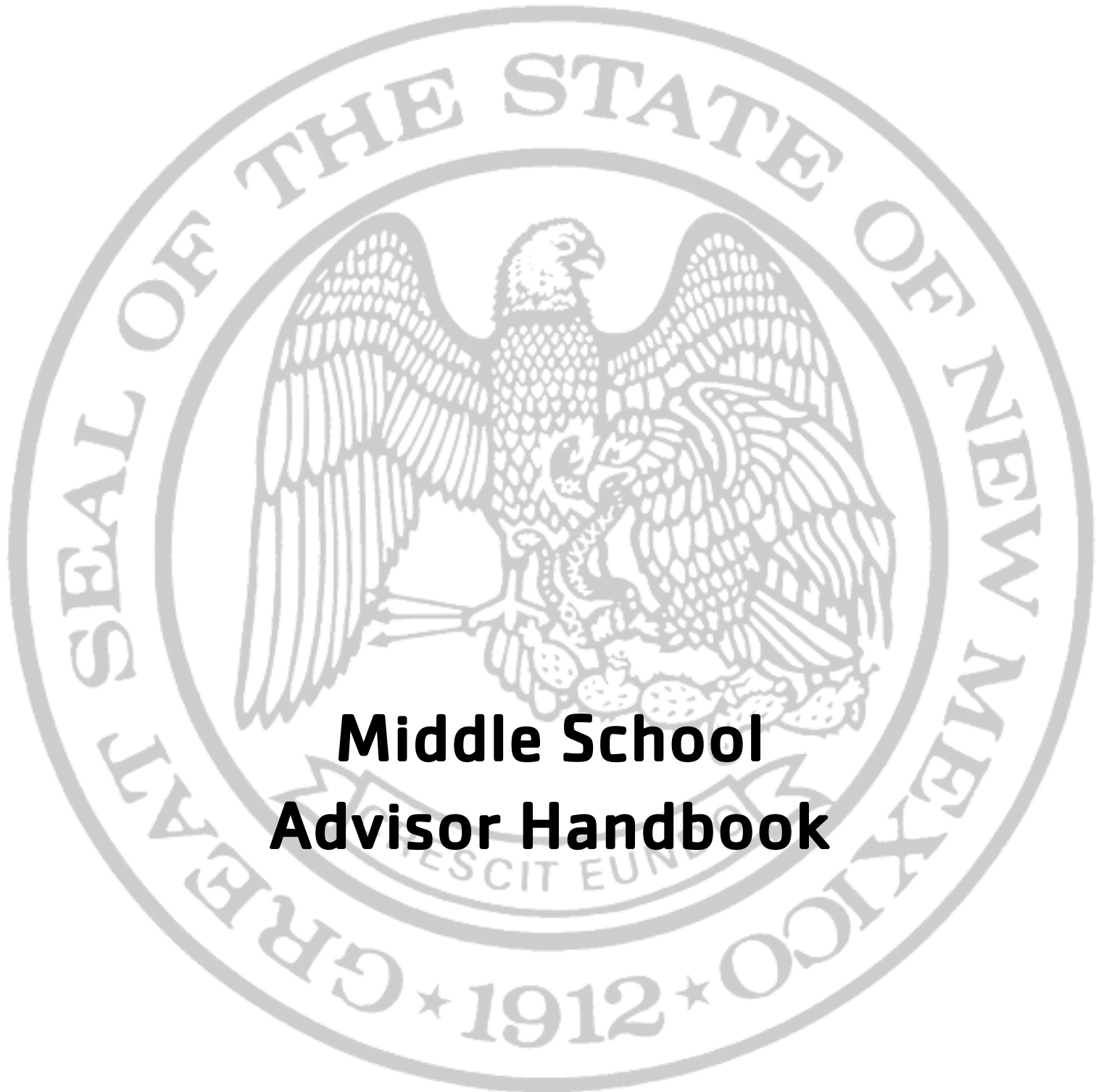




# **New Mexico Youth and Government**

A Program of the YMCA of Central New Mexico



## **Middle School Advisor Handbook**

# Program-at-a-Glance

New Mexico Youth and Government Middle School Conference 2026

## Deadlines:

| Important Dates                                                              | Date Due                                                                        |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Registration Opens                                                           | Wednesday August 19 <sup>th</sup> , 2026                                        |
| Financial Assistance Application Deadline<br>Collective Fundraising Deadline | Sunday September 20 <sup>th</sup> , 2026                                        |
| Conference Registration Deadline                                             | Sunday September 20 <sup>th</sup> , 2026                                        |
| Appointed Officer & Branch Application<br>Deadline                           | Friday September 25 <sup>th</sup> , 2026                                        |
| Room Assignment Deadline (Advisors)                                          | Friday September 25 <sup>th</sup> , 2026                                        |
| Executive Officer Candidate Declaration<br>Deadline                          | Friday October 2 <sup>nd</sup> , 2026                                           |
| Proposal/Brief Deadline                                                      | Friday October 2 <sup>nd</sup> , 2026                                           |
| Conference                                                                   | Thursday October 22 <sup>nd</sup> – Saturday<br>October 24 <sup>th</sup> , 2026 |

## Program Cost:

Student Registration      \$275.00

## Program Leadership:

### Middle School Officers:

|                              |                 |                                            |
|------------------------------|-----------------|--------------------------------------------|
| House Majority Floor Leader  | Sidney Charles  | Eldorado High School – 9 <sup>th</sup>     |
| Senate Majority Floor Leader | Cooper Gabladon | Eisenhower Middle School – 8 <sup>th</sup> |

## Program Staff:

|                          |                     |                                                            |
|--------------------------|---------------------|------------------------------------------------------------|
| State Director           | Hannah Wood         | <a href="mailto:info@nmyag.com">info@nmyag.com</a>         |
| State Coordinator        | Mara Madueña-Muchow | <a href="mailto:info@nmyag.com">info@nmyag.com</a>         |
| North Region Coordinator | Alexa Warnek        | <a href="mailto:northern@nmyag.com">northern@nmyag.com</a> |
| South Region Coordinator | Jasmine McKinney    | <a href="mailto:southern@nmyag.com">southern@nmyag.com</a> |
| Student Intern           | Mary Garcia         | <a href="mailto:outlook@nmyag.com">outlook@nmyag.com</a>   |

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# MISSION

The mission of the YMCA New Mexico Youth and Government program (NM Y&G) is to cultivate and empower the next generation of engaged and informed citizens. We are committed to providing comprehensive leadership training that equips young individuals with the knowledge, skills, and passion to actively participate in our democracy and contribute to their communities.

**Democracy must be learned by each generation.**

## All Are Welcome Here

### The Many Dimensions of Diversity

New Mexico YMCA Youth & Government is made up of people from all walks of life who are joined together by a shared commitment – making sure that everyone has the chance to learn, grow, and thrive.

While we are together at the Conference, it is important to keep the concept of diversity and inclusion in the front of our minds – we are all unique and deserve to have our voices heard and our ideas listened to.

### What is DIG?

To help everyone think, act, and communicate in ways that serve all, we focus on “DIG” efforts throughout Youth & Government programs.

|           |                                                                                        |
|-----------|----------------------------------------------------------------------------------------|
| Diversity | Differences that make each person unique                                               |
| Inclusion | Engagement of all conference participants                                              |
| Global    | Helping delegates go into the world around them and put these principles into practice |

### Behaviors for an Inclusive Conference

|          |                                                                                                |
|----------|------------------------------------------------------------------------------------------------|
| Listen   | Listen and embrace the viewpoints of others                                                    |
| Give     | Give positive energy, and pay attention to the thoughts, ideas, and feelings of others         |
| Speak up | Say something when yourself or others are made to feel excluded                                |
| Ask      | Ask respectful questions about new people or ideas, and learn instead of just stating opinions |

### Remember

We discuss big issues here with a spirit of curiosity. The goal is to seek learning and understanding, rather than to make judgements or to offer opinions about the views or backgrounds of others.

## Discussion Agreements

The agreements outlined here are focused on building meaningful discussions and dialogues. We want to create an environment where people can learn from each other and value each other – knowing that we don't all come from the same background or have the same experiences.

We ask everyone to commit to these guiding principles:

- Be willing to engage in difficult conversations
- Respect others – don't make assumptions about them
- Speak from your own experiences – don't offer opinions about issues you don't understand – don't deny another person's experiences
- Work to listen, hear, and understand others – ask questions with genuine interest
- Acknowledge any harm you cause to others and respond accordingly

Please also keep the YMCA's Core Values in mind at all times:

- Caring – To love others and be sensitive to the well-being of others
- Equity – To see and remove structural barriers in systems and people to create equal opportunity for all
- Honesty – To have integrity, make sure that your words and actions match your values
- Respect – To value the worth of every person
- Responsibility – To be accountable for your behavior and obligations

## Chain of Concern

If you have questions throughout the year, or an issue during an event, please refer to the chain of concern:

1. Delegation Lead Advisor—If applicable, reach out to your lead advisor
2. Program Area Lead (if at State Conference)
3. Regional/State Coordinator
4. State Director

If you need help or have any questions, talk with your advisor or the YG staff. You can also learn more about the YMCA's Child Protection Commitment and Reporting Options at <https://ymcacnm.org/child-protection-commitment/>



# YMCA OF CENTRAL NEW MEXICO

## Youth & Government Program Advisor/Volunteer Code of Conduct

### Agreement Statement

By participating in the New Mexico Youth & Government Program, I acknowledge that I have read, understood, and agree to abide by the standards outlined in this Code of Conduct. I understand that these expectations are designed to ensure a safe, respectful, and inclusive environment for all participants. I accept that failure to comply may result in disciplinary action, including removal from the program. I further understand that as an advisor or volunteer, I have a responsibility to uphold the values of the YMCA and to report any violations or concerns to program leadership.

### Purpose

The New Mexico YMCA Youth & Government Program, in partnership with the YMCA of Central New Mexico, is committed to fostering a safe, respectful, and inclusive environment for all participants. This Code of Conduct outlines expectations for behavior, dress, child safety, anti-bullying standards, and possession/search policies for advisors and volunteers.

### General Behavior Expectations

All advisors and volunteers must:

- Conduct themselves in a respectful, responsible, and orderly manner at all times.
- (Advisors) Attend all scheduled program functions where their students are present.
- Wear official nametags visibly at all times outside of sleeping rooms.
- Refrain from harassment, intimidation, or any menacing behavior.
- Electronic communication between adults and teens must follow the YMCA's child safety policy.
- Adults are responsible for reading and adhering to the Child Safety policy, teens are responsible for respecting any boundaries set by adults or policies.

### Bullying and Peer-to-Peer Misconduct

The program maintains a **zero-tolerance policy** for bullying and misconduct:

- **Prohibited behaviors include:**
  - Physical aggression (hitting, pushing, restraining).
  - Verbal abuse (name-calling, belittling).
  - Relational manipulation (exclusion, gossip).
  - Cyberbullying (mean messages, impersonation, online exclusion).
  - Hazing or any degrading group initiation.
  - Sexualized behavior (sexting, inappropriate exposure or language).
- Encouraging or failing to report misconduct is also considered a violation.
- Adults must use positive guidance techniques and avoid punitive or physical discipline.

### Dress Code

To maintain a professional atmosphere:

- Business Professional Attire is required during conference sessions
  - Examples: Collared shirts with ties, sport coats or blazers, dress shoes (no open toes), skirts/dresses below fingertip length, slacks. No jeans.
- Business Casual Attire is acceptable for pre-conference events.
  - Examples: Button-down shirts, khakis, dress shoes.
- Casual Attire (including jeans) is only permitted during designated fun events.
- Clothing must fit appropriately and cover shoulders, chest, back, and midriff.
- Hats, distracting accessories, sunglasses and headphones/earbuds are prohibited during sessions.
- Graphic designs are not allowed on clothing unless they represent a YMCA or school event.

## **Possession Guidelines**

The following items are strictly prohibited at all Youth & Government functions:

- Flame-producing devices, incense, candles.
- Tobacco products, marijuana, vaping devices, and alcoholic beverages.
- Illegal substances or weapons of any kind.

Possession of any prohibited item may result in immediate disciplinary action, including removal from the program and notification of law enforcement if necessary.

## **Search and Seizure Policy**

To maintain a safe and secure environment:

- Program staff or advisors reserve the right to search a participant's hotel room, possessions, automobile, or electronic devices when there is reasonable suspicion of a violation.
- Searches will be conducted respectfully and in accordance with YMCA policies.
- Participants agree to cooperate fully with any search deemed necessary by program staff or their advisor.

## **Hotel and Lodging Expectations**

- Participants must remain in their assigned rooms during curfew hours.
- No one may enter a sleeping room that is not their own.
- Quiet hours must be observed.
- Room switches require approval from program staff.
- All meetings must occur in designated public areas.

## **Facility and Conference Space Rules**

- Respect all property; vandalism or misuse may result in criminal charges and the cost of damages or repairs.
- No food, drink, or gum is allowed in any Capitol meeting space.
  - Sealed and leak-proof water bottles are permitted.
- Professional business attire is required in all official government spaces.
- Badges must be worn at all times to access conference areas.

## **Consequences for Violations**

Failure to follow this Code of Conduct may result in:

- Loss of privileges or leadership roles.
- Notification of parents and school officials.
- Immediate removal from the program.
- Involvement of law enforcement if necessary

## **Child Safety Standards for Staff and Volunteers**

All staff and volunteers must adhere to the YMCA Child Protection Policy:

- Never be alone with a child where they cannot be observed by a third party.
- One-on-one interactions must occur in public, observable spaces.
- Physical contact must be appropriate (e.g., high-fives, pats on the back).
- Inappropriate physical contact (e.g., lap sitting, tickling, massages) is strictly prohibited.
- Electronic communication with youth must occur through program-sanctioned channels and be transparent and supervised.
- Texting and social media communication with teens are not permitted.
- Staff and volunteers must not transport youth in personal vehicles or engage in exclusive relationships with youth.
  - Exclusive relationships include singling out one child/friend for different treatment (i.e. gift giving, special treatment, isolated situations or interactions) or acting possessive of a particular child may be seen as “choosing favorites.” Spends too much time with a child or is overly involved in the child’s private life.

## **Reporting and Accountability**

- All staff, advisors, and volunteers are mandated reporters.
- All suspicions or disclosures of abuse must be reported immediately to the State Director and follow YMCA reporting guidelines.
- Retaliation against reporters is strictly prohibited.
- The YMCA will cooperate fully with investigations and protect the rights of all involved.



# 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:** \_\_\_\_\_

# Program Introduction

NMYAG is a non-partisan initiative designed to foster an understanding of the fundamental principles and processes of democracy and Constitutional governance. Through immersive experiences, interactive discussions, and practical simulations, we strive to create an inclusive platform where youth can explore and address the issues that impact their lives and communities.

Our program aims to develop well-rounded individuals who possess a deep understanding of democratic values, critical thinking abilities, and effective communication and leadership skills. We encourage youth to embrace their unique perspectives, engage in civil discourse, and collaborate with their peers to find innovative solutions to challenges in their communities.

At NMYAG, we believe that every young person has the capacity to shape the future of our society. By providing a supportive and inclusive environment, we empower our participants to become active and responsible citizens, ensuring a vibrant and resilient democracy for generations to come.

Together, we will build a community of young leaders who are not only knowledgeable about our democratic processes but are also inspired to take action, make a positive difference, and uphold the values that form the foundation of our great nation.

The YMCA Youth and Government program is student-led and designed to foster student leadership, responsibility, and autonomy. To support this approach, Program Advisors should primarily offer guidance and encouragement, fostering independence and self-empowerment among their delegates. Each school should nominate student leadership to head their delegation and cooperate with their advisor to support conference preparation and lead club meetings.

# Advisor Event Responsibilities

## State Conference

This is the culminating event of the annual Youth and Government program. All delegates from across the state meet at Glorieta Camps in Glorieta, NM and take on the roles they have been preparing for all year. All sessions occur at Glorieta Camps. All lodging arrangements are made for all delegations by the program director, and evening activities will be planned for all participants.

### General Advisor Requirements

1. Complete YMCA background check and child safety training (online);
2. Host and attend all on-site meetings;
3. Be present at all State Conference activities and supervise your delegation students;
4. Meet the requirements of their school and districts for sponsoring a club and off-campus club-related activities; and
5. Ensure that students register for the conference by the deadline and share information about application and program expectations for student work.

### General Advisor Responsibilities

1. Plan and organize recruitment opportunities within the delegation and in your school.
2. Act as a resource for your delegation, utilizing the State Office when assistance is needed.
3. Develop student leadership within your delegation and work with students to grow their program goals.
4. Communicate with parents/guardians regarding important dates and fees, as well as the expectations you have of their students.
5. Plan and encourage fundraising opportunities for your delegation.
6. Arrive at any assigned duty locations on-time and assist in chaperoning group student activities.

# State Conference Logistics

## Registration

Advisors must not complete the State Conference registration for any student delegate. The online registration process requires a parent/guardian signature on mandatory legal waivers, as well as the provision of confidential health information and emergency contact details. Furthermore, a parent/guardian signature on these documents confirms that they have reviewed and accepted the terms, understand the liability involved, and confirmed the accuracy of the health and emergency information. Advisors may only guide students and their families through the registration process.

## Fees

For a complete breakdown of program fee expenses, please refer to this year's Program Cost Estimate distributed by the State Office.

Advisors that are in ratio with their delegations (1:12 Middle School Students) will have their program fee covered. Delegations that are over ratio will be responsible for the additional advisor(s), with an invoice sent to the participating school.

Need-based financial assistance is available for students to apply before registration, until the budget has been exhausted. Please make sure to note the financial assistance deadline, as communicated and posted online, and have your students complete that application before the deadline. This application should be completed with parents/guardians to ensure accurate information is supplied to verify need.

The State Program will provide resources for additional delegation fundraising, which delegations may participate in to raise funds for student fees. Individual clubs are also encouraged to pursue their own fundraising.

## Lodging

The programming will be held at Glorieta Camps in Glorieta, NM. All lodging is arranged by the program.

At Glorieta, students and advisors will be housed in bunk-style dorm rooms, each room having its own bathroom. Students are housed 3-6 in a room, and advisors will be housed 2 to a room; all participants will have individual sleeping spaces (i.e., there will be no bed sharing). If an advisor requires accommodation for health reasons, there are hotel-style rooms available, but a chaperone who can stay adjacent to that delegation's students in the dorm space will need to attend.

Participating in overnight accommodation is a required component of the program due to portions of the programming that are crucial to the experience and participation that occur at Glorieta. Delegations may not make their own accommodation in Santa Fe or travel back

home in the evenings. Advisors will have duty assignments at Glorieta, to assist with supervising students throughout the event and locations in use.

Glorieta does not provide bedding or towels, and students are required to bring a pillow and either sheets and blankets for an XL twin, or a sleeping bag in addition to bath and hand towels. There are minimum backup supplies in the event a student forgets, so please remind your delegation to bring bedding!

Delegations may opt-in to arriving at Glorieta a day early, if desired for transportation or programming purposes, but must notify the State Office prior to the close of registration.

## Meals

All meals during the conference are fully covered by the program fee and will be served family-style in the main dining hall at Glorieta. Mealtimes are set, and you and your delegates must be on time. It is open seating among our assigned tables.

## Advisor Chaperoning Assignments

All Advisors are assigned in shifts to chaperone specific program branches and are required to be in those locations at the designated time. These are a requirement and allow you and others to have free time to observe your students outside of those assignments. **When not assigned a chaperoning shift, Advisors are still required to remain present at the event and accessible for your students— you are the responsible adult for the students you brought.**

## Program Area Leads (PALs)

PALs are well-versed volunteers that have the authority on the policy and rules for that area and are able to provide guidance, direction, and assistance when called upon by student leaders. PALs will remain accessible to the student leader throughout the conference to provide support and may redirect conduct in a branch as needed. If the PAL and branch presiding officers are unable to resolve challenges or issues, they may escalate them to the State Director directly.

There are 5 program areas that will have at least one PAL assigned:

1. Governor's Cabinet
2. Senate
3. House of Representatives
4. Judicial
5. Media

**Advisors/Volunteers other than the PAL who feel there is an issue or problem that needs to be addressed must first speak to the Program Area Lead.** If a program area advisor feels that the Program Area Lead or student leadership is not responding, they need to immediately contact the State Office. Under no circumstances should any advisor or volunteer who is not a PAL correct a student leader in the public arena. Similarly, disagreements among adult advisors should be discussed in private manners.

# State Conference

## General Conference Timeline

You can expect Conference to be paced as below, but the times are subject to change, and the final Conference Agenda will be available when finalized.

| Thursday                                             |                              | Friday                                               |                                | Saturday                                             |                                |
|------------------------------------------------------|------------------------------|------------------------------------------------------|--------------------------------|------------------------------------------------------|--------------------------------|
| 9:30 AM                                              | Arrive to Capitol            | 8:00 AM                                              | Breakfast with assigned Squads | 8:00 AM                                              | Breakfast with assigned Squads |
| 9:30 – 11:00 AM                                      | Capitol Tours                | 9 AM – 12:00 PM                                      | Breakout Session               | 9:00 AM – 12:00 PM                                   | Final Branch Breakout          |
| 11:00 AM – 11:45 AM                                  | Depart to Glorieta/ Check-In | 12:00 PM                                             | Lunch                          | 12:00 PM                                             | Lunch                          |
| 12:00 PM                                             | Lunch                        | 1:00 PM – 5:30 PM                                    | Breakout Session               | 1:00 PM – 1:30 PM                                    | Media Presentation             |
| 1:00 PM – 1:30 PM                                    | Opening Session              | 6:00 PM                                              | Dinner                         | 1:30 PM – 2:30 PM                                    | Closing Session                |
| 1:30 PM – 5:30 PM                                    | Breakout Session             | 7:00 PM                                              | Evening Activities             | 2:30 PM                                              | Gather Luggage                 |
| 6:00 PM                                              | Dinner                       | 8:00 PM                                              | Delegation Meetings            | 3:00 PM                                              | Depart Glorieta                |
| 7:00 PM                                              | Evening Activities           | 8:45 PM                                              | Return to Rooms                | **ALL STUDENTS SHOULD BE IN BUSINESS CASUAL ATTIRE** |                                |
| 8:00 PM                                              | Delegation Meetings          | 9:00 PM                                              | Lights Out                     |                                                      |                                |
| 8:45 PM                                              | Return to Rooms              | **ALL STUDENTS SHOULD BE IN BUSINESS CASUAL ATTIRE** |                                |                                                      |                                |
| 9:00 PM                                              | Lights Out                   |                                                      |                                |                                                      |                                |
| **ALL STUDENTS SHOULD BE IN BUSINESS CASUAL ATTIRE** |                              |                                                      |                                |                                                      |                                |

## General Student Expectations

Please refer to the Code of Conduct and School Agreement for student and school/advisor expectations.

## Dress Code

The dress code of NMYAG reflects the decorum of the processes we are modeling, while enabling flexibility so that families do not have to buy expensive outfits for this event. Delegations may choose to dress up in Business Professional Attire on any day of conference if they prefer for group photos or for other purposes, but the overall middle school program

dress code is Business Casual. Both Advisors and Delegates are required to adhere to the dress code. Clothing must always fit appropriately and fully cover shoulders, chest, back, and midriff.

### Attire Requirements for Conference

- **Business Casual Attire** is required during all conference sessions and legislative work. Examples include: Button-down and/or collared shirts, khakis, skirts or dresses that fall below fingertip length. All footwear must be closed-toe shoes; no open-toe shoes are permitted due to the outdoor campus.
- **Casual Attire** (including jeans) is only permitted during evening programming.

### Prohibited Items

To maintain focus and professionalism, certain items are **prohibited** during conference sessions:

- Hats and sunglasses.
- Distracting accessories.
- Headphones or earbuds.
- Graphic designs on clothing, unless they explicitly represent a YMCA or school event.

### Addressing Dress Code Issues with Sensitivity

It is an Advisor's responsibility to ensure your entire Delegation, including yourself, adheres to the dress code. Compliance issues must be addressed with professionalism, care, and sensitivity. The focus must always be on correcting the attire, not embarrassing the student. Advisors should only address dress code issues with their delegates and report issues to the State Office or Delegation Advisor for other delegates.

1. **Address the Issue Sensitively—Do not** call attention to a dress code violation in front of other delegates or publicly. Take your student to the side, in view of other delegates or advisors, to talk about the specific issue.
2. **Focus on the Standard—**Frame the conversation around the program's rules and the expectation for the setting, not on a judgment of the student's personal choice. For example: "The requirements for the legislative session are for a collared or button-down shirt," not "You are dressed inappropriately."
3. **Provide a Solution—**Ask if the student has an alternative item they can change into. If needed, provide a private space for them to make a change. If a student is unable to comply, reach out to the Advisor group or State Office for assistance.

**Advisors need to lead by example and maintain a business professional appearance during Conference.** Your own compliance reinforces the expectation that this standard is essential to the program's success.

## Delegate Roles

### Executive Officers

**House Majority Floor Leader—**The House Majority Leader would work in the House as a facilitator of debate. Responsibilities include speaking on proposals when others are

unwilling, being knowledgeable on parliamentary procedure as an example to other delegates, and working together with the high school leaders/committee chairs to maintain structured and lively debate.

**Senate Majority Floor Leader**— The Senate Majority Leader would work in the Senate as a facilitator of debate. Responsibilities include speaking on proposals when others are unwilling, being knowledgeable on parliamentary procedure as an example to other delegates, and working together with the high school leaders/committee chairs to maintain structured and lively debate.

### Executive Officer Responsibilities

Floor leaders represent the YMCA and Youth & Government, and as such, are expected to be respectful and serve as leaders in the program. While they may participate in their school delegation, they may not serve as leadership as it is a conflict with their State Office role. Officers must act and dress professionally while at Youth & Government events. Officers must bear in mind the leadership role and influence that they have in Youth & Government when posting on social media.

## Transportation Expectations and Advisor Supervision

NMYAG provides buses for organized travel from Albuquerque to Santa Fe. It is required that an advisor must be present on that bus when one of their delegates is aboard. If additional Advisors are driving separately, the State Director must be notified, and the Advisor must follow the bus to and from the event.

**Punctuality**— All participants (Advisors and Delegates) must arrive at the designated meeting point for the bus at the specified time. Buses will depart promptly to maintain the schedule.

**Conduct**— All delegates are expected to maintain the same high standard of behavior on the buses as they do during formal conference sessions. This includes:

- Keeping noise at a respectful level.
- Cleaning up all personal trash.
- Appropriate language, including music.
- Remaining seated at all times while the bus is operating.
- Treating the bus driver and vehicle with courtesy and respect.

**Seat Belts**— All participants must wear seat belts if available while the bus is in motion.

### Advisor Responsibility

Your presence on the bus is critical for ensuring compliance with all safety guidelines. As a supervising adult, you are responsible for:

- Taking an accurate headcount of your delegates before departure and upon arrival.
- Enforcing the program's Code of Conduct throughout the trip.
- Ensuring students remain seated and comply with the driver's instructions.

## Advisor Packing List

Your clothing choices at the State Conference must reflect professionalism across a variety of settings, ranging from formal legislative sessions to casual work periods. Being appropriately dressed sets the standard for your delegates and ensures you are ready for any event or meeting.

- Session Clothes – advisors must adhere to the same dress code as delegates; anyone failing to meet dress code standards may be asked to leave and come back dressed appropriately
- Session Shoes – it is important to wear shoes that are both comfortable and in adherence to the dress code that you are comfortable walking around outside.
- Casual Clothing – while there isn't much time to wear casual clothing, it is nice to have for evening activities

As an Advisor, you are walking into a labyrinth of hangnails, ripped nylons and forgotten phone chargers. While it is impossible to be prepared for every unfortunate event, having these items on hand may save you from spending lunch looking for a drugstore.

- Pens
- Band aids
- Extra nylons
- Menstrual products
- Travel deodorant
- An extra necktie
- Safety pins
- Snacks for your delegation
- Breath mints
- Phone charger

## Student Packing List

The list below is provided to delegates ahead of Conference.

- Business casual attire for three days (including your Thursday outfit)
- Pajamas
- Shoes + comfortable shoes for downtime
- Casual outfits for social events and downtime
- Jacket + warm layers
- Toiletries
- Snacks
- Water bottle
- Flashlight or headlamp
- Bedding, pillow, & towel for dorms
- (recommended) Phone + charger
- (optional) Small laptop/tablet + charger
- Handbag/briefcase/purse/small backpack

# Delegate Information

## General Delegation Timeline

A brief guide to help you ensure your club is progressing productively towards the State Conference.

**August:** Recruiting and establishing meeting times, organization and norms, and club officer positions. Have them begin to finalize what branch they want to participate in. Allow students to begin brainstorming and finalizing proposal topics and arguments on the appellate case.

**September:** Allow students to still join the delegation but begin to finalize the group attending, host a few fundraising events to help fundraise the cost of conference. Students should begin writing their proposals and briefs at the beginning of this month and start to finalize them by the end of the month.

**October:** Finalize proposals and appellate briefs and get them submitted. Begin practicing presenting, try practicing with other delegations in the area for aid at the conference. Make sure all students are prepared for conference. If students need any additional help with conference logistics, contact the staff on page 2.

## Sample Club/Delegation Charter

<https://bit.ly/NMYAGsamplecharter>

The linked **Sample YAG Charter** is the foundational document that formally establishes your Youth and Government (YAG) Delegation as a recognized club of your school. It outlines the structure, purpose, and rules that govern your delegates. Establishing a charter, bylaws, or any form of governing document will allow you and your students to establish clear expectations, maintain compliance, and set operational standards and structure. This document is provided as a starting point for delegations, it may be adapted as needed to the local school.

## Recruitment

Effective recruitment is a year-round process, but the most important time to engage students' interest is early in the year and leading up to registration. Use these strategies to build a large and diverse delegation.

### Timing and Visibility

Successful recruitment hinges on high visibility and early engagement before students are fully committed to other activities.

- **Start Early Before Commitments Harden:** Begin recruitment efforts closer to the start of the year, ideally within the first 3 weeks.
- **Leverage Early Fall Activity Fairs:** If your school has an activity fair, make your presence stand out. Collect interested students' names and email addresses on a sign-up sheet, rather than just handing out flyers.

- **Request Materials from the State Office:** Maximize your visibility by requesting flyers and digital content from the State Office. These materials carry the official program branding and can save you valuable time on graphic design. We ask that advisors retain extra materials from year to year, and request more when you have run out.

## **Targeting and Engagement**

The most effective recruiting is done through peer influence and strategic targeting of students outside the usual club cohort.

- **Students are the Best Recruiters:** Empowering your current delegates to recruit is your most powerful tool. Challenge each existing member to bring one or two new recruits to a meeting.
- **Don't Just Focus on the Kids Who Do Every Activity:** While the high-achieving, over-committed students are great, diversify your delegation. Actively seek out students who demonstrate:
  - **Latent Leadership:** Students who show leadership in their friend group but haven't joined many school clubs.
  - **Hidden Talent:** Students who excel in specialized areas like debate, public speaking, art, or video editing, as these skills translate directly to varying branches.
  - **Teacher Recommendations:** Ask teachers to recommend students who are insightful, creative, or collaborative.

## **Effective Meetings**

Effective meetings are the engine of your program's success. Your role as an advisor is to facilitate, train, and support the Executive Council, ensuring the meeting structure remains productive and focused on conference preparation. Below are some suggestions for running effective meetings.

**Establish and Maintain Agendas**—The agenda is the roadmap for a successful meeting.

- **Require a Draft Agenda:** The Executive Council should draft a clear agenda (listing topics, person responsible, and time allocation) before the meeting.
- **Advisor Review:** Review of the draft agenda with the student leaders, focusing on:
  - Are the goals of the meeting clear and achievable?
  - Is there enough time budgeted for complex discussions (like policy debates or proposal ideas)?
  - Are there clear action items for delegates to take after the meeting?
- **Publish the Agenda:** Distribute the finalized agenda to all delegates before the meeting begins (via email, a shared drive, or printed handout) to set expectations and promote accountability.

**Delegate Ownership and Leadership**—Use meetings as a primary training ground for student leaders.

- **Students Run the Meeting:** The Executive Council should chair the meeting and manage the flow. They should be responsible for starting on time, introducing topics, and keeping the discussion moving.
- **Advisor as Timekeeper/Coach:** Stand back and let students lead. Intervene only to:
  - Gently keep the group on the scheduled time.
  - Guide the discussion back to the topic if it drifts.
  - Offer brief, positive feedback on the leadership skills of the Executive Officer leading the session.
- **Training on Procedure:** Teach your Executive Council basic meeting facilitation techniques, like how to call for a vote or effectively table a discussion, to maintain order and fairness.

#### Support the Executive Council—

- **Weekly Check-in:** Hold a brief, separate check-in meeting (15–20 minutes) with your Executive Officers **before** the main delegate meeting. Use this time to:
  - Review their progress on their roles.
  - Help them anticipate potential challenges or difficult questions from the general delegation.
  - Discuss the agenda and review speaking points.
- **Empower Decision-Making:** When questions arise in a general meeting, direct them to the appropriate student leader ("That's a great question for the Vice President to address, as it relates to internal affairs."). This builds their authority and competence.

#### Maximizing Effectiveness

- **End with Action Items:** Conclude every meeting with a clear recap of "What happens next?" Every delegate should leave knowing their specific homework, preparation task, or research assignment.
- **Follow Up:** Ensure meeting notes, including action items and decisions, are circulated to all delegates (even those absent) within 24 hours.
- **Vary the Format:** Avoid making every meeting a lecture. Integrate preparation by including a mock debate, a short presentation by a different delegate each week, or a structured small-group activity related to Conference prep.

## Delegation Resources

<https://bit.ly/NMYAGPublicFolder>

The program maintains a centralized Public Resource Folder, linked above, which serves as the primary hub for all essential documents, templates, and examples for advisors. This folder is designed to save you time and ensure consistency across all club operations. Inside, you will find vital resources such as agendas, branch specific resources, templates, samples, and past conference info. Advisors are strongly encouraged to check this folder first for any operational need.

## Club-Bonding/Fun Activities

Investing time in delegation bonding activities is essential, as these social moments directly translate to success at the State Conference. These activities build trust and communication outside of preparation, which allows students to better rely on one another during the demanding conference schedule. A cohesive and high-trust delegation fosters a stronger sense of identity and morale, reduces internal conflict, and ensures that all delegates—especially first-time attendees—feel supported, valued, and connected to the overall goals of the program. Below are some ideas for you and your delegation.

### Low-Cost, On-Campus Activities (Quick & Easy)

These are great for the end of a long meeting or a casual after-school session.

- **"Two Truths and a Lie" (Program Edition):** Have each student share two true facts about their YAG experience (e.g., "I'm running for Senate," or "My bill is about solar energy subsidies") and one false fact. It's a fun way to learn about the entire delegation's focus areas.
- **Skill Swap:** Dedicate 10 minutes at the end of a meeting for delegates to teach a quick, relevant skill to the group (e.g., how to shake hands professionally, a quick public speaking tip, or how to use a specific software tool).
- **Delegation "Family" Night:** Host a potluck dinner or order pizza in the school cafeteria or advisor's classroom. This unstructured time allows students to relax and socialize outside of preparation work.

### Off-Campus, Community-Focused Activities (Service & Fun)

These build teamwork while engaging with the wider community.

- **Delegation Service Project:** Volunteer together at a local food bank, animal shelter, or community cleanup event. Working toward a shared civic goal builds camaraderie and reinforces the program's values.
- **Host Another Delegation:** Create a fun event or activity and invite neighboring delegations over to get to know one another and make new friends.
- **Mini-Golf, Bowling, or Arcade Night:** A classic outing that encourages friendly competition and casual interaction away from school pressures.
- **Escape Room Challenge:** This is an excellent, time-bound activity that forces delegates to communicate, problem-solve, and collaborate under pressure—skills vital for conference events.

### Conference Prep-Focused Bonding (High-Value)

These activities double as preparation for the State Conference.

- **Mock Session/Committee Mixer:** Organize a practice gathering where delegates who don't usually work together (e.g., Judicial delegates and Legislative delegates) mingle and practice introducing their roles or event topics to each other.
- **"Delegate Buddy" System:** Pair new members with veteran delegates and give them a structured task to complete together (e.g., creating a 5-minute presentation on the conference dress code or running a practice drill).

## Fundraising Ideas

Securing necessary funds for State Conference and club activities is a critical part of the advisor and delegate experience, whether it is directly done by the student or through fundraising efforts. A diverse fundraising approach often yields the best results.

### Product Sales (Low Effort, High Brand Recognition)

These options leverage established companies to handle production and delivery, reducing the club's logistics burden.

- **Double Good Popcorn:** This is a 100% virtual fundraiser run entirely through the Double Good app. Delegates create a pop-up store link that is active for four or seven days. The company handles all order fulfillment, and the club keeps 50% of the profit. This is ideal because there is no inventory to manage.
- **Teamfi Pick-a-Date Calendar:** The Teamfi platform allows a central organizer to create a virtual Pick-a-Date calendar where students ask family, friends, and community members to sponsor a date on their calendar. For instance, if you pick the 5<sup>th</sup> of the month, you donate \$5. This platform facilitates easy sharing and communication and tracking of individual student fundraisers. Look for communications regarding this being set up from the State Office for delegations or individuals to participate.

### On-Campus Sales & Events (High Visibility)

These ideas rely on high foot traffic within the school community.

- **Bake Sales/Snack Shop:** Sell simple, pre-packaged snacks, candy, and drinks during lunchtime or after school. Remember to check your school policies regarding homemade goods. Selling items like chips and sodas in a small "Snack Shop" during a specific window (if school rules allow competition with the cafeteria) can generate consistent, small-scale income.
- **Raffles:** Raffle off a desirable item (e.g., a school spirit basket, gift cards donated by local businesses, or tickets to a local event). The cost to the club is minimal, maximizing profit per ticket sold.
- **Concessions at Home Games (if school allows):** Partner with your school to manage the concession stand during one or more home sporting events. This often provides the largest one-time profit but requires significant volunteer labor from parents and students.

### Community Engagement Events (High Value)

These are larger events designed to draw in the extended community.

- **[Spaghetti] Dinner Before Home Game:** Host a simple, catered or donated dinner (like spaghetti, chili, or pizza) in the school cafeteria or gymnasium *before* a well-attended event. Sell tickets in advance to estimate attendance and reduce food waste.

- **School Patrons/Program Alumni Donations:** Create a simple letter or email campaign targeting former program members, parents of previous graduates, or local businesses. Clearly state your fundraising goal (e.g., "to send 15 delegates to State Conference") and what their donation will cover. Make giving easy with an online donation link.