



YMCA CENTER FOR YOUTH VOICE



LAUNCH

PREPARING FOR YOUTH IN GOVERNMENT 2021

Saturday, December 5, 2020

1 PM — 4 PM

VIRTUAL CONFERENCE—ON ZOOM

TABLE OF CONTENTS

SCHEDULE	3
HOW TO LEARN AT LAUNCH	4
PROGRAM TRACKS	5
BREAKOUT SESSIONS	6—9
COURSE DESCRIPTIONS	
Leadership Corps	6
All Legislatures	6
Supreme Court & Court of Appeals	6-7
Trial Court & District Court	7
National Issues Forum (NIF)	8
Media	8
Lobbyists	8
Executive Branch	9
YIG Life	9
GET READY FOR JANUARY	11
CODE OF CONDUCT	12—13
USING REGY	14
DOCUMENT DEADLINES	15

SCHEDULE

- 12:30 PM** **CHECK-IN OPENS**
Delegates without program assignments can log in early and will be sent to a breakout room to resolve this
- 1:00 PM** **OPENING SESSION**
Call to order by Steering Committee Chair
Introduction of Youth Officers
LAUNCH Training Overview
- 1:15 PM** **PROGRAM AREA TRAINING**
Conducted in Breakout Rooms for each Area
Led by Youth Officers and Program Specialists
- 1:15 PM** **ADULT ADVISOR MEETING**
Conducted in Main Zoom Room
- 2:40 PM** **MOVE TO LARGE GROUP SESSION**
- 2:45 PM** **LARGE GROUP SESSION**
“Civil Discourse & Respect at YIG”
Conducted in Main Zoom Room
Short Large Group Presentation
Breakout Sessions Led by Youth Officers
- 3:45 PM** **CLOSING SESSION**
Call to order by Youth Governor
Prep for January Conference
Closing Reflection & Comments
- 4:00 PM** **ADJOURN & DEPART**

HOW TO LEARN AT LAUNCH

The point of LAUNCH is to help get students prepared for participation in their program areas and for the overall Youth in Government Session.

PROGRAM AREA TIME 1:15 PM —2:40 pM

The first hour after the opening session is set aside for program area overview time. Youth Officers and Adult Program Specialists will present the basics about the program area, give area assignments and finalize program area details.

- Legislature (All Senates)
- Supreme Court
- Court of Appeals
- Trial Court & District Court
- National Issues Forum (NIF)
- Executive Branch (Gov, Lt. Gov, SOS)
- Lobbyists
- Media
- Leadership Corps

“BREAKOUT” SESSIONS

Think of the day as a sort of “choose your own adventure” in preparation for the conference. Each participant should take courses in their assigned area and “YIG Life.”

For our virtual year, these “breakouts” are pre-recorded by youth leaders. These sessions can be accessed through the Yapp app, on the LAUNCH landing page. They can be watched whenever you want—and can be reviewed as you prepare your program area documents .

PROGRAM TRACKS

Each program area has a set of courses to help participants learn key skills and concepts. Individuals may choose their own courses to help them meet their own training needs.

Leadership Corps	Yellow
All Legislatures	Green
Supreme Court & Court of Appeals	Orange
Trial Court & District Court	Purple
National Issues Forum	Red
Media	Aqua
Lobbyist	Brown
Executive Branch	Blue
YIG Life	Pink

COURSE DESCRIPTIONS

LEADERSHIP CORPS

Overview of the Prep Kit

Learn about the cornerstone of Leadership Corps: the Prep Kit. What it is, why we do it, explaining the various elements and how it is used at Model Assembly.

Day in the Life of Leadership Corps

Get a sneak peak at all the activities of Leadership Corps, including schedule breakdown, learning about college Resource Advisors who lead the groups and how to make the most of the exciting evening activities.

ALL LEGISLATURES (Senates)

Overview of a Bill

Come learn all about bills—what they are, how to choose a bill topic, brainstorming topic ideas. See examples of good and bad bills, learn about research techniques and how to submit on REGY.

All About Committees

Participate in a mock committee session, learn about testimony and the ins and outs of the committee process.

How to Present Your Bill and How to Debate

Practice opening and closing statements, learn about presenting research to persuade and get tips for taking good notes during debate.

SUPREME COURT & COURT OF APPEALS

Supreme Court and Court of Appeals Processes

Learn about all aspects of a court hearing—from opening statements to closing remarks. Roles in the courtroom will be outlined and explained in detail. Get all your process questions answered here.

Case Breakdown—Supreme Case 1

Case Breakdown—Supreme Case 2

Case Breakdown—Court of Appeals

Learn about the ins and outs of your assigned case—examine the fact pattern, the issues involved and past court actions that could impact the arguments you present during your hearing. Student and adult leaders will be available to answer questions you have about the legal issues and how you can use the materials to prepare your written submission.

How to Write a Supreme Court Brief

Preparing your court brief is vital to being ready for Youth in Government. This course will break down the required info, help you take the information from your case, analyze it and fit the details into your finished brief.

How to Write a Court of Appeals Document

Preparing your court document is vital to being ready for Youth in Government. This course will break down the required info, help you take the information from your case, analyze it and fit the details into your finished document.

TRIAL COURT & DISTRICT COURT

Trial Court and District Court Processes

A detailed overview of what a Trial or District case entails and thoughtful ways to go about arguing a courtroom case.

Case Breakdown—Trial Court

Case Breakdown—District Court

Learn about the ins and outs of your assigned case—examine the fact pattern, the issues involved and past court actions that could impact the arguments you present during your hearing. Student and adult leaders will be available to answer questions you have about the legal issues and how you can use the materials to prepare your written submission.

How to Write a Court Document

Preparing your court document is vital to being ready for Model Assembly. This course will break down the required info, help you take the information from your case, analyze it and fit the details into your finished document.

NATIONAL ISSUES FORUM (NIF)

Overview of a Proposal

Learn all about proposals—what they are and the difference between a proposal and a legislative bill. This session will cover brainstorming of proposal topics, how to research facts and how to tell a strong proposal from a weak one.

How to Present Your Proposal

This course contains helpful tips and information on how to present a completed proposal in committee and in General Assembly. There will be opportunities to watch and practice opening and closing statements, as well as learning how to take helpful notes during debate.

MEDIA

Investigative Reporting

Focus is on the basics of investigative reporting—journalistic ethics, how to tell a quality story, responsible reporting, finding facts and how to ask appropriate, tough questions.

Storytelling

This course will be looking at how to tell a story and more importantly, how to present it to different audiences in different formats—with special emphasis on how to tailor a story to radio, television, newspaper and digital media.

LOBBYISTS

Agenda Overview & Advocacy Opportunities

Examine the various sections of the Lobbyist Agenda, learn why we do it and why it is important. This course will focus is on how they are used at Model Assembly and how to submit them on REGY. Also learn about how Lobbyists serve their “clients”, what presenting testimony looks like, how to build coalitions, overview of the legislative process and how cabinet and lobbyist officials work together.

Lobbying During Floor Session

Interested in learning more about how to influence the legislative process? You will learn the ins and outs of advocacy after committee sessions are over, how to do it effectively and why it’s important.

EXECUTIVE BRANCH

Status Report Overview

Review the various sections of the Cabinet Status Report, learn why we do it and why it is important. Focus is on how they are used at Model Assembly and how to submit them on REGY.

Advocacy Opportunities for Cabinet

Come learn about how Cabinet members serve the Governor and Lt. Governor, what presenting testimony looks like, how to build coalitions, overview of the legislative process and why cabinet and lobbyist officials work together.

YIG LIFE

AFTER YIG—WHAT COMES NEXT?

Wondering what to do next? Attend this session to learn about all the opportunities throughout YIG programs. Become informed about local, state and national Youth in Government opportunities outside Youth in Government.

Leadership Opportunities in YIG

Learn about the importance of youth leadership, including running for elected office or applying to become an appointed official. Future YIG success depends on the leaders of tomorrow.

Civil Discourse at YIG

Learn about how to speak respectfully but still debate with other delegates who different viewpoints than your own. Find out how to handle hot topics and tricky situations in public discussions.

Advocacy in Real Life

Find out how to apply the skills you have learned in YIG to real life. Discussion will include the purpose of advocacy, importance of advocacy and how to advocate. Whether with government, school or even in personal relationships, learning how to speak up for what you want is super-important and can help you to make a difference.



GET READY FOR JANUARY

Want to have a great YIG experience? That experience begins with the work you do on your program area documents. What you get out of the program is related to what you put in!

What's the best place to find materials to develop some great program area documents?

The YIG website, of course!

www.ymcayouthvoice.org

Go to the "Programs" menu and look for the section entitled "Conference Prep."

From bill writing materials to the text for all court cases, we have all you need to be ready for the session in January.

CODE OF CONDUCT

The purpose of the Code of Conduct is to identify behaviors that protect participants and the welfare of the program for future generations. Everyone is expected to behave in mature and responsible ways and to respect the rights and dignity of others. Participants, advisors, volunteers, staff, and board members of Minnesota YMCA Youth in Government programs agree to uphold the following CODE OF CONDUCT:

PERSONAL CONDUCT

1. Each person will conduct themselves in an orderly and responsible manner in transit to and from, and during all functions with the knowledge that personal behavior reflects upon the quality of the program, the YMCA, one's delegation, one's school and one's self.
2. Participation in all elements of the program will be maintained on an intellectual and productive level. Each participant will attend all scheduled program functions, activities, meetings and training sessions.
3. The use or possession of electronic devices is limited during program activities.
 - * Devices must be turned to "silent" or "vibrate" during program activities and official functions.
 - * Personal computing devices may be used in program area functions, for business purposes, at the discretion of the Youth Officers, Program Specialists and the Youth in Government State Office.
 - * Electronic devices may not be used for entertainment purposes during program functions.
 - * Limited use of social media for program functions is permitted, unless overused or abused.
 - * Use of anonymous social networking apps (YikYak, etc.) is highly discouraged. Posting derogatory comments on these platforms is not within YMCA values and is not acceptable.
4. Harassment or intimidation by words, gestures, body language, use of social media or other behaviors will not be tolerated. This includes angry or vulgar language, physical contact with another person in an angry or threatening way and posting social media content or any other conduct of a hurtful, threatening or offensive nature.
5. Sexual activity, sexual conduct, sexual misconduct or sexually explicit dancing is not acceptable and will not be tolerated.
6. Participants are expected to conform to all regulations on the honor system. Those who are present when a violation occurs and who do not intervene or report the situation may be considered a participant in the violation and may be disciplined accordingly.
7. Participants are encouraged to be responsible for their personal comfort and safety and to respectfully ask any person whose behavior threatens their comfort, to refrain. If a participant feels uncomfortable in confronting the person directly, they should report the behavior to any advisor or the Youth in Government State Office.

SAFETY

8. Participants and advisors are NOT allowed in each other's lodging rooms at any time, for any reason. The only people permitted in a lodging room are those officially registered to that room (with the exception of advisors conducting room checks).
9. Lodging room switches will not be permitted without the approval of the Delegation Director and the Youth in Government State Office.
10. Participants will observe quiet hours and remain in their assigned lodging facility room by the curfew listed in the official program schedule. Curfew will remain in effect until 6:00 AM the following morning.
11. The use, possession or concealment of certain materials is forbidden. These materials include, but are not limited to:
 - * Flame producing devices – lighters, matches, incense, candles, etc.
 - * Tobacco products, e-cigarettes/nicotine and alcoholic beverages
 - * Illegal drugs or chemicals – including but not limited to misuse or sharing of prescriptions or over-the-counter drugs
 - * Weapons/objects that may be used as weapons or pornography
12. No participant will leave a program function without the approval of the Delegation Director AND the Youth in Government State Office.
 - * Participants will not leave the lodging facility except while in transit to or from an official program function.
 - * Should a participant need to leave for a parent/guardian-approved function outside of Youth in Government, the participant must provide written authorization to the Delegation Director and be picked up/returned as designated by the parent or guardian.
 - * Participants may not use or be transported in private vehicles during any program function without written approval of parent or legal guardian and approval by Delegation Director and Youth in Government State Office.

13. Alumni, parents and official observers to any program function are restricted to public meeting spaces, lobbies and visitors galleries unless approved by the Youth in Government State Office. They must check in at the State Office to receive credentials.
14. Alumni, parents, friends, etc., are not permitted in the lodging facility during evening activities unless approved by the Youth in Government State Office and are not permitted in sleeping rooms at any time. Participants will not invite or receive visitors.

FACILITIES

15. Candy, gum, food and beverages (including water) are prohibited in all meeting rooms and facilities at all times. Water and water bottles are only permitted in hallways or public areas of meeting facilities.
16. Theft or behavior that results in the destruction of property will not be tolerated. Each person is legally and financially responsible for any removal, defacing or damage to public or private property. This includes but is not limited to the property of fellow participants, advisors and staff, organizations, businesses, lodging & conference facilities, and the State of Minnesota.
17. Property or materials in any facility must not be removed or tampered with in any manner.
18. The lodging facility pool may not be used during Youth in Government events.
19. All individual, group or delegation meetings must take place in the lobby or on the meeting room levels of the lodging facility. No sessions or meetings of any kind may take place in the sleeping rooms of the lodging facility, nor in any hallway of the sleeping room levels of the lodging facility.

DRESS CODE

20. Nametags will be worn at all times when outside assigned lodging facility rooms. Nametags will be worn visibly on the front of the upper torso. Nametag switching/sharing is prohibited. Nametags are not to be defaced, decorated or altered in any way.
21. Conservative, professional, business dress is the expectation during program activities and official functions. Clothing choices should reflect preparation for a job interview or work in government service. Appearance must be neat and tidy – good grooming, shirts tucked in and pants/skirts pulled up to the waist.
21. Participants and advisors will adhere to dress code expectations at all times and are expected to bring appropriate attire to events. Those not in appropriate dress will be asked to change clothes. Not having any other clothes is not an acceptable reason for not being compliant to dress code expectations – delegates and advisors dressing inappropriately may be asked to borrow appropriate clothing.

Examples of Professional Attire	Collared dress shirt (including button-downs, blouses or polos) Sweaters, suit vests, suit coat, blazers, ties Dress pants (including khakis), dresses, skirts, belts, suspenders Dress shoes are required to be worn all day – flat shoes/low heels
Examples of Casual Attire	T-shirts, sweatshirts Jeans, corduroys, shorts Tennis shoes, sandals, most closed-toe footwear
Inappropriate <u>anytime</u> outside hotel rooms	Any clothing with inappropriate language or imagery Any see-through, low cut or extremely tight-fitting clothing Tube tops or bare midriffs Pajamas or any other sleeping attire Slippers or bare feet

- * Hems of dresses/skirts must be 2 inches above the knee or lower for all functions – business or casual.
- * Denim, in any form, is not considered part of professional attire.
- * Cultural or religious dress fits within dress code standards; appropriation of cultural dress is not permitted.
- * Undergarments must be worn. Visible undergarments are not permitted.
- * Hats are only permitted in outdoor settings.
- * Pay attention to conditions – dress for Minnesota weather, transportation and terrain, including coats and footwear.

This Code will be in effect at all YMCA Youth in Government functions – at the delegation level and at state program events (including transit to and from events). It will be enforced by all advisors, with discretion to the Youth in Government State Office.

Participation in Minnesota YMCA Youth in Government programs indicates personal acceptance of this Code of Conduct. Failure to follow the Code of Conduct may result in one or more of the following disciplinary actions (but not limited exclusively to them):

- A. The loss of privileges or position
- B. Parents of the participant notified
- C. Removal from the program/sent home at participant/parent expense - without refund of fees
- D. School officials notified
- E. Summoning of security and/or police

While any of the above actions may be applied to any Code of Conduct infraction, option "C" above is the most common disciplinary action for many situations.

USING REGY

REGY is the system that manages YIG program participation. It has a really great document submission process—an easy way for students to input their projects and an easy way for Delegation Directors to review the materials and send suggested improvements back to students.

REGY Document Submission Step-by-Step:

1. Click “Youth in Government 2021” under the “My Documents” heading on your REGY home page.
2. Fill in your document.
3. Click the green “**Save & Preview**” button to save a draft, view your document, and print it.
4. Click the red “**Save & Submit**” to send your document to your delegation director for review by the deadlines listed on the adjacent page.

Note: If you’re unfamiliar with REGY, you should get started on your document as early as possible, in case you have trouble.

Advisors cannot access documents until students have completed this step.

REGY doesn’t “lose” documents. The State Office will not receive your document unless you click “Save & Submit**,” and you ensure your Delegation Director approves it by the deadlines listed on the next page.**

Be sure to save a print version of your document for your own use and bring it with you to the conference.

DOCUMENT DEADLINES

Each student must submit their required materials via REGY by the student deadline.

All updates from advisor suggestions must be completed ASAP and final approval completed by Delegation Directors by their deadline.

DEADLINE #1—STUDENT

12/14/20

All Legislative Bills—all Senates
All National Issues Forum Proposals
All Lobbyist Agendas

DEADLINE #2—STUDENT

12/16/20

All Court Materials—Supreme, Appeals, Trial & District
All Cabinet Reports
All Media Materials
All Leadership Corps Prep Kits

DEADLINE #1—DELEGATION DIRECTOR

12/17/20

All Student Deadline #1 materials approved & finalized

DEADLINE #2—DELEGATION DIRECTOR

12/23/20

All Student Deadline #2 materials approved & finalized

Deadlines are extra tight in this virtual year, so it is important to be on top of these.

Failure to submit materials on time (or at all) impacts the program experience for you and for everyone in YIG.

If you are attending YIG “just to debate,” not submitting documents means others are doing the work for you and you are not contributing to the group’s experience.



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mnyig.org

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the Yapp App on your phone's app store.**

**Then, connect to the LAUNCH Yapp
bit.ly/MNYIGLAUNCH**



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