

Quick Reference Guide

This guide contains a concise summary of the events, deadlines, contact information, and fees for the 2009–2010 Connecticut Youth and Government program.

Sections

Overview

Events and Deadlines

Forms

Calendar 2009 – 2010

Date and Time		Event or Deadline	Location	Type
Sep	Sunday, 20th 10:30 – 12	Program Committee Meeting: Open to all advisors. Please RSVP to Gary Wright.	Southington YMCA	Planning
Oct	Sunday, 18th 10:30 – 12	Program Committee Meeting: Open to all advisors. Please RSVP to Gary Wright.	Southington YMCA	Planning
Nov	Sunday, 22nd 10:30 – 12	Program Committee Meeting: Open to all advisors. Please RSVP to Gary Wright.	Southington YMCA	Planning
	Sunday, 22nd 12 – 2	1st Year Training Session: Strongly recommended for all 1st year participants and advisors: program overview, bill topic selection and writing, parliamentary procedure. Please RSVP by November 13th.		Training
Dec	Friday, 4th	Pre-State Registration, Appointed Positions, Deposit due! See event page for details.	register online, payment by mail	Deadline
	Sunday, 6th 10:30 – 1	Program Committee Meeting: Appointed Position Selection, Open to all advisors. Please RSVP to Gary Wright.	Southington YMCA	Planning
	Sunday, 13th 12 – 2	Training Session A: Officers, Co-Committee Chairs and Alternates, Press Corps, Lobbyists <i>Snow Date: Sunday December 20, 12:00 – 2:00</i>	Southington YMCA	Training
	Sunday, 27th	Pre-State Bills entered online and approved by delegation advisor.	register online	Deadline
Jan	Sunday, 10th 12-4	Pre-State Conference <i>(includes Training Session B)</i> <i>Snow Date: Saturday January 24, 12:00 – 4:00</i>	Legislative Office Building	State Event
Feb	Monday 15th	State Conference Registration and Fees due! Online registration should be complete, forms sent to program office.	register online, payment by mail	Deadline
	Sunday 21st 10:30 – 12	Program Committee Meeting: Open to all advisors. Please RSVP to Gary Wright.	Southington YMCA	Planning
Mar	Sunday 14th 12 – 2	Training Session C: All participants from the Jan 4, training session plus Clerks and the Secretary of the State Deputies	Southington YMCA	Training
	Friday, 19th to Sunday, 21st	CT Youth and Government State Conference	Farmington Marriott State Capitol	State Event
	Late March	Conference on National Affairs applications are due	register online	Deadline
April - June		National Affairs Training Sessions	TBA	Training
Jul	Saturday, 3rd to Friday, 8th	YMCA Conference on National Affairs	North Carolina	National Event

New for 2009–2010

Changes for the 2009 – 2010 Youth and Government Program are as follows:

Schedule Changes

- The fall orientation meeting will more focused on the needs of first year participants and advisors including selecting a bill topic, bill writing, and parliamentary procedure.
- Bill topics are not due until late December. This change was made to give delegations more time between the start of their program and the bill topic deadline. Delegation rosters and deposits are still due in early December.
- The Pre-State snow date is no longer on the Martin Luther King Day weekend.
- The annual conference returns to the third week of March.
- Program Committee meetings and Training Sessions will be held at the Southington YMCA this year.

Program Changes

- The per-delegate program fee is \$225 (no discounts). The deposit remains at \$50 and is due on December 4th.
- There is a \$10/delegate late fee for delegates registered after the December 4th deadline.
- There is a \$10/delegate late fee for payments made after the February final registration deadline.
- All forms will be completed online this year. After delegation information has been entered online, permission slips/waivers must be printed, signed by parents, and submitted to the YAG office with the final delegation fees.
- The selection process for Deputy Speakers and President Pro-Temps has been changed. After observation by the officers at Pre-State, Co-Committee Chairs will be appointed to fill these positions. Delegates interested in these positions must therefore apply for the Co-Committee Chair positions via an appointed position application.
- The Pre-State committee process will use a proposal sharing format (less formal) for most bills while still using the full parliamentary procedure for three to four bills. The goal is to encourage more constructive feedback to bill authors during this practice session.
- Candidates must present their own speech on Saturday night of the conference.
- 1st year delegates may now participate as Lobbyists

Program Material Changes

- dates and times have been updated to reflect the 2009–2010 calendar
- the selection process description for Deputy Speakers and President Pro-Temps has been updated
- Lobbyist requirements were updated
- minor typos were fixed

Youth Officers

2009 – 2010

contact information distributed via email

Youth Governor	Mathue Nowicky Southington Delegation	
Lieutenant Governor	Joe Foran New Britain Delegation	
Speaker of the House	Faras Sadig New Britain Delegation	
Secretary of the State	Casey Camire Meriden Delegation	
Attorney General	Emily Nichols Lauralton Hall Delegation	

Program Committee

2009 – 2010

contact information distributed via email

Contact	Email	Work	Home/Cell
Gary Wright State Director YMCA of Greater Hartford			
Monica Cresta Program Administrator Cheshire YMCA			
Barry D'Esopo Press Corps Advisor			
Rep. Bob Godfrey CT Legislative Liaison Youth Governor Advisor			
Leo Panetta Advisor Coordinator			
Bill Pitt Youth In Law Advisor			
Brian Quigley Fairfield YMCA			
Gretchen Tencza Committee Process Advisor			
Heather Verdi Secretary of the State Advisor			

Program Office and Fees

2009 – 2010

Program Office:	CT YMCA YAG % Gary Wright 52 Madison Springs Dr. Madison, CT 06443
State Program Director:	Gary Wright
Phone:	203-980-0260 cell 860-522-9622 YMCA
Email:	gwright@ctyag.org
Web Site:	www.ctyag.org

Program Fees			
Type	Deadline	On or Before Deadline	After Deadline
Deposit	December 4th, 2009	\$50/delegate	\$60/delegate
Balance	February 15, 2010	\$175/delegate \$225/advisor \$340/advisor (private room)	\$185/delegate \$235/advisor \$350/advisor (private room)
Make all checks payable to: YMCA Metro-YAG			

- The YAG Program office accepts payments from local delegations only and not from individual delegates. Local delegations are responsible for collecting fees from their participants. All payments to YAG should be for the entire delegation.
- The \$50/\$60 deposit is non-refundable but a new delegate may be substituted for a dropped delegate until the Pre-State Conference. No delegates may be added or substituted after Pre-State.
- Fees are due for all delegates registered as of February 15th even if a delegate drops after the deadline. Fees will be based on the information entered on the registration website as of 11:59pm on the 15th. Please be sure your delegation roster is accurate.

There are no refunds for delegates dropped after the February 15th deadline.

- The program fee covers the state program expenses including:

<ul style="list-style-type: none"> ✓ bill book ✓ conference T-shirt ✓ 2 nights at the conference hotel ✓ meeting rooms and ballroom at the conference hotel ✓ speaker fees 	<ul style="list-style-type: none"> ✓ dinner on Friday and Saturday and snacks during committee and the social events ✓ bus transportation to/from conference hotel ✓ capitol building access and staff ✓ staff salary ✓ copies and other program materials
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Delegation Bill Codes

Delegations by Bill Code

Bills Start At...	Delegation	YMCA
1000	Glastonbury	Glastonbury YMCA
1100	Waterbury	Waterbury YMCA
1400	Foran	Milford/Orange YMCA
1500	Farmington Valley	Farmington Valley YMCA
1600	Berlin High School	Berlin-Kensington YMCA
1800	New Britain High School	New Britain YMCA
1900	East Hartford	East Hartford YMCA
2000	Amity High School	Milford/Orange YMCA
2100	Tri-Town	Tri-Town YMCA
2500	West Hartford	West Hartford YMCA
2600	Wallingford	Wallingford YMCA
2700	Wheeler	Wheeler YMCA
4000	Meriden	Meriden YMCA
4300	Southington	Southington YMCA
4400	Lauralton Hall	Milford/Orange YMCA
4800	Cheshire	Cheshire YMCA
4900	Terryville/Burlington	Wheeler Regional YMCA
5000	Danbury	YMCA of Western CT YMCA
5100	New Haven	New Haven YMCA Youth Center
5200	Valley Shore	Valley Shore YMCA
5300	Soundview	Soundview Family YMCA
5400	Hamden-North Haven	Hamden North Haven Branch YMCA
5500	Downtown Hartford	Downtown Hartford Branch YMCA
5600	Hartford-Metro	YMCA of Greater Hartford Metro Branch

Delegations by Name

2000	Amity High School	Milford/Orange YMCA
1600	Berlin High School	Berlin-Kensington YMCA
4800	Cheshire	Cheshire YMCA
5000	Danbury	YMCA of Western CT YMCA
5500	Downtown Hartford	Downtown Hartford Branch YMCA
1900	East Hartford	East Hartford YMCA
1500	Farmington Valley	Farmington Valley YMCA
1400	Foran	Milford/Orange YMCA
1000	Glastonbury	Glastonbury YMCA
5400	Hamden-North Haven	Hamden North Haven Branch YMCA
5600	Hartford-Metro	YMCA of Greater Hartford Metro Branch
4400	Lauralton Hall	Milford/Orange YMCA
4000	Meriden	Meriden YMCA
1800	New Britain High School	New Britain YMCA
5100	New Haven	New Haven YMCA Youth Center
5300	Soundview	Soundview Family YMCA
4300	Southington	Southington YMCA
4900	Terryville/Burlington	Wheeler Regional YMCA
2100	Tri-Town	Tri-Town YMCA
5200	Valley Shore	Valley Shore YMCA
2600	Wallingford	Wallingford YMCA
1100	Waterbury	Waterbury YMCA
2500	West Hartford	West Hartford YMCA
2700	Wheeler	Wheeler YMCA

Delegation Contacts

contact information distributed via email

Delegation	Contact	Phone	Email
Amity	Servas, Nicole		
Avon	Domer-Shank, Neil		
Berlin-Kensington	Benzinger, Lauren		
Cheshire	Tedesco, Mike		
Danbury	McNamara, Bill		
East Hartford	Butterick, Jon		
Farmington Valley	Domer-Shank, Neil		
Foran High School	Caesar, Austin		
Glastonbury	Pitt, Betsey		
Hamden-North Haven	Marazzi, Brian		
Hartford-YAchievers	Robinson, Tanya		
	Heslop , Fitzgerald		
Lauralton Hall	Allen, Mark		
Meriden	Deborah, Mcdermott (Maloney)		
	Flynn, James (Platt)		
	Kenyon, Geoffrey		
	Panetta, Leo		
Milford/Orange YMCA	Servas, Nicole		
New Britain	Parker, Justin		
	Verdi, Heather		
New Haven	McCarthy, Terry		
Southington	Silva, Steve		
Wheeler	Saucier, John		
Tri-Town	Garow, Shelly		

Delegation	Contact	Phone	Email
Valley Shore	Mohabir, Prisca		
Wallingford	Skinner, Eric		
Waterbury	O'Rourke, Jim		
West Hartford	Noel, Heather		

Events and Deadlines

This section contains a separate page for each event or deadline on the CT YAG calendar including who should attend, what forms are needed, if fees are due and more.

This is a mandatory meeting for all Program Committee members and youth officers.

All Program Committee meetings are open to advisors and delegates. If you are planning to attend a Program Committee Meeting please contact the State Director.

Location

Southington Community YMCA
29 High Street
Southington, CT 06489
860-628-5597

Driving from I-84 Westbound

- Exit 32 on to Queen St/Route 10
- Turn right at end of ramp onto Queen St. (south)
- Follow Queen St. for two miles and turn right onto High St.
- YMCA entrance is on your right

Driving from I-84 Eastbound

- Exit 32 on to Queen St/Route 10
- Turn left at end of ramp onto Queen St. (south)
- Follow Queen St. for two miles and turn right onto High St.
- YMCA entrance is on your right

Driving From I-91/I-691

- Take I-91 to I-691 westbound towards Waterbury
- Take Exit 4 (CT-322) and turn right at end of ramp onto CT-322
- Take 1st right onto CT-120/Meriden Ave.
- In three miles turn right on CT-10/Main St.
- In 1/2 mile turn left onto High St.
- YMCA entrance is on your right

This is a mandatory meeting for all Program Committee members and youth officers.

All Program Committee meetings are open to advisors and delegates. If you are planning to attend a Program Committee Meeting please contact the State Director.

Location and Driving Information

See the previous Program Committee Meeting page for directions.

This is an optional event designed to help 1st year delegates and advisors understand the program and specifically the bill writing process. While not mandatory, this event is recommended for new advisors and participants. It is strongly recommended for new delegations (i.e. advisor and delegates are new to the program).

First year participants will have an opportunity to learn about the various program choices (legislative/press/lobbyist), learn about selecting a bill topic, participate in a bill writing workshop, and be briefly introduced to parliamentary procedure.

Returning delegates and advisors are welcome to attend also.

Please RSVP by November 13th to the State Director if you or any of your delegates are planning to attend.

Who Should Attend

- 1st year delegates interested in learning more about bill writing
- delegates interested in joining the Press Corp (**strongly recommended**)
- delegates interested in joining the Lobbyist Program (**strongly recommended**)
- delegates interested in competing in the Youth in Law Competition
- 1st year advisors looking for more information about the YAG program registration process
- all youth officers (required)

What You Should Bring

- note taking materials

Location and Driving Information

See the previous Program Committee Meeting page for directions.

Pre-State Roster Registration

online registration and payment by mail

Friday, December 4, 2009

This is the deadline for submitting your Pre-State Registration. This year the registration process is broken into two steps. Delegation rosters and appointed position applications are due at this deadline while Pre-State Bills are due in late December. Program Fee deposits are also due at this time.

Reminders

- this deadline is for roster, appointed positions, and the program deposit
- the Pre-State Bill deadline is not until later in the month (see event page for details)
- training for some appointed positions (including co-committee chairs) will be held on the same day but just prior to the Pre-State Conference
- delegates who submit an appointed position application must be prepared to attend the associated training sessions detailed in the State Program Guide.
- after this deadline there is an additional \$10/delegate late fee
- payments must be **postmarked** by this deadline
- you may add delegates until Pre-State (subject to the \$10/delegate late fee)

What To Provide by Mail

- ✓ a \$50/delegate *non-refundable* program fee deposit (e.g., 10 delegates = \$500)
- ✓ please send a single check for entire delegation (no individual participant checks)

What To Provide Online at register.ctyag.org

- ✓ a completed **Pre-State Delegation Roster**
- ✓ **Appointed Position Application** for each delegate seeking an appointment
- ✓ a **Press Corp Application Form** for each delegate joining the Press Corps
- ✓ a **Lobbyist Application Form** for each delegate joining the Lobbyist Program
- ✓ an **Intent to Appeal Application** for each delegate entering the Youth in Law Competition

Online Registration!

Delegation rosters and appointed position applications must be completed online at:

register.ctyag.org

Instructions

- make sure every delegate is listed on your Delegation Roster
- make sure delegates have completed additional applications as necessary
- make all checks out to: **YMCA Metro-YAG**
- send your program fee deposit to the State Director's Office:

CT YMCA YAG
% Gary Wright
52 Madison Springs Dr.
Madison, CT 06443

This is a mandatory meeting for all Program Committee members and youth officers. The regular meeting will end at noon with selection of appointed positions continuing until 1pm.

All Program Committee meetings are open to advisors and delegates. If you are planning to attend a Program Committee Meeting please contact the State Director.

The officers will review all applications and fill the appointed positions. Delegates selected by the officers and the delegates' advisors will be notified by mail of their positions.

Location and Driving Information

See the previous Program Committee Meeting page for directions.

This session is a required event for some delegates who have been selected for appointed positions and for all members of the Press Corps and Lobbyists. All delegates who are appointed to positions that require attendance at this training event are listed below and will be notified directly by mail.

This event is referenced as **Training Session A**, in the appointed position descriptions.

Who Must Attend

- Press Corp Members
- Lobbyists
- Committee Chairpersons
- Alternate Committee Chairpersons
- Youth Officers

Delegates who have been appointed to positions other than those specifically listed above are not required to attend the Pre-State Training session (e.g., Governors Advisor Council, Clerks, Chaplains, etc.).

Location and Driving Directions

See the first Program Committee Meeting event page for driving directions.

Training Session A (*snow date*) **Saturday, December 20, 2009**
Southington YMCA 12noon–2pm

This is the snow date for the Training Session A. See the regular event description for details.

This is the deadline for all bills to be entered and **approved** by advisors online at register.ctyag.org.

Reminders

- all delegates other than Press Corps and Lobbyists must author or co-author a bill
- local advisors must review and approve (online) all bills before this deadline
- local advisors should ensure that the bill topic adheres to the rules listed in the Program Manual (see the *Bill Topic Requirement* section of the manual)
- bills may continue to be edited by delegates even after the topic has been approved by the advisor for use at Pre-State
- delegates are responsible for bringing 30 copies of their bill to the Pre-State conference
- the bill 'preview' option on register.ctyag.org should be used to generate a version of the bill for printing

For assistance with the registration website, send email to support@ctyag.org

The Pre-State Conference is a mandatory training and practice session to prepare for the State Conference. All Youth and Government participants must attend the Pre-State Conference to be eligible to attend the State Conference.

Dress code is "Business Attire" for all delegates and advisors. A detailed discussion of the YAG dress code can be found in the State Program Guide.

This event is referenced as **Training Session B** in the appointed position descriptions.

Who Must Attend

- all delegates
- lead advisors (assistant advisors and other adult volunteer are welcome)
- Program Committee
- youth officers

What To Bring

- everyone: note taking materials
- legislators: 30 copies of your bill
- lobbyists: at least one completed position paper
- number of t-shirts and sizes your delegation needs (s, m, l, xl, xxl)

Local delegations and local YMCA's are responsible for their delegates at Pre-State. Transportation and supervision must be provided by the local delegation. Permission Slips are strongly recommended in accordance to your local YMCA's policy.

Location and Driving Directions

See the next page.

Going East on I-84

Take the Capitol Ave. Exit 48B. The Capitol is on the left and the Legislative Office Building (LOB) on the right.

Going West on I-84

Take the Asylum Street Exit 48. Turn right at the light, then immediately take the left fork, which is Farmington Avenue. Turn left at the next light onto Broad Street. After one light and the State Armory, turn left into the Legislative Office Building driveway and continue to the LOB

From I-91, Northbound and Southbound

Take the Capitol Area Exit 29A. Follow the Whitehead Highway; go halfway around the rotary onto Elm St., left onto Trinity St., and bear right onto Capitol Ave. Continue down Capitol Ave past the I-84 entrance to the Legislative Office Building on your right.

Parking

The state parking garage will not be open. Parking is available along the road beyond the drop-off in front of the LOB, along the drive in front of the State Armory, or across Broad Street from the State Armory. On-street metered parking and commercial parking lots are also nearby.

Pre-State Snow Date
Legislative Office Building

Sunday, January 24, 2010
12 noon – 4:00 pm

This is the snow date for the Training and Pre-State Conference. See the regular event page for details and directions.

Conference Registration

register.ctyag.org and by mail

Monday, February 15, 2010

11:59pm

All conference fees and registration materials including final bills are due on this date. Final bills and room assignments must be completed online. Payment and permission slips must be postmarked by this deadline. After this deadline there is an additional \$10/delegate late fee.

What to Complete Online (register.ctyag.org)

- ✓final bills (must be approved by advisor by this deadline)
- ✓position paper for each lobbyist
- ✓final delegation roster
- ✓delegation rooming list

What to Mail

- ✓program fee balance: \$175/delegate, \$225/advisor, \$340/advisor (private room)
- ✓make checks out to: **YMCA Metro YAG**
- ✓please send a single check for entire delegation (no individual participant checks)
- ✓delegation cover sheet (available at register.ctyag.org)
- ✓permission slip/waiver for each delegate (available at register.ctyag.org)
- ✓code of conduct form for each advisor (available at register.ctyag.org)

Mail payments and forms to:

<p>CT YMCA YAG % Gary Wright 52 Madison Springs Dr. Madison, CT 06443</p>

This is a mandatory meeting for all Program Committee members and youth officers.

All Program Committee meetings are open to advisors and delegates. If you are planning to attend a Program Committee Meeting please contact the State Director.

Driving Directions

See the first Program Committee Meeting event page for directions.

This session is a required training event for most appointed positions. See below for details.

What is New:

- Chaplains, the Governor’s Advisory Council, and the Deputy Attorneys General do **not** have to attend
- This event is only required for positions that involve parliamentary procedure or bill flow.



Who Must Attend:

- Youth Officers
- Committee Chairpersons
- Alternate Committee Chairpersons
- Deputy Speakers
- President Pro Tempores
- Secretary of the State
- Deputy Secretary of the State
- Clerks

Location and Driving Directions

See the first Program Committee event page for directions.

Youth Officer Meeting

Farmington Marriott

Thursday, March 18, 2010
7:00 pm

Youth Officers will be arriving at the Farmington Marriott on the Thursday night before the State Conference instead of Friday morning.

Who Must Attend

- Youth Officers

Location and Driving Directions

See the Conference Registration Deadline page for directions.

The State Conference will once again be held at the Farmington Marriott.

*Dress code is “Business Attire” for all delegates and advisors.
A detailed discussion of the YAG dress code can be found in
the State Program Guide.*

What is New

- political parties will be hosting welcome receptions from noon until 1:00



How to Prepare

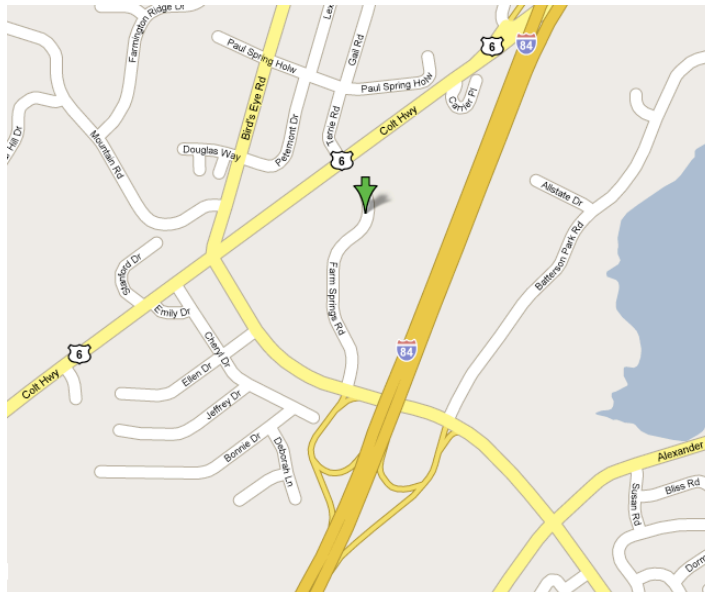
- Please do not arrive prior to 12 noon.
- Delegates and advisors should arrive in business attire (see Dress Code for details)
- Snacks will not be available until mid afternoon, delegates should have an early lunch prior to arriving at the hotel

Location

15 Farm Springs Road
Farmington, Connecticut 06032
1-860-678-1000

Driving Directions

- 84 W to exit 37 and straight across Fienemann Road to Farm Springs Office Park
- 84 E to exit 37, turn left at light, cross over the highway and turn right into Farm Springs Office Park
- Hotel is located at the end of the road, on the right, in Farm Springs Office Park.



Going East on I-84

Take the Capitol Ave. Exit 48B. The Capitol is on the left and the Legislative Office Building (LOB) on the right.

Going West on I-84

Take the Asylum Street Exit 48. Turn right at the light, then immediately take the left fork, which is Farmington Avenue. Turn left at the next light onto Broad Street and turn left at the second light onto Capitol Avenue. Turn left onto the Capitol grounds just before the third light.

From I-91, Northbound and Southbound

Take the Capitol Area Exit 29A. Follow the Whitehead Highway; go halfway around the rotary onto Elm St., left onto Trinity St., and bear right onto Capitol Ave. The Capitol and the Legislative Office Building (LOB) are on the right.

Parking

On Saturday and Sunday during the State Conference visitors may park in the reserved spots on the Capitol Avenue side of the Capitol building.

Bus Pickup

Busses should enter the Capitol grounds from Capitol Avenue and pick up delegates outside the Capitol Avenue entrance to the building.

Deadline: National Affairs Application

Mid-April, 2010

Applications from delegates interested in attending the National Affairs Conference are due two to three weeks after the State Conference. Details will be provided in the State Conference Bill Book.

There are usually two or three meetings in May and June for National Affairs delegates.

Delegates interested in attending National Affairs should keep these dates in mind.