



## SUMMER LEADERSHIP EXPERIENCE

Greetings! This letter is to confirm that we have received your registration to attend **LEAD 2022**, a program of the Student Statesmanship Institute (SSI). 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 the **LEAD Policies** and the **Student Conduct Covenant & Permission Form** you agreed to when you registered.

PLEASE PRINT THESE DOCUMENTS, **READ EACH OF THEM THOROUGHLY WITH YOUR STUDENT**, AND KEEP THEM FOR YOUR RECORDS.

- Drop-off/Check-in:** Check-in will be open from **5:15-6:15pm** at Spring Arbor University ("SAU," 106 E Main St, Spring Arbor, MI 49283). Student orientation begins promptly at 6:30pm. **Parents are encouraged to stay for the parent meeting at 6:15pm.** Please contact the office if you need to check-in late. **If unforeseen events occur which cause you to be late, please call our camp number (517-321-6233x2).** At check-in, any student medications should be given to the camp medical coordinator (label medication with the student's name, dosage, and dosage frequency). After checking-in, students will be directed to their dorm room to drop off their luggage. Students arriving AFTER 6:15pm will be directed to go to student orientation immediately after checking-in. Their luggage can be left in the designated area. They will have an opportunity to set up their dorm room later in the evening. Dorm rooms are assigned before camp. Students wishing to room with each other should have indicated their roommate request in the appropriate field on their registration. Dorm assignments cannot be changed at camp. Each dorm room accommodates two people. No student will be alone in a suite. Students will receive a room and/or dorm key during their stay at SAU; however, any students who lose their key will be responsible to pay SAU for the cost of replacing it before checking out on Friday.
- Weekly Schedule Information**

-- **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 (first-year students) immediately following lunch\*. Both sessions will be held in the House of Representatives of the Capitol Building provided the building is open to the public. Observers can watch the students from the gallery overlooking the House floor.

### **Week 1:**

**Business** presentations will take place at SAU on Thursday, June 30<sup>th</sup> at 7:00pm.  
**Advanced Business** presentations will take place Friday, July 1<sup>st</sup>\*

### **Week 2:**

**Judicial Mock Trials** will take place Thursday evening\*, July 14<sup>th</sup>, and Friday morning\*, July 15<sup>th</sup>.  
**Moot Court** arguments will take place on Friday afternoon\*, July 15<sup>th</sup>.

### **Week 3:**

**Campaign** debates will take place at SAU on Wednesday, July 27<sup>th</sup> at 7:00pm.

*\*Specific details regarding times and locations will be emailed closer to camp. You'll be able to find the most up to date information on [our website here](#). If presentations are closed to outside observers due to Coronavirus limitations, presentations will be available via livestream.*

-- **Last Day Schedule:** The closing ceremony for **all** parents and students starts at approximately **5:00pm on Friday afternoon at Spring Arbor University** and includes a Media broadcast, worship time, and voluntary student testimonies. Students will then be dismissed to pack their belongings, and crew members will carry out room inspections.

-- **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 crew member prior to leaving. **If there is an emergency that will cause you to be delayed, please call our camp number (517-321-6233x2).**

--**Week Schedule** – A schedule will be available for parents at student check-in. Feel free to also follow us on [Facebook](#), [Instagram](#), and [Twitter](#) to see updates during LEAD and check out our Media track's coverage of camp at <http://leadnewsnetwork.com/>.

3. **Camp Phone Number:** We can take calls and get messages to students, staff, and volunteers on our camp number: 517-321-6233x2. 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.
4. **Materials Included Below:**
  - a. **LEAD Policies** – Both student and parent(s)/guardian(s) should read this document carefully.
  - b. **Student Conduct Covenant & Permission Form** – Students agreed to these documents and statements as part of the registration process. A copy is included for your convenience.

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

While at LEAD, students will be under the supervision of staff, instructors, and crew. 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 crew 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:

#### **Full Refund Deadline**

- **June 6th, 2022: Deadline for FULL refund – All Weeks** Any requests for refunds postmarked or phoned in no later than June 6th will be honored in full, including the deposit.

#### **Partial Refund Deadlines**

- **Week One (June 26-July 1): June 13, 2022** Any requests for refunds postmarked or phoned in no later than June 13<sup>th</sup> but after June 6th will be honored, minus the \$50 deposit. After June 13<sup>th</sup>, no refunds will be permitted.
- **Week Two (July 10-15): June 27, 2022** Any requests for refunds postmarked or phoned in no later than June 27<sup>th</sup> but after June 6th will be honored, minus the \$50 deposit. After June 27<sup>th</sup>, no refunds will be permitted.
- **Week Three (July 24-29): July 11, 2022** Any requests for refunds postmarked or phoned in no later than July 11<sup>th</sup> but after June 6th will be honored, minus the \$50 deposit. After July 11<sup>th</sup>, 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, a student who wishes to switch to a different week 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** – A registration may be transferred to a different student provided registration has not yet closed for the week in question. Please call the SSI office immediately (517-321-6233) 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 camp check-in. While students attend LEAD, it will be very important that they get enough sleep to meet the challenging itinerary.

**Note to Parents: Students should plan on staying on campus during the entire week. Please be sure that your student does not have any commitments during the week of camp.**

### Check-in & Dorms

Camp check-in will be open from 5:15-6:15pm. At check-in, any student medications should be given to the camp medical coordinator (label medication with the student's name, dosage, and dosage frequency). After checking-in, students will be directed to their dorm room to drop off their luggage after which they should go to student orientation which will begin at 6:30pm. Parents are encouraged to stay for the parent meeting at 6:15pm. Students arriving AFTER 6:15pm will be directed to go to student orientation immediately after checking-in. Their luggage can be left in the designated area. They will have an opportunity to set up their dorm room later in the evening. Dorm rooms are assigned before camp. Students wishing to room with each other should have indicated their roommate request in the appropriate field on their registration. Dorm assignments cannot be changed at camp. Each dorm room accommodates two people. No student will be alone in a suite. Students will receive a room and dorm key during their stay at SAU; however, any students who lose their key will be responsible to pay SAU for the cost of replacing it before checking out on Friday.

### What to Bring

- **Bedding:** Sleeping bag or blanket, sheets, pillow, etc.
- **Toiletries:** Towel, washcloth, body wash, shampoo/conditioner, hand soap, comb/brush, sunscreen, toothbrush, etc. Students may want to bring flip flops for the showers.
- **Supplies:** Bible, pen/pencil, notebook, alarm clock, cell phone (not allowed to be used in the Poling Center, the Library, the Cafeteria, or the Chapel), fan (some dorms may not AC).
- **Umbrella:** While many of the buildings on campus are close to each other, students may want an umbrella in case of rain.
- **Clothing:** Casual clothes for time spent on campus, athletic clothing for sports including closed-toed shoes, business casual clothes, and enough "dress" outfits (business formal) for presentations and trips to the Capitol or other venues. Please make sure all attire is within the LEAD Dress Code. For more details on the dress code and an outline for specific event standards, see page 4.
- **Sports Equipment:** Some will be provided, however, feel free to bring your own basketball, volleyball, soccer ball, tennis racquet and balls, 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 SAU campus store.
- **Snacks:** The registration fee covers three meals per day, but students are also welcome to bring snacks to keep in their dorm if they are so inclined. Students are expected to clean up after themselves if they will be eating in the dorms. Keep in mind that a roommate may be allergic to food that was brought. If that is the case, please be considerate of that roommate's allergies.

### 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.

Students are welcome to bring their phones with the understanding that to foster a learning atmosphere, cell phone use will be permitted only during free times and must be outside of the specified cell-phone free areas on campus. Students are encouraged to contact home during their free times.

**Note to Parents:** Please take the opportunity to go through your student's luggage with him/her and discuss what constitutes appropriate and professional clothing as outlined on page 4 and to ensure no items are brought from the list above.

### **Food Allergies**

You should have noted on the **Health Information** section of the registration any special dietary needs, restrictions, or 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 Spring Arbor 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. **SSI must be made aware of a participant's allergies and special needs requests at least three weeks prior to the start of the program.** If you have additional concerns, please contact our office at (517) 321-6233.

### **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 information in the **Health Information** section of the registration 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**

**Please see our website for the LEAD Campus Policies—which includes the SAU Student Code of Conduct—for a list of the campus rules students are expected to abide by while at camp**

### **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 our office for more information if you are concerned. (517) 321-6233.

### **LEAD Dress Code**

At LEAD we challenge our students to a higher standard of maturity and professionalism even through our dress code. We recognize that families have different tastes, views, and convictions on what constitutes professional and appropriate dress. At camp, students are required to abide by the LEAD Dress Code. One reason for this is that students interact with guest speakers and instructors, including Supreme Court justices, state and federal legislators, judges, lawyers, legislative staffers, business professionals, and more. If these standards are not met, SSI staff will work with students to ensure they 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. Hats may not be worn during lectures or chapel. No low-cut or spaghetti/thin strapped shirts. At any time shorts (or skorts) must be finger-tip length. No pajamas outside of dorm rooms.

**Ladies:** The shortest part of a skirt or dress must reach the knee when standing (solid fabric, not sheer). Shirts must cover the lower back, the midsection, and bra (including straps). No back-less halter tops or strapless shirts.

**Gentlemen:** No sagging shorts or pants. Shirts must be worn at all times and must not show any part of the lower back or midsection (e.g. cut-off shirts).

### **Definitions**

**Casual:** Any clothes not prohibited above. Includes jeans or shorts, t-shirts, sneakers, or sandals.

**Business Casual:** Dress shirt or polo, khakis/dress pants or skirts, and dress shoes (no flip-flops).

**Business Formal:** Collared shirt and tie with dress pants or suit for gentlemen; dress, skirt, or dress pants with blouse or business suit for ladies. Dress shoes.

### **Specific Event Standards (Make sure that all attire is in dress code)**

- **Teaching Sessions/Daily Dress:** Casual. Shoes or sandals must be worn at all times in the Poling Center, the Library, and the Student Life Center.
- **Sports or Outside Activities:** Closed-toed shoes are required. **All students should bring close-toed shoes** for the campus-wide activity Tuesday afternoon.

- **Legislative Tracks:** Students will dress in business formal outfits two times for trips to the Capitol on Wednesday and Friday. Students will participate in a press conference during which the dress code will be business casual (nice jeans may be worn instead of khakis/dress pants or a skirt). Students may wear business formal for the press conference if desired.
- **Business and Advanced Business Tracks:** One business formal outfit for the investor presentation and one business casual outfit for a group photo.
- **Judicial Tracks:** Students will need one business formal outfit for their trial/arguments (either on Thursday or Friday) and one business casual outfit for a group photo.
- **Media Track:** Students will dress in business formal outfits two times for Capitol trips on Wednesday and Friday. Students who want to be on camera may be asked to wear business formal more often.
- **Campaign Track:** One business formal outfit for the Wednesday debate (may also be used in filming of campaign ads). One business casual outfit for a group photo.

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 LEAD office at (517) 321-6233.

## **Student Conduct Covenant & Permission Form**

**You already agreed to this *Student Covenant & Permission Form* when you registered; however, parents, 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 crew 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 appropriate dress (see the *LEAD Dress Code starting on page 4* 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, use 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, crew, and Spring Arbor University 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 in the *LEAD Policies* on page 3. Neither will I use the computer or internet inappropriately when doing research.
4. *LEAD is held at Spring Arbor University and visits other venues such as the Capitol Building, Hall of Justice, 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.
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 submit to the authority of staff, instructors, and chaperones, and obey the rules including those given in the *LEAD Policies* (page 2), the [LEAD Campus Policies, and the Spring Arbor University Student Code of Conduct](#) on our website.

I have read and agree with all of the above. I have also read and agree to abide by the *LEAD Policies*, the *LEAD Campus Policies*, and the *Spring Arbor University Student Code of Conduct*. 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**

**For students under 18 years (parent or guardian signed):**

I, as parent/legal guardian of the named child, do hereby give permission for their attendance of the Student Statesmanship Institute's (SSI) LEAD Summer Program, at Spring Arbor University near Jackson, Michigan during the summer of 2022, and further state that:

- I am the parent or legal guardian of the named child and that I possess all the rights, powers, and privileges of a parent or legal guardian.
- I personally assume, on my child's behalf, all risk for any harm, injury, or damages that may befall my child or is caused by my child.
- I give permission for my child to be transported to and from activities by hired and/or adult volunteer drivers.
- I give permission to Student Statesmanship Institute and Spring Arbor University to use my child's photograph, video, oral and/or written comments to promote SSI and/or LEAD.
- I agree to hold 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 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. I acknowledge that this is a legal document, and I will be bound by my agreement to its terms.

**For students 18 years or older (student signed):**

I, as a student attending the Student Statesmanship Institute's (SSI) LEAD Summer Program, at Spring Arbor University near Jackson, Michigan during the summer of 2022, state that:

- I am at least 18 years old and I possess all the rights, powers, and privileges of a legal adult.
- I personally assume all risk for any harm, injury, or damages that may befall me or is caused by me.
- I give permission to be transported to and from activities by hired and/or adult volunteer drivers.
- I give permission to Student Statesmanship Institute and Spring Arbor University to use my photograph, video, oral and/or written comments to promote SSI.
- I agree to hold 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 participation in the classes and activities of LEAD, specifically including any negligent act or omission of the above.

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. I acknowledge that this is a legal document and I will be bound by my agreement to its terms.