



LEADERS CLUB

NEW YORK CITY'S YMCA

ADVISOR PACKET



NE FALL RALLY

THE ONE WHERE THEY GO TO RALLY

November 1st-3rd 2019



ADVISOR INFORMATION

Dear Leaders Club Advisor,

The YMCA of Greater New York and the Management Team are excited to host the North Eastern Fall Rally 2019, "I'll be there for you" for all the YMCA branches across New York City and the North East. The NE Fall Rally will be hosted, as per tradition, in Huguenot, New York at Camp Greenkill during the weekend of November 1st-3rd. We look forward to your attendance. Please review this information to ensure your registration is completed.

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Registration Procedures

1. All Leaders must be Age 11+ by November 1st, 2019 and in Grade 6-12.
 - Leaders 18+ and/or currently not in school cannot be accepted. Advisors must be 21+ by the event date.
2. This year's Dance theme will be "Rep your flag" and Leaders are expected to bring their cultures flag or dress in cultural colors.
All attire must be YMCA appropriate (no offensive languages, logos, nothing too tight, low, short, or see-through).
3. Rally fee is \$145.00 per Leader and Advisor.
4. Travel fee is \$ 80-\$100 per Leader and Advisor.
5. Materials must be submitted by dropping all completed applications in OneDrive Rally folder, provided by Nicole Kourbage, Citywide Teen Programs Director.
6. Required registration materials must be fully completed:
 - a. Leader Application, Code of Conduct, Photo/Video Release, Two Emergency Contacts
 - b. Advisor Application and Staff Commitment for each Advisor
 - c. Club Roster/Journal form and payment check for each club
 - d. NE Fall Rally 2019 Excel – Complete each tab in its entirety.

REGISTRATION IS LIMITED TO 10 LEADERS, SITES WILL BE LIMITED TO 10 SLOTS PER SITE. ALL SITES MUST SEND 'SAVE THE SLOTS' NUMBERS; REGISTRATION CAN BE REFUSED IF CAPACITY IS REACHED, OR IF MATERIALS ARE INCOMPLETE. BE ACCURATE. SEND EARLY.



CHECK LIST!

Each Leader has ...

- **Rally Application** – FULLY COMPLETE and SIGNED by Caregiver
 - i. If a Leader does not have insurance, please write “No Insurance”, do not leave blank.
- **Code of Conduct** – SIGNED by Caregiver and Leader.
- **Photo/Video Release** – SIGNED by Caregiver.
- **Bedding** – On the morning of Rally, ensure that teens have their bedding.
 - i. If not, notify Rally Director/Management Team.

Each Advisor has ...

- Advisor Application – FULLY COMPLETED and Signed by Advisor.
- Staff Code of Conduct – SIGNED by Advisor and Supervisor.
- Photo/Video Release – SIGNED by Advisor.

Each Club has ...

- Event Excel – FULLY COMPLETED.
 - Ask Teens Pronouns/Housing Request. Do not assume how they identify.
- Travel Journal Form – FULLY COMPLETED and signed by your Executive Director.
- Activity Journal Form – FULLY COMPLETED and signed by your Executive Director.

Deadline for Registration Materials must be received before **October 4th, 2019**

For Questions and Concerns, Contact:

Nicole Kourbage, LMSW | Director, Citywide Teen Programs

(212) 630-9696 | nkourbage@ymcanyc.org



ADVISOR APPLICATION

Staff Information

Name:	Gender (M/F/Non-Conforming):	# of Years Attending Club:
_____	_____	_____
YMCA Title:	Dorm Request (M/F/Non-Conforming):	Work #: _____
_____	_____	Cell #: _____
YMCA Branch/Site:	# of Rallies Attended:	EMAIL: _____
_____	_____	

Supervisor Information

YMCA Supervisor Name:	Office #:	Cell #:
_____	_____	_____

Emergency Contact Information

Contact Name: _____	Phone #1: _____
Relation: _____	Phone #2: _____
2 nd Contact Name: _____	Phone #1: _____
Relation: _____	Phone #2: _____

Medical Information

Insurance Carrier Name: _____	Physical/Dietary Restrictions: _____
Insurance #: _____	Allergies: _____
Group #: _____	Medications: _____



INTERESTS AND SKILLS

About You

I tend to be *high energy* and *upbeat* as opposed to *low key* and *go with the flow*.

Strongly Agree | Agree | Neutral | Disagree

I feel confident leading icebreakers and “get to know you activities with a small group of teens.”

Strongly Agree | Agree | Neutral | Disagree

I can usually review a lesson plan/activity plan and then run the activity with a small group of teens, without coaching from others.

Strongly Agree | Agree | Neutral | Disagree

I am familiar with Leaders Rally Traditions (Meal Chants, Chapel, Values, and Vespers)

Strongly Agree | Agree | Neutral | Disagree

I prefer first year groups.

Strongly Agree | Agree | Neutral | Disagree

I prefer GV groups.

Strongly Agree | Agree | Neutral | Disagree

I need to be paired with a veteran advisor. (No shame!)

Strongly Agree | Agree | Neutral | Disagree

Pair me with a new advisor, I’ll show them the ropes!

Strongly Agree | Agree | Neutral | Disagree

Skills and Expertise (Instruments Played, Sports, Crafts, Camp/Chapel Songs):



EVENT CONDUCT AGREEMENT

PLEASE REVIEW AND SIGN THE FOLLOWING, TO INDICATE AGREEMENT AND UNDERSTANDING

1. The NE Fall Rally Management Team, Advisors and Leaders, have adopted the following rules and policies to promote a healthy, safe, and fun environment for the Rally Participants.
2. Always Respect the rights and personal property of others.
3. No one is permitted to leave the Rally at any time unless it is cleared by the Rally Director prior to the Rally. This is to ensure that all participants are always accounted for and safe.
4. Absolutely no drugs, alcoholic beverages or tobacco products will be permitted. Violation will result in notification of supervisors and immediate dismissal from the Leaders Rally and potentially, notification of local authorities.
5. Attendance at all sessions, classes and meals is mandatory. An expectation of Leaders and staff is to participate fully and show willingness to learn. We always expect full cooperation.
6. It is never permitted to be in a cabin in which you are not assigned, during nightly quiet hours- unless you have notified the management team and are accounted for.
7. Avoid bringing valuables to the rally. The YMCA is not responsible for lost or stolen articles.
8. Taking a teen outside of your cabin and bringing to another cabin, during quiet hours is not permitted. Sending a teen back to the dorm without staff, at any time, is not permitted. In an emergency, notify the Management Team.
9. Leaders and staff are not permitted to return to cabins between sessions. This is for safety, monitoring and property protection purposes.
10. All utilized areas are to be left neat and clean. This is a YMCA facility and should treat the entire facility with care and respect. All staff are responsible for cleaning up any spaces before leaving them.
11. Appropriate foot gear includes closed toed, rubber soled shoes/sneakers. Shoes must be worn at all time.
12. Appropriate attire must always be worn by teen and staff. Shirts must always be worn. Nothing can be too short, tight, low cut, or contain inappropriate language or pictures.
13. You must wear your name tag always.
14. No Cell Phones, iPods or any electronics will be allowed during the rally. Advisors may carry cells with them- but please refrain from using unless in dorms during quiet hours, or in the case of an emergency. Teens should leave items at home or check with the advisor.

Conduct Agreement

I have read and understand the above rules and policies and agree to abide by these rules at NE Fall Rally 2019. I understand that these policies are put in place to protect me and all the other participants from physical and emotional harm and to ensure that the Rally weekend is fun and engaging for all. **I recognize that my supervisor will be contacted, and I may be asked to leave Rally or formally written up, for violation of these rules or policies.**

Advisor's Name

Signature

Date

Supervisor's Name

Supervisor's Signature

Date



PHOTO/VIDEO RELEASE

The individual person below is signing this Release as a condition of participating in NE Fall Rally 2019y, an event organized by the YMCA of Greater New York (the "YMCA"). Such person acknowledges that the YMCA make take pictures or record videos of such person at the NE Fall Rally, and that the YMCA may also permit members of the media (the "Media") to take such pictures or record such videos. This Release allows the YMCA and the Media to use one or more such photographs, video recordings, and/or sound recordings (collectively, "Recordings") of such person for any purpose consistent with the YMCA's charitable mission, which includes, but is not limited to, the YMCA or the Media publishing such Recordings in newspapers, web sites, and other print or electronic publications, on television, or on the radio. By signing this Release, such person acknowledges that her or she has freely consented to be photographed, filmed, or otherwise recorded and has signed this Release of her own free will. If a person named below is under age 18, a parent or guardian of such person must sign on such person's behalf.

1. I agree that I am willing to be photographed, filmed, or otherwise recorded by the YMCA, its contractors, and the Media, either individually or as a group Recording, which may include my image, likeness, and/or voice. I further agree that my name may be used to identify me as a subject of any Recordings featuring my image, likeness, and/or voice.
2. I understand that the YMCA will own all rights in the Recordings of me that the YMCA or a YMCA contractor takes or records ("YMCA Recordings"), and that the YMCA will have the exclusive right to use, or allow others to use, such YMCA Recordings in any medium for any purpose consistent with the YMCA's charitable mission as determined by the YMCA.
3. I understand that the Media will own all rights in the Recordings of me that the Media takes or records ("Media Recordings"), and that the media will have the exclusive right to use, or allow others to use, such Media Recordings in any medium for lawful purpose.
4. I understand that I am waiving any rights that may preclude the YMCA's or the Media's use of the recordings described above.
5. I acknowledge that neither the YMCA nor the Media has any obligation to use any Recordings of me to use such Recordings for any particular purpose.
6. I understand that I will receive no monetary payment or other compensation in exchange for the rights to use Recordings of me or for my participant in the Event.
7. I hereby release and forever discharge the YMCA, its affiliates, and each of their respective directors, officers, employees, volunteers, and agents from any and all liabilities, claims, demands, damages, rights, and causes of action of whatever kind, nature, or description, present or future, asserted by me or on my behalf by any other person, including my heirs, executors, assigns, that arise out of or relate in any way to my participation in the Event or the use of any Recordings of me.

Signature

Date

Name (printed)

Name of Parent/Guardian (if applicable)

Mailing Address

Telephone Number (optional)

Email Address (optional)



PREP LEADERS CLUB FOR RALLY

- Review the Rally Song Book and Rally Traditions with your club, prior to attending
- Start thinking about your clubs YMCA JAM presentation
 - The only activity the branch/club will be together, is Saturday Night 'YMCA JAM.' The JAM is sort of like a big talent show, where each club gets a 2-minute time slot to present.
 - During the JAM, clubs can be creative, and anything goes—if it is Y APPROPRIATE (song, language, costume, theme- all y appropriate).
 - Clubs can share a story, do a short skit, a dance, a comedy act, a ribbon dance (whatever they want to do to represent their leaders club- in under 2 minutes).
 - At the Rally, your club will have approximately 45 minutes to meet, before the JAM, to plan and prepare. Feel free to plan with your club.
 - Small Clubs: Advisors may choose to combine with another club from YMCA NYC association, for the Jam.
 - Review the signed code of conduct, packing list and other rally materials

Suggested Supplies

- Icebreaker, Group Game, Reflection Activity Ideas, Inspirational Quotes or Stories
- All Advisors will be assigned a living group of approximately 10-15 Leaders. You will travel with that group throughout the weekend.
- While with the group, main living group activities will be facilitated by camp staff and management team, and rally staff will support the process.
- The LG advisor will always be expected to take a lead role in encouraging the group throughout all group Activities, helping to keep the group engaged and motivated and being their support throughout the weekend.
 - Rally staff will be asked to lead get-to-know-you activities, known as ice-breakers, check-ins and reflections with their living group.
- Advisors will be provided with activity ideas upon arrival, but feel free to bring your own as well. Additionally, LG Advisors will facilitate the first LG session and final Sunday LG activity- lesson plans and all materials will be provided.



FRIDAY	
8:00 AM	ARRIVAL ACTIVITIES
9:00 AM	GROUP WELCOME
9:30 AM	GROUP ACTIVITY / ADVISOR MEETING
10:00 AM	FIRST LIVING GROUP ACTIVITY / GV MEETING
10:45 AM	GROUP SHARE
11:10 AM	DISMISSAL TO DORMS
11:15 AM	DORM MEETINGS & LIGHTS OUT
12:00 AM	NIGHT SECURITY
SATURDAY	
6:30 AM	EARLY BIRD
7:45 AM	EVEN BREAKFAST
8:30 AM	ODD BREAKFAST
9:20 AM	LG ACTIVITY 1
10:50 AM	LG ACTIVITY 2
12:15 PM	EVEN LUNCH
1:00 PM	ODD LUNCH
2:00 PM	LG ACTIVITY 3
3:30 PM	LG ACTIVITY 4
5:00 PM	EVEN DINNER
6:00 PM	ODD DINNER
7:00 PM	CLUB MEETINGS / JAM PREP
8:20 PM	JAM
9:30 PM	DANCE/PARTY
10:40 PM	VESPERS W/ GVs
11:15 PM	DISMISSAL TO DORMS AND MEETING
11:45 PM	LIGHTS OUT
12:00 AM	NIGHT SECURITY
SUNDAY	
7:00 AM	EARLY BIRD
8:00 AM	EVEN BREAKFAST
8:45 AM	ODD BREAKFAST
9:40 AM	FINAL LG MEETING
11:00 AM	RALLY CLOSING
12:00 PM	LUNCH / DISMISSAL