



SUMMER LEADERSHIP EXPERIENCE

Greetings! This letter is to confirm that we have received your registration to attend **LEAD 2019**. 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 *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: Dorms open at 5:30pm.** Dorm rooms are filled on a first-come, first-serve basis. SSI does not assign dorm rooms. **Registration is from 6:00 to 6:30pm** in the Johnson Center at Cleary University ("Cleary," 3725 Cleary Dr., Howell, MI 48843). Students should register as close to 6:00pm as possible. Student orientation begins promptly at 6:30pm. **Parents are encouraged to stay for the parent meeting at 6:30pm.** 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).** Students may go to the dorms and select their room if they arrive on campus before 6:00pm. Students arriving between 6:00-6:30pm should register first, go select their dorm room, and then return to the Chapel for student orientation. Students arriving **AFTER 6:30pm** should register immediately, then go to the Chapel for orientation. Their luggage can be left in the Atrium. 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.
2. **Student Presentations:** Family and friends are invited and encouraged to watch any and all student presentations throughout the week.

Weeks 1, 2, & 3:

Legislative sessions take place Friday. The **Senate** session will take place in the morning*, and the **House** session immediately following lunch*. Both are held 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 20th, 7:00 p.m. at Cleary.

Week 2:

Judicial Mock Trials will take place Thursday evening*, July 11th, and Friday morning*, July 12th. **Moot Court** arguments will take place on Friday afternoon*, July 12th.

Week 3:

Campaign debates will take place on Wednesday, July 24th at 7:00 p.m. at Cleary.

**Specific details regarding times and locations will be announced closer to camp. Please check the website the week of camp.*

3. **Last Day Schedule:** The closing ceremony for *all* parents and students starts at approx. **5:00pm on Friday afternoon in the Johnson 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.
4. **Pick-up:** Please plan on picking up your teen(s) by **6:00pm on Friday** if you are not coming to the closing ceremony. Do not plan on an early pick-up. 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).**
5. **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.
6. **Attached:**
 - a. **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.
7. **Schedule** – A schedule will be available on our website the Sunday LEAD starts.

If you have any questions, concerns, or suggestions, please feel free to contact SSI at (517) 321-6233. Look for an email from us one to two weeks before LEAD with important details regarding camp.

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 LEAD Policies and sign the Student Covenant.**

While your student is at LEAD, he/she will be under the supervision of staff, instructors, and chaperones. Our goal is to have the ratio of volunteers to students at no less than 1:10. SSI staff will be on location at all times. The 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 28, 2019: Deadline for FULL refund – all weeks**

Any requests for refunds postmarked or phoned in no later than May 28th will be honored in full, including the deposit.

- **June 3, 2019: Deadline for Week One (June 16-21) partial refund**

Any requests for refunds postmarked or phoned in no later than June 3rd but after May 28th will be honored, minus the \$50 deposit. After June 3rd, no refunds will be permitted.

- **June 24, 2019: Deadline for Week Two (July 7-12) partial refund**

Any requests for refunds postmarked or phoned in no later than June 24th but after May 28th will be honored, minus the \$50 deposit. After June 24th, no refunds will be permitted.

- **July 8, 2019: Deadline for Week Three (July 21-26) partial refund**

Any requests for refunds postmarked or phoned in no later than July 8th but after May 28th will be honored, minus the \$50 deposit. After July 8th, 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.

Students should not plan on leaving campus during the week.

Registration & Dorms

Dorms open at 5:30pm and are filled on a first-come, first-served basis. Registration opens at approximately 6:00pm. Students may go to the dorms and select their room if they arrive on campus before 6:00pm. Students arriving between 6:00-6:30pm should register first, go select their dorm room, and then return to the Chapel for student orientation. Students arriving AFTER 6:30pm should register immediately, then go to the Chapel. Their luggage can be left in the Atrium. 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. Parents are encouraged to stay for the parent meeting at 6:30pm.

Students may receive a room and/or dorm key during their stay at Cleary; however, if students lose their key, before checking out on Friday they will be responsible to pay Cleary for the cost of replacing it.

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

You should have noted on the **Health Information & Medical Release Form** any special dietary needs/restrictions/allergies that will require any degree of consideration. If we are made aware of dietary needs, we will be sure to provide alternate foods when meals are served that a student cannot eat; 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 Cleary University 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 have been made aware of a participant's allergies and special needs requests at least three weeks prior to the start of the program.**

Learning Impairments and Mental Health

It is important that we are aware of any learning impairments or mental health concerns beforehand so that we can properly prepare to work with your child. You should have included with the Health Information and Medical Release form information about any impairments or mental health concerns your child has. 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 impairments or mental health concerns.

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 Capitol Building or courtrooms.
- Guests and observers at the Capitol and courtrooms are restricted to lobbies and visitor galleries. Only LEAD participants, staff, 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, cell phone (not allowed in the Johnson Center or Chrysler Building). No need to bring a fan, dorms do have AC ;)
- **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 Cleary 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 crude language or images on clothing. No ragged clothing please.

Definitions:

Casual: Jeans or shorts, t-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 (solid fabric) must touch 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, the midsection, and bra (including straps). 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:** Casual. Shoes or sandals must be worn at all times in the Johnson Center.
- **Sports or Outside Activities:** Closed-toed shoes are required.
- **Legislative Track:** There will be two to three trips to the Capitol. If students go to the Capitol on Monday, the dress code 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 attire is in dress code.**
- **Business Track:** Business dress for the Thursday evening presentation and for a group photo.
- **Judicial Tracks:** Business dress for the trials on Thursday and Friday, and Moot Court arguments on Friday.
- **Media Track:** Business dress for two media tours, Capitol trips on Wednesday & Friday, and filming.
- **Campaign Track:** Business dress for the Wednesday debate, filming of campaign ads, and a 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 summer program, LEAD, 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, and chaperones 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

- 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 appropriate dress (see page four of the *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.
- 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, and Cleary staff.
- 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 *LEAD Policies*). Neither will I use the computer or internet inappropriately when doing research.
- LEAD is held at Cleary University 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 LEAD or SSI.
- 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 staff, instructors, and chaperones.

I have read and agree with all of the above. I have also read and agree to abide by the *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 LEAD

I, as parent/legal guardian of a student attending the Student Statesmanship Institute's summer program, LEAD, at Cleary University in Howell during the summer of 2019, do hereby give my permission for his/her attendance, and further:

I agree to hold Cleary University 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 LEAD, 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.