

Greetings! This letter is to confirm that we have received your registration to attend **LEAD 2018**. Below you will find all the information needed to attend. **Please read through this letter carefully as it contains many important details.** Also included in this document are *SSI LEAD Policies*, and the *Student Covenant & Permission* terms you agreed to when you registered. PLEASE PRINT OFF THESE DOCUMENTS, READ EACH OF THEM THOROUGHLY **WITH YOUR STUDENT**, AND KEEP THEM FOR YOUR RECORDS.

1. **Drop-off: Registration is from 6:00 to 6:30 p.m.** in the Administration Building at Great Lakes Christian College (6211 W. Willow Hwy, Lansing, MI 48917). Students should register as close to 6:00 p.m. as possible. Student orientation begins promptly at 6:30 p.m. Please contact the office if you need to register late. **If unforeseen events occur which cause you to be late, please call our camp number (989-272-2776).**
2. **Dorm Rooms: Dorms open at 5:30 p.m.** Dorm rooms are filled on a first-come, first-served basis. **SSI does not assign dorm rooms.** Students may go to the dorms and select their room if they arrive on campus before 6:00 p.m. Students arriving between 6:00-6:30 p.m. should register first, go select their dorm room, and then return to the Chapel for the icebreaker. Students arriving AFTER 6:30 p.m. should register and immediately go to the Chapel for the icebreaker activity. Their luggage can be left in the cafeteria. They will have an opportunity to set up their dorm room later in the evening. Students wishing to room with each other should arrive early enough to claim a room together as rooms cannot be saved for those who have not yet arrived.
3. **Student Presentations:** Family and friends are invited and encouraged to watch any and all students' presentations throughout the week.

Weeks 1, 2, & 3:

The **Senate** session (returning students) is Friday, 9-11 a.m.; the **House** session (first-year students) is Friday, 12:30-3 p.m. Both are in the House of Representatives of the Capitol Building. Observers can watch the students from the gallery overlooking the House floor.

Week 1:

Business presentations will take place on Thursday evening, June 14th, 7:00 p.m. at GLCC.

Week 2:

Judicial Mock Trials will take place Thursday evening, June 28th, and Friday morning, June 29th.

Moot Court arguments will take place on Friday afternoon, June 29th.

Times and locations will be announced. Please check the website the week of camp.

Week 3:

Campaign debates will take place on Wednesday, July 18th at 7:00 p.m. at GLCC.

4. **Last Day Schedule:** The closing ceremony for *all* parents and students starts at approx. 4:00 p.m. on Friday afternoon in the GLCC Doty Center and includes a Media Newscast, a Week in Review presentation, worship time, and voluntary student testimonies. Students will then be dismissed to pack their belongings, and Chaperones will carry out room inspections.
5. **Pick-up:** Please plan on picking up your teen(s) by 5:00 p.m. on Friday if you are not coming to the closing ceremony. Students must be checked out by a Chaperone prior to leaving. **If there is an emergency that will cause you to be delayed, please call our camp number (989-272-2776).**
6. **Contact Phone Number:** We can take calls and get messages to students, staff, and volunteers on our camp number (989-272-2776). If no one answers, you can leave a message any time, day or night, and someone will return your call as soon as possible. Messages are checked daily.
7. **Attached:**
 - a. **SSI LEAD Policies** - Both student and parent(s)/guardian(s) should read this document carefully.
 - b. **Student Covenant & Permission Form** – You agreed to these documents and statements as part of your registration process; this is your copy.
8. **Schedule** – A schedule will be handed out at registration.

If you have any questions, concerns, or suggestions, please feel free to contact SSI at (517) 321-6233.

SSI LEAD Policies

We are excited that you have chosen to attend LEAD. It is our desire to make this a profitable, enjoyable, life-changing experience for everyone involved. While we expect no problems from the students, it is important to define the boundaries and lay the foundation for expectations and conflict/problem-solving ahead of time so everyone is aware of policies and procedures. If you have any questions or concerns after reading this through with your student, please feel free to contact our office at (517) 321-6233. **All students are required to read the SSI LEAD Policies and sign the Student Covenant.**

While your student is at LEAD, he/she will be under the supervision of SSI staff, instructors, and Chaperones. Our goal is to have the ratio of Chaperones to students at no less than 1:10. SSI staff will be on location at all times. The SSI staff, instructors, and Chaperones will clearly communicate our expectations to students.

LEAD's Cancellation Fee / Refund Policy

Students who are unable to attend LEAD during the week for which they registered may request a refund of their registration fee. **All refund checks are mailed approximately 2-3 weeks after the request is made.** Due to costly administrative commitments, refunds will be honored as follows:

- **May 21, 2018: Deadline for FULL refund – all weeks**

Any requests for refunds postmarked or phoned in by May 21st will be honored in full, including the deposit.

- **May 28, 2018: Deadline for Week One (June 10th-15th) partial refund**

Any requests for refunds postmarked or phoned in by May 28th but after May 21st will be honored, minus the \$50 deposit. After May 28th, no refunds will be permitted.

- **June 11, 2018: Deadline for Week Two (June 24th-29th) partial refund**

Any requests for refunds postmarked or phoned in by June 11th but after May 21st will be honored, minus the \$50 deposit. After June 11th, no refunds will be permitted.

- **July 2, 2018: Deadline for Week Three (July 15th-20th) partial refund**

Any requests for refunds postmarked or phoned in by July 2nd but after May 21st will be honored, minus the \$50 deposit. After July 2nd, no refunds will be permitted.

NOTE: If a student is dismissed as a result of disciplinary action or leaves to go home for any reason (illness, etc.) during his/her week at LEAD, no refund or partial refund will be issued. Likewise, no one may attend in his/her place.

Alternatives to Refunds

Attend a Different Week - Students are encouraged to attend a different week of LEAD, as space allows, rather than not come at all. We will make every attempt to make adjustments where possible. Therefore, if a student wishes to switch to a different week, he or she must make that request to the SSI office as soon as possible. If no room is available in another week, a refund may be issued according to the policy outlined above.

Transfer Registration – Transferring a registration is sometimes, but not always, acceptable and depends on each individual situation. Please call the SSI office immediately if you are thinking of transferring your registration to another individual. In any case, new registration forms will be required.

Financial Aid – There are many deserving students who want to attend LEAD, but simply can't afford it. Consider helping them by transferring the tuition money to the Financial Aid Fund.

Schedule

All activities are mandatory, and all students will be expected to participate in every activity unless prior permission is obtained to excuse a student. The final schedule will be distributed at registration. While students attend LEAD, it will be very important that they get enough sleep to meet the challenging itinerary.

Registration & Dorms

Dorms open at 5:30 p.m. and are filled on a first-come, first-served basis. Registration opens at 6:00 p.m. Students may go to the dorms and select their room if they arrive on campus before 6:00 p.m. Students arriving between 6:00-6:30 p.m. should register first, go select their dorm room, and then return to the Chapel for the icebreaker. Students arriving AFTER 6:30 p.m. should register and immediately go to the Chapel. Their luggage can be left in the cafeteria. They will be able to set up their dorm room later in the evening. Students wishing to room with each other should arrive early enough to claim a room together as rooms cannot be saved for those who have not yet arrived.

NOTE: Due to limited dorm capacity and SSI's desire to allow as many students to attend as possible, we cannot guarantee that every student will have access to a bed frame. **Mattresses are available for each student.**

Students will have the option to receive a room key during their stay at Great Lakes Christian College; however, there is a **\$125 fee** for lost keys, payable to GLCC before checking out on Friday.

Note: There is no air conditioning in the dorms; it is **strongly** recommended that students bring a fan.

Disclaimer

Issues and topics debated, including bills for the Mock Legislature and/or cases for the Mock Trial, may be controversial or sensitive in nature. Please contact SSI or see ssionline.org/lead/faq for more information.

Food Allergies

Please note on the **Health Information & Medical Release Form** any special dietary needs/restrictions that will require any degree of consideration. For meals, items with possible allergen-containing ingredients are labeled or otherwise identified; however, there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods used could change the formulation at any time without notice. Participants concerned with food allergies need to be aware of this risk. Neither Great Lakes Christian College nor SSI will assume any liability for adverse reactions to foods consumed or items one may come in contact with during the week of participation. SSI will do what it can and within reason to accommodate the special food needs of allergic students. To allow time for possible accommodations, **SSI must receive a doctor's notification of a participant's allergies and special needs requests at least three weeks prior to the start of the program.** : ccXg'cf'gbUW'g'k \]W 'V'bhU]b' dYUbi hg#dYUbi h'dfcXi WgZ'YHWUfY' BCH' U`ck YX]b'UbmVi]X]b['cb'W'a di g'f]bW X]b['Xcfa gk''''''

Learning or Cognitive Impairments

It is important that we are aware of any learning disabilities or cognitive impairments beforehand so that we can properly prepare to work with your child. Please be sure to include with the registration form information about any impairments your child has. If it is appropriate, we will contact you for more information so that we can plan for the support necessary for your child and ensure a positive experience. SSI will do what it can within reason to accommodate students with learning disabilities or cognitive impairments.

Additional Expectations

- Nametags shall be worn facing out at all times when outside dorm rooms.
- No food, candy, beverages, gum, etc. will be permitted in the Chapel at GLCC, in the Capitol Building, or in the courtrooms.
- Guests and observers at the Capitol and courtrooms are restricted to lobbies and visitor galleries. Only LEAD participants, staff, ADCs, and Chaperones are permitted on the House Floor.
- Please label all belongings and keep cash and other valuables on your person. **SSI is not responsible for lost or stolen items.**

What to Bring

- **Bedding:** Sleeping bag or blanket, sheets, pillow, etc.
- **Toiletries:** Towel, washcloth, soap, shampoo/conditioner, comb/brush, sun screen, toothbrush, etc.
- **Supplies:** Bible, pen/pencil, notebook, alarm clock, fan (dorms do not have AC), cell phone (not allowed in the Administration Building). Ladies, feel free to bring a mirror as the only mirrors will be in the bathrooms.
- **Clothing:** Casual clothes for time spent on campus, athletic clothing for sports including closed-toed shoes, nice casual, and enough "dress" outfits for presentations and trips to the Capitol or other venues (see below).
- **Sports Equipment:** Some will be provided, however, feel free to bring your own basketball, volleyball, soccer ball, and/or other outdoor sports equipment.
- **Spending Money:** Only needed to buy a LEAD t-shirt (\$10) or other camp gear, pop, snacks, and/or supplies from vending machines or the GLCC campus store.

What NOT to Bring

Do Not Bring: Stereo, video, or computer equipment (NO laptops or tablets) unless given prior permission, electronic devices (such as games, drones, iPods, or CD/MP3/DVD players), amplified musical instruments, flammable materials, or controlled substances. If in doubt, call the SSI office at (517) 321-6233 and we will let you know if you should bring it.

Note to Parents: Please take the opportunity to go through your child's luggage with him/her and discuss what constitutes appropriate, professional, and modest clothing as outlined below and to ensure no items are brought from the list above.

LEAD Dress Code

While we recognize that families have different tastes, views, and convictions on what constitutes professional, modest, and appropriate dress, all students attending LEAD are required to respect and comply with the following. If these standards are not met, SSI staff may ask a student to immediately change his/her outfit to comply with the dress code.

General Standards

Students should wear neat, clean, modest, and activity-appropriate clothing. No ragged clothing please.

Definitions:

Casual: Jeans or shorts, tee shirts, sneakers, or sandals

Nice Casual: Khakis/dress pants or skirts, with collared or dress shirt, and dress shoes (no flip-flops)

Business: Collared shirt and tie with dress pants or suit for gentlemen; dress, skirt or dress pants with blouse or business suit for ladies

Ladies: At any time, shorts must reach mid-thigh. Skirts and dresses must reach the knee at all times if no leggings are worn. If leggings are worn, the skirt or dress may not be any higher than a hand's width above the knee at any time. Leggings or similar bottoms must have something worn over them. No low-cut tops, racerbacks, spaghetti or thin straps. Shirts must cover the lower back, the front, and the midsection. No pajamas outside of dorm rooms.

Gentlemen: No sagging shorts or pants. Shirts must be worn at all times. Shirts must not show any part of the lower back or midsection. No pajamas outside of dorm rooms.

Specific Event Standards

- **Teaching Sessions:** Students may wear nice shorts or jeans. Shoes or sandals must be worn at all times in the Administration Building.
- **Sports or Outside Activities:** Closed-toed shoes are required.
- **Legislative Track:** There will be three trips to the Capitol. Monday will be casual; no shorts or flip-flops are allowed. Dress code for Wednesday and Friday trips will be business attire, so **gentlemen** should wear a dress shirt with a tie and dress slacks, or a suit; **ladies** should wear a dress or modest blouse with a skirt or dress slacks. Make sure that all dresses and skirts are in dress code.
- **Business Track:** Business dress for the Thursday evening presentation and for the trip to the Capitol on Friday for the group photo.
- **Judicial Tracks:** Business dress for the trials on Thursday and Friday, and Moot Court arguments on Friday.
- **Media Track:** Business dress for Tuesday & Thursday media tours, Wednesday & Friday Capitol trips, as well as for filming.
- **Campaign Track:** Business dress for the Wednesday debate, for filming of campaign ads, and for the trip to the Capitol on Friday for the group photo. Nice casual for possible tour.

If you are concerned about not having clothing that fits the dress code or event standards, thrift stores or discount racks are an excellent place to find them. If you have any questions, please call the SSI office at (517) 321-6233.

Student Covenant & Permission Form

You already agreed to this *Student Covenant & Permission Form* when you registered; however, please be sure to read this together with your student. Each student will be expected to abide by this covenant or face appropriate consequences, possibly even being asked to leave.

The Student Statesmanship Institute's LEAD Summer Program is Michigan's premiere biblical worldview and leadership training program for teens. We hope your experience here will be enjoyable, rewarding, and challenging. The instructors, staff, Chaperones, and ADCs are committed to helping you grow as a leader, and they are looking forward to you being here. The development of leadership skills includes taking responsibility for your own life and conduct, and the foundation for all behavior at all times can be summed up in the word "respect." Please read the following carefully.

"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

1. *The Bible says that Christians should "think on things that are excellent" and "avoid all appearance of evil."*
 - I will maintain the highest moral standards and maintain a clear personal witness through proper conduct and modest dress (see page four of the *SSI LEAD Policies* for our standards).
 - I will not drink alcoholic beverages or use tobacco in any form while at LEAD; I will not use any type of illegal substances, engage in offensive language, etc.
2. *Leadership involves self-discipline, which means accepting personal responsibility to do those things which are expected of you "as unto the Lord." Christian leadership involves servanthood. Jesus said, "Whoever wishes to become great among you shall be your servant."*
 - I will be prompt and attentive in all classes and activities and keep myself, my belongings, and my room neat and clean.
 - I will display a servant attitude toward my fellow classmates, instructors, staff, Chaperones, ADC's, and GLCC staff.
3. *LEAD is an environment conducive to learning and personal growth, and one in which you can make friends and not be distracted by outside influences.*
 - I will not bring to LEAD anything that would detract from this goal (including but not limited to the items described on page four of the *SSI LEAD Policies*). Neither will I use the computer or internet inappropriately when doing research in the GLCC Library.
4. *LEAD is held at Great Lakes Christian College and visits other venues such as the Capitol Building, etc. We believe it is important to present a clear testimony for Jesus Christ among our neighbors and in the community.*
 - I will respect the property, privacy, and rights of others, whether associated or not associated with SSI.
5. *The Bible commands us to submit to authority. It is our desire that each student has a teachable spirit and is willing to be cooperative, obedient, and respectful to any person in God-ordained authority.*
 - I will obey the rules and submit to the authority of SSI staff, instructors, and Chaperones.

I have read and agree with all of the above. I have also read and agree to abide by the *SSI LEAD Policies*. I understand that I will be expected to abide by this signed covenant. I further understand that if I choose not to abide by this signed covenant, I will face appropriate consequences, possibly even being asked to leave.

Permission to Attend the Student Statesmanship Institute's LEAD Summer Program

I, as parent/legal guardian of a student attending the Student Statesmanship Institute's LEAD Summer Program at Great Lakes Christian College in Lansing during the summer of 2018, do hereby give my permission for his/her attendance, and further:

I agree to hold Great Lakes Christian College and Student Statesmanship Institute, the owners and lessees of any premises used to conduct classes or activities, their sanctioning institutions, agents, officers, directors, and employees harmless and indemnify them from any injury, loss, damage, or claim of any nature arising out of or related to my child's participation in the classes and activities of SSI's LEAD Summer Program (see "Students with Special Needs" on page three of the *SSI LEAD Policies*), specifically including any negligent act or omission of the above.

I give permission to Student Statesmanship Institute to use my child's photograph/video, oral and/or written comments in promoting SSI and/or LEAD.

I have read and agree with all of the above, and I support Student Statesmanship Institute in its endeavor to provide the best possible learning environment for every student.