



Youth Facilitator
Program Guidelines



Dear Lone Star Leadership Academy Youth Facilitator,

Congratulations on your selection to be a Youth Facilitator for the Lone Star Leadership Academy. Because of your outstanding academic record, demonstrated leadership ability, and past participation in the Lone Star Leadership Academy Alumni Council, you will join other Council members to serve as a role model and mentor for younger leaders in the Dallas/Fort Worth, Austin/San Antonio, or Houston/Galveston area. This exciting week will give you the opportunity to meet with other outstanding young leaders, some of whom may become lifelong friends. Most importantly, you will have the opportunity to use and further develop your own leadership skills to help you achieve your greatest goals.

Your welcome packet includes this student guidelines booklet, a checklist to help you prepare for the program, a copy of your invoice, a news release to send to your local media, drop-off and pick-up instructions, a medication sheet, an optional questionnaire, a statement of Education in Action's cell phone policy, and two luggage tags with inserts and loops. If you are attending the Dallas/Fort Worth or Austin/San Antonio program, a consent form for one of the activities is also included. Please read through the student guidelines carefully and make sure you clearly understand each section. If you have any questions, contact the Education in Action office. **Please put this information in a safe place; a replacement cost of \$5.00 will be required to receive another packet.**

It is a pleasure to welcome you as a Youth Facilitator to the Lone Star Leadership Academy. Again, our compliments to you on your continued outstanding academic record and successful completion of the Lone Star Leadership Academy Alumni Council Program. There will be limitless opportunities for you to "shine" for the Lone Star Leadership Academy participants. It is our hope that this week as a Youth Facilitator will be an unforgettable experience and a real chance for you to grow your leadership skills and to put them into practice on a daily basis.

Education in Action will contact you via email during the week prior to your scheduled program in order to provide last minute details and reminders.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Pasteur". The signature is written in a cursive style with a large initial "J".

Jennifer Pasteur
Executive Director

As a Youth Facilitator, all the rules and policies for the participants in the Lone Star Leadership Academy apply. Your behavior needs to be exemplary at all times. Education in Action expects YOU to set the example. We believe that by your example and encouragement the participants will make good choices for themselves.

Please read through this booklet thoroughly and make sure you completely understand these rules and policies before you arrive. They are in effect from your arrival Sunday to your departure Friday. If you have any questions, please call Education in Action at 817-562-4957.

RULES AND POLICIES

1. **Dorm Inspections** - For the health and safety of each participant, Education in Action reserves the right, during the entire program, to conduct dorm inspections to ensure compliance with the following rules and policies.
2. **Drugs, Alcohol, & Tobacco** - The use or possession of tobacco, alcohol, or non-prescribed medications is strictly forbidden at all times.
3. **Curfew** –Curfew is either 10:00 or 10:30 p.m. (depending on the program) and is strictly enforced. At curfew, Youth Facilitators must be in their dorm and remain there until morning activities begin.
4. **Dorm Restrictions** - AT NO TIME are girls allowed in boys' dorms or boys in girls' dorms. AT NO TIME are students allowed in the dorms without an Education in Action staff member. Except for scheduled activities, students may not leave the dorm area at any time.
5. **Attendance & Participation** - Students will have a full commitment to the program and are required to attend all scheduled activities. Under no circumstances may students leave the scheduled program for independent activities during the week. Visitors are not permitted.
6. **Misconduct** - Verbal and/or physical misconduct toward another student or adult is not tolerated.
7. **Dress Code** - You must follow the dress code throughout the week of the program.
8. **Cell Phones & Electronics** - Cell phones and all electronic devices are not permitted. This includes, but is not limited to, radios, iPods, CD players, gaming devices, or alarm clocks (a digital camera is permitted).
9. **Nametags** - Students are required to wear nametags at all times throughout the program.
10. **Camping Knives** - Anything that is considered a weapon is not allowed.

We rely upon our reputation as an educational organization with committed and outstanding students to attract good speakers, carry on long-term business relationships, and maintain credibility with schools, parents, and future students. These rules must be respected and followed at all times.

Enforcement for NOT abiding by the rules will be the same for Youth Facilitators as for participants:

On occasion, some students choose not to abide by the rules. Their actions are a disappointment to themselves and their fellow participants. On first offense, behavior inconsistent with the rules and policies of the Academy, or a violation of a local, state, or federal statute, will result in automatic dismissal from the program. *There are no second chances.* **Students who break the rules are sent home immediately at their Parents/Legal Guardian's expense. Education in Action will not reimburse program fees for students sent home for disciplinary reasons.**

RELEASE AND AGREEMENT TO PROGRAM RULES

(As stated in the application)

The program participant and Parent/Legal Guardian agree to the following terms:

In consideration of being accepted as a participant in the Lone Star Leadership Academy, the undersigned Student and undersigned Parent/ Legal Guardian each hereby release and hold harmless Education in Action and its employees and agents from any liability arising out of my participation in said program, and each further agrees to reimburse Education in Action or its employees and agents for any loss, damage, or costs they may incur during said program and that are caused by my participation. Education in Action shall not be liable or responsible for any injury, loss, damage, or delay resulting from any act or neglect of any person or company whose services are retained by Education in Action for the benefit of program participants, including but not limited to, accommodations, restaurants, or transportation companies. Furthermore, Education in Action cannot be held responsible for any act, error, or omission on the part of any program participant or participants.

I understand that Lone Star Leadership Academy is a professional program and as such demands the highest standards of behavior. I will conduct myself in a manner that will contribute to a sense of community among all participants and foster an atmosphere of mutual respect. Any student possessing or using drugs or alcohol, violating curfew, leaving the activities of the program, or behaving in any manner inconsistent with Education in Action standards or local, state, or federal statutes will be immediately dismissed from the program. **Education in Action follows a zero tolerance policy; there are no second chances. If a student is dismissed from the program for disciplinary reasons or upon advice of a medical doctor, the student's Parent/Legal Guardian will assume all financial responsibility for returning the student home. No tuition refund will be made.**

I agree my participation entitles me to the standard arrangements and activities offered and/or scheduled by Education in Action, including, but not limited to, housing, meals, charter bus transportation during the program, and educational materials, and that all special arrangements and/or requirements must be independently provided and/or that I must bear the cost of any and all special arrangements and/or requirements outside of the standard activities and arrangements offered by Education in Action.

For the health and safety of every participating student, Education in Action reserves the right during the entire program to conduct dormitory inspections to ensure student compliance with the stated rules and regulations. **In addition, cell phones and other electronic devices (i.e. iPods, gaming devices, alarm clocks, laser pointers, etc.) are not permitted on the program.** While student phone calls are not scheduled throughout the program, parent updates will be provided on Education in Action's website during the program week.

Education in Action reserves the right to use, in any or all publications, promotional materials and publicity, basic student information (e.g. name, school, hometown) and further reserves the right to use in all publications, promotional materials, and publicity any photograph, audiotape, videotape, or film in which the student may appear.

VISITS WITH FAMILY AND FRIENDS

Participation in the Lone Star Leadership Academy requires total commitment. Activities run from early morning to late evening throughout the week. Visitors are not permitted.

PARENT UPDATES

While student phone calls are not scheduled throughout the program, parent updates will be provided online for parents throughout the week. Pictures of the students will be posted on Education in Action's website, www.educationinaction.org, each evening. Other updates will be provided throughout the week on Twitter at www.twitter.com/eiatexas and on Facebook at www.facebook.com/EducationInAction.

NEWS RELEASE

A news release announcing your participation in the Lone Star Leadership Academy is enclosed in your welcome packet. Sending the news release to your local news media is an excellent way for you to be recognized for your academic record and demonstrated leadership ability that led to your selection for participation in the Lone Star Leadership Academy. If you choose to send the news release to the local media, we suggest that you send a photo of yourself and include a personal note to let the media know how to contact you directly in the event they wish to arrange an interview.

STUDENT INSURANCE

It is required that students have medical insurance. A student's insurance policy will be considered his/her primary carrier in case of accident or illness during the Lone Star Leadership Academy. Education in Action will assume no financial responsibility for medical treatment of students.

MEDICAL CARE

Because of the Academy's intensity, students should be in good health when they arrive. All prescription medications must be turned in, and students should bring enough required medications to last the entire week. A refrigerator is provided to store medication, if needed. Please notify our office of any medical changes prior to attendance.

EMERGENCIES

In the case of an emergency, Education in Action will contact the student's Parent/Legal Guardian. In the event that the Parent/Legal Guardian is unavailable, Education in Action will contact the emergency contact listed on the student's application. An on-site Education in Action staff member will be available to accept **emergency phone calls only** at all times at the following numbers:

Dallas/Fort Worth Program

817-501-8042

Austin/San Antonio Program

817-793-8300

Houston/Galveston Program

682-558-1598

STUDENTS WITH SPECIAL NEEDS

Education in Action welcomes students with special physical needs and makes every effort to accommodate them. Please contact Education in Action to discuss specific issues, arrange for special medications, or to discuss any concerns regarding special needs. Please call our office at 817-562-4957 with any specific questions about the physical demands of the program.

ACCOMODATIONS

Students are housed in group bunk dorms with their own bed. The air-conditioned dorms get very cold at night and, therefore, students need a heavy blanket or a sleeping bag. There are at least two Education in Action staff members housed in each dorm room.



Dallas/Fort Worth Program

North Texas Leadership Academy
10200 Alta Vista Road
Keller, TX 76244



Austin/San Antonio Program

Education in Action Dorms
16000 Ranch Road 12
Wimberley, TX 78676



Houston/Galveston Program

Jones Creek Ranch Park
7714 FM 359
Richmond, TX 77469

SUNDAY REGISTRATION AND FRIDAY PICK-UP

Please see the insert in your welcome packet for information concerning locations and times for registration on Sunday and pick-up on Friday. Students are permitted to be dropped off and/or picked up by someone other than a parent/guardian. If pick-up plans change after the student has arrived at camp, please call the Education in Action office so that a message can be given to the student. No additional documentation is required.

STUDENT MAIL

Please bring all mail for your student to registration on Sunday and label each piece with the day you would like it delivered. Mail will be distributed to students each morning at breakfast. Please do not send mail to the lodging location as items sent through the mail often do not reach students before they leave camp. Education in Action cannot guarantee that campers will receive items sent through the mail.

MONEY

The program fee covers a student's accommodations, all meals during the week (dinner on Sunday through lunch on Friday), and all activities. Students may choose to bring extra money. Souvenirs are available at gift shops of various sites visited. Education in Action recommends that students bring no more than \$50.00 in cash. Students should keep all monies in their possession while traveling and should not store money in their luggage.

PROGRAM MEALS & SNACKS

Breakfast is served at the lodging location and all other meals take place at restaurants. Students are given multiple options for all meals. Students may also bring snacks with them on the program, but they must be non-perishable, single-serving snacks in disposable wrappers or containers. For example, small bags of chips, individually wrapped granola bars, or packets of fruit snacks would be acceptable (if you have questions about a specific snack you would like to send with your student, please contact the Education in Action office to ask). Snacks must be contained in a one-gallon food storage bag labeled with the student's name (limit of one bag per student).

LEADERSHIP GROUPS

Within the structure of the Leadership Group, you will be given the opportunity to use your leadership skills. The Youth Facilitators will lead the morning discussions and activities for their Leadership Group. As a Youth Facilitator, you can also be a tremendous asset to the adult Facilitators by participating in all group discussions; be it to analyze speakers' remarks, discuss important issues, reflect on program activities, and/or prepare for upcoming events. It is the hope of Education in Action that as a Youth Facilitator for a Leadership Group, you will grow in the knowledge and confidence in your ability to assume leadership roles in school and community groups by sharing your acquired knowledge and experiences upon your return home.

YOUTH FACILITATOR LEADERSHIP GROUP

Youth Facilitators will meet each evening for leadership skills discussions, debriefing of the day's activities, briefing for the next day and discussions of service learning. On Thursday night, Youth Facilitators will prepare a "Group Presentation" about the Lone Star Leadership Academy Alumni Council which will be presented during the Friday Farewell Ceremony. You, as Youth Facilitators, are our best recruiters for the Lone Star Leadership Academy Alumni Council. It is a continuation of skills taught during the Lone Star Leadership Academy program and a chance for students to learn and experience the value of service learning.

LEADERSHIP NOTEBOOK

At registration, each participant will receive a Leadership Notebook containing a detailed program schedule, speakers' biographies, site information, and special interest stories. Leadership Notebooks include materials to enhance the educational value of sites visited and are used to facilitate discussions during individual and group activities. Leadership Notebooks are also designed to be used as a reference in school classes.

PROGRAM OVERVIEW

The Lone Star Leadership Academy’s curriculum focuses on a carefully planned series of activities for each day. To view photographs of sites and to watch an informational video, visit our website at www.educationinaction.org. A tentative schedule follows.

TENTATIVE AGENDA

<u>Dallas/Fort Worth Program</u>	<u>Austin/San Antonio Program</u>	<u>Houston/Galveston Program</u>
<p><u>Sunday - “Welcome & Orientation”</u></p> <p style="text-align: center;">Registration Group Welcome and Get Acquainted Hot Dog Cookout Leadership Group Orientation</p> <p><u>Monday - “Building Texas-Sized Friendships”</u></p> <p style="text-align: center;">Summit Rock Climbing Gym Cowboys Stadium Tour Ripley’s Believe It or Not Louis Tussaud’s Palace of Wax</p> <p><u>Tuesday - “The Story of Cowtown”</u></p> <p style="text-align: center;">Fort Worth Stockyards Amon Carter Museum National Cowgirl Museum and Hall of Fame</p> <p><u>Wednesday - “Investigating Dallas”</u></p> <p style="text-align: center;">The Sixth Floor Museum at Dealey Plaza Perot Museum of Nature and Science Youth Facilitator Excursion</p> <p><u>Thursday - “Discovering Fort Worth”</u></p> <p style="text-align: center;">Texas Civil War Museum U.S. Bureau of Engraving and Printing</p> <p style="text-align: center;"><u>Friday - “Farewell”</u></p> <p style="text-align: center;">Farewell Program Rangers Ballpark in Arlington Tour</p>	<p><u>Sunday - “Welcome & Orientation”</u></p> <p style="text-align: center;">Registration Charter Bus from Dallas/Fort Worth (<i>Optional</i>) Group Welcome and Get Acquainted Leadership Group Orientation Hot Dog Cookout</p> <p><u>Monday - “The Story of Texas”</u></p> <p style="text-align: center;">The Alamo Battle for Texas: The Experience Witte Museum</p> <p><u>Tuesday - “Deep in the Heart of Texas”</u></p> <p style="text-align: center;">The Meadows Center Natural Bridge Caverns</p> <p><u>Wednesday - “Government in Action”</u></p> <p style="text-align: center;">Texas State Cemetery Capitol Visitor’s Center Texas Capitol Texas Supreme Court Bat Watching on the Lone Star Riverboat</p> <p><u>Thursday - “Exploring Austin”</u></p> <p style="text-align: center;">Austin Escape Room LBJ Library Youth Facilitator Excursion</p> <p><u>Friday - “A Call to Action”</u></p> <p style="text-align: center;">Farewell Program Charter Bus to Dallas/Fort Worth (<i>optional</i>)</p>	<p><u>Sunday - “Welcome & Orientation”</u></p> <p style="text-align: center;">Registration Charter Bus from Dallas/Fort Worth (<i>Optional</i>) Group Welcome and Get Acquainted Leadership Group Orientation Hot Dog Cookout</p> <p style="text-align: center;"><u>Monday - “History”</u></p> <p style="text-align: center;">San Jacinto Battle Monument Battleship Texas Health Museum</p> <p><u>Tuesday - “Galveston Island”</u></p> <p style="text-align: center;">Moody Gardens Youth Facilitator Excursion Marine Biology Tour in Galveston Bay</p> <p><u>Wednesday - “Coastal Texas”</u></p> <p style="text-align: center;">Sam Houston Boat Tour Houston Museum of Natural Science</p> <p><u>Thursday - “Houston, the Eagle has Landed”</u></p> <p style="text-align: center;">NASA’s Johnson Space Center Space Center Houston Private Tour The George Observatory (<i>overnight</i>) Challenger Learning Center</p> <p><u>Friday - “Proud to be Texan”</u></p> <p style="text-align: center;">Pearl Fincher Museum of Fine Arts Farewell Program Charter Bus to Dallas/Fort Worth (<i>optional</i>)</p>

ADDITIONAL SUGGESTIONS

A few items you will find helpful include cash (*see “Money” section*), a watch, postage stamps, and a camera. If you bring a camera, buy film/memory cards and batteries at home. Prices are higher in gift shops. **DO NOT bring valuables.** Education in Action recommends that you not leave anything of value in the dorms. Education in Action cannot be responsible for the loss or theft of personal items. You will receive a backpack at registration. Because your schedule will be busy and filled with visits to many different locations, Education in Action recommends that you carry items you will need during the day in your backpack and keep it with you at all times unless otherwise indicated by program facilitators.

DRESS CODE

Attire: Education in Action provides five t-shirts during the week; colors and details for each day are provided below.

Hair: Youth Facilitators will keep their hair neat, clean, well-groomed, and in traditional styles and colors. Length in front should not hamper vision. No facial hair will be allowed.

DALLAS/FORT WORTH	AUSTIN/SAN ANTONIO	HOUSTON/GALVESTON
Sunday: Council t-shirt (navy blue) tucked in with shorts, pants, or jeans	Sunday: Council t-shirt (navy blue) tucked in with shorts, pants, or jeans	Sunday: Council t-shirt (navy blue) tucked in with shorts, pants, or jeans
Monday: Leader t-shirt (royal blue) tucked in with shorts, pants, or jeans*	Monday: Leader t-shirt (royal blue) tucked in with shorts, pants, or jeans	Monday: Leader t-shirt (royal blue) tucked in with shorts, pants, or jeans
Tuesday: Cowtown t-shirt (denim blue) tucked in with shorts, pants, or jeans	Tuesday: Souvenir t-shirt (navy blue) tucked in with shorts, pants, or jeans	Tuesday: Galveston t-shirt (turquoise) tucked in with shorts, pants, or jeans
Wednesday: Dallas t-shirt (dark red) tucked in with shorts, pants, or jeans	Wednesday: Capitol t-shirt (light blue) tucked in with nice pants, slacks or a skirt – No shorts or denim**	Wednesday: Souvenir t-shirt (navy blue) tucked in with shorts, pants, or jeans
Thursday: Souvenir t-shirt (navy blue) tucked in with shorts, pants, or jeans	Thursday: Austin t-shirt (turquoise) tucked in with shorts, pants, or jeans	Thursday: NASA t-shirt (dark red) tucked in with shorts, pants, or jeans
Friday: LSLA t-shirt (red) tucked in with shorts, pants, or jeans	Friday: LSLA t-shirt (red) tucked in with shorts, pants, or jeans	Friday: LSLA t-shirt (red) tucked in with shorts, pants, or jeans

ADDITIONAL PROGRAM-SPECIFIC DRESS CODE INSTRUCTIONS

Dallas/Fort Worth Program - ***Monday Dress:** Participants will be visiting the Summit Rock Climbing Gym. All students must wear tennis shoes and girls may not wear dresses or skirts.

Austin/San Antonio Program - ****Wednesday Dress:** If a student does not have the appropriate clothing for Wednesday, he/she will not visit the State Legislators' offices. **No shorts, blue denim, Capri pants, or cargo pants are allowed.** For girls, skirts must be below fingertips. **Tennis shoes or comfortable casual shoes are recommended.**

All Programs

***Shoes:** Participants will spend a lot of time walking. Please wear comfortable shoes.

***Participants may not wear:**

- Spandex/leggings
- Halter tops, strapless tops or dresses, shoe-string straps, or half-shirts
- Short shorts (*must be below fingertips when standing with arms hanging down by one's side*)
- Athletic shorts
- Flip-flops (*except in the showers*)

***Participants not in compliance with the dress code will be sent back to the dorms to change.**

PACKING CHECKLIST

While packing for the Lone Star Leadership Academy, keep several factors in mind: the baggage limit of two bags per participant (bedding is not considered a bag), limited space in the dorms (there are no closets), the variable Texas weather, the Academy dress code, and the activities you will be involved in as a participant in the Academy. One medium-sized suitcase and a piece of carry-on luggage should be sufficient. Mark all belongings clearly with your name and address. A suitcase without a luggage tag is easily lost. For your convenience, luggage tags are included in your welcome packet. It will be your responsibility to carry and load your own luggage. Do not leave your bags unattended for someone else to load. Do not over-pack!

Don't Forget Your:

- Bedding (pillow and sleeping bag or twin sheets and a blanket)
**A sleeping bag and twin-sized foam egg crate pad are recommended for Thursday night's lodging in Houston/Galveston.*
- Clothing (jeans/pants or shorts, comfortable walking shoes, socks, undergarments, pajamas)
- Bag for dirty laundry
- Towel, washcloths, and shower shoes
- Toiletries
- Medications, if applicable
- Spending money (optional, no more than \$50)
- Small overnight bag for Thursday night (Houston/Galveston program only)

Other suggestions:

- Jacket (it may be cool inside buildings)
- Camera, extra film or memory cards, and batteries
- Sunblock
- Mosquito repellent
- Umbrella
- Sunglasses
- Watch
- Flashlight
- Mirror
- Robe
- Chapstick
- Postage stamps and stationery/notecards
- Student mail labeled with delivery day

Important Reminders:

- **Do not bring cell phones or electronic devices** (digital cameras are permitted).
- **Do not bring valuables.**
- The dorms are often chilly at night.
- Pack your camera separately so that you have access to it on Sunday when you arrive.
- Bring only what you need.
- Select clothing according to the dress code described on page 7. **For the Austin/San Antonio program, no shorts, blue denim, Capri pants, or cargo pants are allowed on Wednesday.**
- Put your name on everything!
- Attach the luggage tags included in your welcome packet to your luggage.