



**North Carolina
Youth Summit
Planning Committee**

Registration Forms

2016

REGISTRATION FORM

CRITERIA FOR SUMMIT PARTICIPATION

*Parental Consent is needed if under age 18 *

Adult Chaperone: YES NO

Youth: YES NO

Name: _____

Mailing Address: _____

City/State: _____ Zip: _____

Phone: _____ Email: _____

Gender: Female _____ Male _____ Age _____

Local Area/Workforce Development Board or County:

T-shirt size (circle one): M L XL 2X 3X 4X 5X

Registration Fee: \$130.00 per person plus \$160.00 (hotel) if not covered by a local area sponsorship *(includes 1 night lodging, Friday night dinner and entertainment, snacks during breaks, promotional items and hotel gratuity fees).*

Do you require a special need or accommodation? _____ If yes, please explain

Do you have any special dietary needs? _____ (i.e. vegetarian, gluten free etc...) If yes, please indicate your preference on food.

STATEMENT OF COMMITMENT

All young adults who register must comply with this statement: I will make the necessary plans to attend the NC Youth Summit. If an emergency arises, I will contact my local agency or organization to notify them of the situation. As a young adult, I understand that I must attend all workshops and summit activities and follow all summit and hotel rules. If I fail to follow the statement of commitment, I will be dismissed from attending other summit activities.

Signature: _____

NC Youth Summit Photo/Video Release

I hereby give permission to the NC Youth Summit Planning Committee to use photographs/video of me (or my child, if under 18) taken by the official photographer (s) for programs or promotions of said Summit. I also recognize that these photographs are the property of the NC Youth Summit Planning Committee.

NC Youth Summit Waiver and Release

I hereby agree to waive and release any and all claims arising from or in any way connected with the Summit and any accident or injury, which may occur. This release waives any claims against the group and respective agents. The undersigned parent/legal guardian agrees that, if any claim is pursued on behalf of, or in the interest of the aforementioned delegate, the undersigned will reimburse and indemnify the parties from any and all claims, damages, liabilities and expenses, including attorney's fees.

I agree to abide by all the rules and regulations set forth above, so that I may receive the maximum benefit from the NC Youth Summit:

Signature of Youth Participant

Printed name of Youth Participant

Signature of Parent/Legal Guardian (if under 18)

Printed Name of Parent/Legal Guardian

**EARLY BIRD REGISTRATION begins January 19, 2016
GENERAL REGISTRATION begins February 11, 2016**

**** REGISTRATION FORMS are due no later than March 11, 2016****

FINAL DEADLINE for REGISTRATION FORMS will be March 15, 2016

Note: Any LATE FORMS OR SUBSTITUTIONS must be done through a local workforce development board representative. Individuals registering after March 11th will receive whatever t-shirt size that is available at the summit.

All staff and youth must register for the summit through a local youth agency or organization. Please *email* registration forms to the designated local youth agency or organization. The Designee must email the t-shirt and room assignment forms to **Lashauna Parker** at **lparker@capefearcog.org** by March 11, 2016.

All local area designees must register young adults, chaperones, board members, and youth council members on CEVENT accessible at www.ncyouthsummit.wordpress.com.

PAYMENT

Contact **Lashauna Parker** for Invoice and information regarding accepted forms of payment at **lparker@capefearcog.org** or **910-395-4553 ext.218**.

CANCELLATION AND SUBSTITUTIONS

We reserve the right to cancel or postpone the NC Youth Summit based on insufficient registrations. Registrants who do not attend the summit and fail to cancel by 03/11/2016 will be expected to pay the full registration fee.

Substitution of a registrant merely requires written notification to: **Lashauna Parker** at **lparker@capefearcog.org**.

ACCESSIBILITY AND LODGING

In effort to make the NC Youth Summit accessible and operate smoothly for all confirmed attendees, please register at Embassy Suites/NC Youth Summit Registration table between the following times:

- 04/1/2016 12:00pm -5:00pm
- 04/2/2016 8:30am -9:30am

Each youth agency or organization needing additional rooms to accommodate staff, chaperones, or youth should contact **Embassy Suites by Hilton Raleigh/Durham Research Triangle, 201 Harrison Oaks Blvd, Cary, North Carolina 27513 at 1-919-459-1509**. An additional hotel will be used as the overflow hotel to accommodate summit guest. More details are to come.

*** Young adults are not allowed to reserve rooms for the NC Youth Summit.*

REASONABLE ACCOMMODATIONS

Every effort will be made to accommodate reasonable requests for special learning or dietary needs; however, we cannot guarantee provision for special needs unless notified more than 3 weeks in advance prior to the summit. Please include special need request with your registration form.

DRESS CODE

Thursday (Day One)

Youth: Comfortable/Dress-Down Attire (including jeans)

Staff: Jeans and your agency shirts

Friday (Day Two)

Youth: Comfortable/Dress-Down Attire (including jeans)

Staff: Jeans and your agency shirts

Friday Night

Youth & Staff: Formal Attire for Dinner

(see local board representative for dress attire)

Saturday (Day Three)

Youth: Khaki Pants or Skirt (Tan, Blue, or Black) & Youth Summit Shirt

Staff: Khaki Pants or Skirt (Tan, Blue, or Black) & Youth Summit Shirt

Please note that none of the following dress attire will be acceptable for either day:

No tank tops/or sleeveless dresses

No cut off/midriff shirts

No shorts/or short skirts

No see through clothes

No thongs

No open toe shoes

No fronts/grills

No ball caps

No head rags

No excessive jewelry

No recreational electronic devices in workshops (ex. mp3, i-pods, video games, etc.)

***The NC Youth Summit will not be responsible for lost or stolen items.**

BEHAVIOR EXPECTATIONS

- ✓ Good behavior is expected of all young adults at all times.
- ✓ Participants are expected to attend workshops and general sessions during the two-day summit.
- ✓ Show respect to your fellow summit participants, staff, presenters, and other guests.
- ✓ No alcoholic beverages or any drugs are allowed at any time.
- ✓ No smoking inside rooms, bathrooms, or building.
- ✓ No gambling.
- ✓ No Weapons of any kind is allowed at the summit.

The NC Youth Summit Planning Committee asks for all young adults to abide by all the rules and regulations set forth above, so that you may receive the maximum benefit from the NC Youth Summit.

Designated Smoking Area

Note: Individuals that are 18 and older are only allowed to smoke in the designated area specified by the Hotel.

NC YOUTH SUMMIT CONSENT WAIVER FOR HENNA TATTOO

By signing this form, you are giving Beasty Designs & Young Adults One Voice your permission for _____ to have his/her body painted through the application of a temporary tattoo being applied, and you are indicating your acceptance of the terms and conditions below:

Terms and Conditions:

- **DO NOT** sign a Consent Form if your child cannot be henna tattooed. If age 18 or over **DO NOT** sign this Consent if you do not desire to receive a henna tattoo. Permission must be given prior to the "Young Adult One Voice" Youth Summit. This form must be presented at the booth. This document does not imply or guarantee receipt of a Henna Tattoo.
- All Young Adults being henna tattooed must have a signed Consent Form.
- No Young Adult will be face painted or tattooed against his/her wishes.
- Anyone getting a Henna Tattoo must be accompanied by a WIOA Youth Chaperone.
- Anyone under the age of 18 must have the written permission of his or her parent or guardian. Young Adults are chaperoned during the Young Adults One Voice Youth Summit; however, the Youth is responsible for his/her behavior and safety at all times. Beasty Designs staff members are not responsible for supervising youth while in line for tattoos.
- The henna application is hypoallergenic and complies with FDA/EU cosmetic regulations. Beasty Designs and Young Adults One Voice are not responsible or liable at any time for allergic reactions, rashes, hives or other physical symptoms.
- The products are not suitable for Young Adults with sensitive skin or skin conditions.
- The Young Adult will not be painted or tattooed if he/she has open cuts, cold sores, chicken pox, measles, mumps, chronic runny nose, conjunctivitis, infectious skin conditions, and eczema or appears unwell.
- The Young Adult's skin must be clean and dry. This is the responsibility of the Young Adult.
- Beasty Designs and Young Adults Once Voice will accept no responsibility if the application from the tattoo is transferred or deposited onto clothing, carpets, vehicle interiors or other soft surfaces. To remove from clothing, soak in cold water overnight with laundry soap before washing as usual.
- Use normal soap and warm water to remove from skin. Do not use harsh cleaners or makeup remover pads. If color persists, wash with mild shampoo.
- No eating or drinking during the painting or henna tattooing.

Beasty Designs and Young Adults One Voice reserves the right to refuse to paint or henna tattoo anyone for any reason. Beasty Designs and Young Adults One Voice will not paint anything that he/she considers offensive or objectionable.

Signature of Young Adult Participant

Printed name of Young Adult Participant

Signature of Parent/Legal Guardian (if under 18)

Printed Name of Parent/Legal Guardian

NC YOUTH SUMMIT REGISTRATION/ROOM ASSIGNMENTS

Local Area Name: _____

Local Area Name	Participants/Chaperones/Staff	M/F	Assigned Room # use 1-15	Incomplete/Missing Forms	Shirt Size (Small-5x)
Young Adult Participant					
Staff/Chaperone					
Board Guest/Standing Youth Committee					
	TOTAL people/ rooms				
Total # of Additional Rooms =					

Note: Please type in the names of individuals that are planning to attend the summit and include any additional rooms needed for your local area. Please pair individuals in rooms using #s 1-15. For instance, if you have 4 people that will be in the same room assigned them the same room number like #1.

Note: Do not pair individuals over the age of 21 with a youth under the age of 18. Do not pair male and females within a quad. Rooms should be checked to ensure adjoining rooms are not shared between males and females.

SAMPLE
NC YOUTH SUMMIT REGISTRATION/ROOM ASSIGNMENTS
Local Area Name: Region D

Local Area Name	Participants/Chaperones/Staff	M/F	Assigned Room # use 1-15	Incomplete/Missing Forms	Shirt Size (Small-5x)
Young Adult Participants	Jim Brown	M	1	N/A	2X
	Tim McIntyre	M	1	N/A	L
	Jenny Jones	F	2	N/A	L
	Susan Black	F	2	N/A	M
Staff/Chaperone	Denny Oaks	M	3	N/A	1X
Board Guest/Standing Youth Committee	Pam Whitaker	F	4	N/A	M
	TOTAL people/ rooms		6people/4rooms		
Total # of Additional Rooms =					

Note: Please type in the names of individuals that are planning to attend the summit and include any additional rooms needed for your local area. Please pair individuals in rooms using #'s 1-15. For instance, if you have 4 people that will be in the same room assigned them the same room number like #1.

Note: Do not pair individuals over the age of 21 with a youth under the age of 18. Do not pair male and females within a quad. Rooms should be checked to ensure adjoining rooms are not shared between males and females.

CHAPERONE LETTER

Dear Chaperone,

Thank you for being a chaperone for the NC Youth Summit! We are so happy that you are able to join us and provide supervision to the participants of your organization. Your role as a chaperone is very important to the success of this event. We need your help to ensure students are acting in a respectful and safe manner and are maximizing the learning opportunities available during the Youth Summit.

Chaperone function:

- To support the presenters, and Summit Staff, by providing adult supervision and guidance to the students throughout the summit
- To promote a positive atmosphere of fun and camaraderie among the students
- To ensure the students' safety by enforcing guidelines set forth by the Youth Summit Committee
- To monitor students as they go on breaks
- To ensure that your group leaves the facility and premises as clean as it was upon arrival
- To help the students work through any problems that arise and to facilitate solutions

The planning committee understands that you may want to kick back and relax during this event, however we must remember that we are ALL still at work. **Please do not check in to your hotel OR allow youth to check in prior to 5:00pm.** Also, please ensure that your parenting youth participants do not bring young children. This is a learning opportunity – we want to be sure that everyone receives the full benefit of the Youth Summit.

Chaperones, please monitor youth closely to ensure adherence to behavior and dress code policies. Violations of any of the guidelines may result in a group or individual being sent home at his/her own expense.

Please review the attached guidelines prior to your arrival, and contact the youth summit co-chair if you have any questions.

Thank you,

NC Youth Summit Planning Committee

CHAPERONE GUIDELINES

- ✓ Chaperones are responsible for youth whereabouts at all times, and supervision of youth is required throughout the ENTIRE Summit; during structured and “free time” activities
- ✓ Youth and chaperones attending the summit are expected to adhere to a zero tolerance policy for tobacco, alcohol, illegal drug use/possession, violence, and inappropriate display of affection and/or physical contact
- ✓ Please make sure that your name tag, identifying you as a staff member, is visible at all times
- ✓ Please remind youth to make sure that their name tags are visible at all times
- ✓ Every chaperone has a listing of rooms occupied Youth Summit attendees – please monitor to make sure that males and females are not spending extended, unsupervised time alone in hotel room
- ✓ Curfew is 11:30 pm – Youth Summit staff is expected to enforce this rule; please instruct your participants to get snacks, ice, etc BEFORE 11:30pm.
- ✓ Staff and Chaperones are expected to serve as Hall Monitors AFTER curfew
- ✓ Staff is strongly encouraged NOT to allow youth participants in their hotel rooms during the Youth Summit – this is not a good look!
- ✓ Staff is not to have alcohol on premises – this is the weekend, but we are all still “working”.
- ✓ Staff are expected to enforce the no alcohol or drugs policy at all times – do not allow youth who are “of age” to participate in these activities
- ✓ Please only smoke in the hotel’s designated smoking areas; enforce this with your participants as well.
- ✓ **Please notify youth that they will be responsible for any charges that may arise from the use of hotel room telephones, pay per view movies, and/or room service**
- ✓ Please abide by and help enforce the dress code and behavior policy at all times.

Once you have read and agreed to the preceding expectations, sign and fax or email to the event Co-Chair.

All staff or chaperones who register must comply with this statement: I will make the necessary plans to attend the NC Youth Summit. If an emergency arises, I will notify the NC Youth Summit Planning committee of the situation. As staff or a chaperone, I understand that I am responsible for ensuring that my young adults attend all workshops and summit activities and follow all summit and hotel rules. If I fail to follow the statement of commitment, I will be dismissed from attending other summit activities.

I have read and understand the guidelines, and expectations within this document for Youth Summit. I also understand that, if any of my participants do not follow these guidelines or expectations, that participant and whole organization could be asked to leave.

Name Printed

Signature