in the Advisor's Manual. Please also note that the highest honor at YIG is to be selected to the National Affairs Delegation. National Affairs, otherwise known as CONA (Conference on National Affairs) is an annual, week-long conference in Black Mountain, North Carolina where students from across the nation debate national legislation that they write beforehand. Students are selected as Delegates and Alternates. If chosen Delegates are not able to attend, we move to the Alternates' list.

**Conference Agenda:** This agenda is also pretty straightforward about where and when to be places, but it also reveals a deeper understanding of the conference.

Agenda Explained:

- a) Conference Registration and Luggage Storage: Upon arriving at the conference, please come to the designated area to pick up nametags and books for your students as well as any additional info we may have for you. You will need to pass these nametags and books out to your students before the opening session. Because we do not get hotel rooms so early in the morning, students will need to store their luggage in the designated area. (We will pass out room keys right before the advisor dinner).
- b) Opening Session: Everyone must attend opening session. All candidate speeches will be given at this time.
- c) Committee Meetings: Every representative and senator will present their bills during committee meetings. Advisors will be assigned a certain place for Awards Committee, but can move from room to room to hear their own students as long as someone from the Awards committee are in each room at all times.
- d) Dinner Break: Dinner is on your on for students. Where they can go is up to school policy, but they can not drive or ride in a car anywhere. There are several restaurants (in all price ranges) within close walking distance.

- e) Advisor Dinner: Advisors are provided dinner on Thursday night. It's our way of saying thanks!
- f) YIG Bowl: YIG Bowl is similar to Quiz Bowl, a trivia style competition. All schools are welcome. Teams are typically made up of four students. The registration fee supports the scholarship fund for Youth in Government.
- g) Advisor Hospitality Room: The Advisor Hospitality Room is well stocked with coffee, water, and snacks throughout the day for you. It is a great place to come relax or grade papers.
- h) All Other Sessions: All sessions now take place in the Capitol building. Bills with the best rankings out of Thursday's committees are presented in order (best ranking first) until Sunday morning when the Governor's budget is debated.
- i) Dances: There are two dances (Friday and Saturday night). Dress is casual. All students must attend.

**Please note that ALL registration materials except for the Background Authorization and forms of financial responsibility MUST be filled out online.** To do so, head to <http://www.tennesseeyig.org/yig/register/index.php>

**Adult Registration:** All adults attending the conferences MUST complete this whether they are an advisor or chaperone. They must also complete the background check form unless they have completed one for us in the past year.

**Delegate Code of Conduct:** This is the list of the YMCA of Middle Tennessee's Center for Civic Engagement's rules. ALL students and their parents must read this in full and sign and date it prior to the conference. You do not have to turn these in to us, but must bring them to the conference so that we can reference them in the case of a disciplinary issue.

**Rooming List:** Rooms are 4 people per room (you can possibly fit in 5). Boys and girls must be separated. You should complete the rooming list online. The sheet in the advisor's manual is for your assistance only.

**Invoice worksheet:** Outlines the total cost for your school. (Financial Aid application can be found elsewhere.)

**Statements of Financial Responsibility:** These need to be filled out and turned in to us.

**Request for Financial Aid:** We do everything possible to provide financial assistance to those in need of it. We do not want financial capability to be a deciding factor in attending any CCE program. That said, we cannot always meet all financial aid requests but try to reply as soon as possible to these requests. Student families will need to fill out this information in full and turn it in to us to be evaluated. Financial aid can only cover our outlined program costs, not fees for transportation or extra school fees.

**Candidate Nomination Form/ Candidate Profile/Candidate Speech Approval Form:** ALL candidates must complete this form online in order to run. They must also submit a copy of their candidate speeches to be given at the conference.

**Legislative Branch Registration:** All students wishing to serve as senators or representatives must complete this form online. We recommend two students per bill team. Students in the red house and senate will more than likely have to have one “seat” (aka one person who can speak) at a time. Having more than two students on a team severely reduces the student’s potential for speaking. Students in these components must write bills and submit them online by the designated deadline.

**Governor’s Cabinet Registration:** Governor’s Cabinet members must complete a research proposal on their department prior to the conference. Applicants to the “Gov Cab” must submit an application with rankings of their top department choices. They will then receive an email soon after the deadline for applications detailing their assignments.

**Lawyer Team Registration:** Students teams MUST be in groups of two. These students will receive cases to brief after they register.

**Lobbyist Registration:** After lobbyists complete registration, they will receive an assignment of the firm and description of the firm that they will be representing.

**Print and Video Press Registration:** Students wishing to be on video or print press should also apply. Those that are accepted will receive a pre-conference assignment (an article) to complete by about a week before the conference.

*All remaining information in the Advisor’s manual details how to write the pre-conference assignments for the Youth In Government process. Legislators must write bills, Press members must write articles, lawyers must write briefs, and Lobbyists must prepare research and opinions. Please contact us at anytime if you have any questions at all about any of these assignments!*