



2025 Parent Meeting Recommended Agenda

1. Welcome
2. Program Overview & Goals
 - a. This will be a hands-on model state government experience.
 - b. The program emphasizes the importance of the YMCA core values of honesty, respect, responsibility and caring.
 - c. The program encourages students to engage in civil discourse; to debate ideas and not people.
 - d. The program also encourages students to become active in their communities and utilize their voices/ideas in the world around them.
3. Hotel
 - a. Best Western Okemos
 - i. Address: 2209 University Park Dr, Okemos, MI 48864
 - ii. Free breakfast available from the hotel. All rooms have a microwave and mini fridge. Participants will be bussed to and from the Lansing Center daily.
 - b. Courtyard by Marriott
 - i. Address: 600 E Michigan Ave, Lansing, MI 48912
 - ii. Breakfast available for purchase. All rooms have a microwave and mini fridge. Participants will have to walk to and from the Lansing Center daily. (Note: Participants are NOT allowed at the hotel during program hours unless they are assigned to be there for a program event)
 - c. Kellogg Hotel and Conference Center
 - i. Address: 219 S Harrison Rd, East Lansing, MI 48824
 - ii. Brody across the street has a variety of grab and go options for purchase for breakfast, or breakfast also available for purchase at the hotel. Participants will be bussed to and from the Lansing Center daily. Rooms do not have a mini fridge. A microwave is available in the hotel lobby.
 - d. Quality Suites
 - i. Address: 901 Delta Commerce Dr, Lansing, MI 48917
 - ii. Phone Number:
 - iii. Free breakfast available from the hotel. All rooms have a microwave and mini fridge. Participants will be bussed to and from the Lansing Center daily.
4. Meeting Spaces
 - a. DoubleTree by Hilton: 111 N Grand Ave, Lansing, MI 48933



- b. Lansing Center: 333 E Michigan Ave, Lansing, MI 48933
 - c. Michigan Capitol Building: 100 N Capitol Ave, Lansing, MI 48933
 - d. Cooley Law School (MJP): 300 S Capitol Ave, Lansing, MI 48933
5. Check In/Check Out
- a. We will be leaving ____ (location) at ____ (time), so we can arrive at our assigned hotel between 8:30 am and 9:30 am on Thursday.
 - b. We will be checking out of our assigned hotel around 11:30am on Sunday. We should arrive back at ____ (location) at ____ (time).
6. Packing
- a. Please check out the [MYIG recommended packing list](#).
 - b. Highlight any additional items you are recommending.
 - c. **Staff recommends that all students bring a water bottle with their name somewhere on it.**
7. Dress Code
- a. Review [MYIG recommended dress code](#) and answer any questions.
 - b. Remind parents that hats are not allowed in Capitol chambers unless religious attire. Bags, food and drinks are also not allowed in chambers.
 - c. Remind parents to make sure students bring a coat as it is winter!!
8. Meals and \$\$
- a. Students will be responsible for breakfast during the conference. They can bring their own, purchase breakfast at the hotel, or purchase breakfast at a nearby restaurant.
 - b. Students will be responsible for lunches during the conference. We recommend bringing \$15/meal (\$45)
 - c. Two dinners will be covered by the conference. Students should bring \$20 for dinner on their own on Friday.
 - d. Students may want to bring snacks for the evenings in their hotel room. All the hotels have a small store with basic snacks for sale.
 - e. MYIG swag is available for purchase at the conference. They may also want to bring some spending money to purchase any other items.
9. Safety Expectations
- a. Students must stay in their assigned hotel room between 11pm and 6am. Students will be sent home if they are discovered out of their room unless there is an extreme emergency. Each hotel will have an unarmed guard making rounds throughout the night.
 - b. Students may not visit any other hotel room besides their own assigned room. If a student is discovered in another delegate's room, that student and anyone present in the room they are visiting will be



sent home. Please talk to your students about not visiting other rooms and not allowing their friends to visit their room.

- c. Students may not leave the hotel or downtown building unless there is an emergency or assigned transition in the schedule.
- d. When transitioning between buildings or going to eat meals downtown, students are expected to be in a group of at least three people for safety.
- e. Students may not be alone with adults at any time in a secluded location.
- f. Students are expected to listen to hotel staff, MYIG staff, Capitol area staff and bus driver directions.
- g. **Please encourage your students to be respectful of others and the buildings that we use. We can lose access to the Capitol if any damage occurs, so this is very important to review.**
- h. If students are concerned about an incident, and would like it to be addressed, they should use the student reporting form. Or if it is an emergency, they should contact the nearest advisor, volunteer or staff member for help.

10. Illness Prevention

- a. Any student with high fevers (100 degrees or more) or severe illness symptoms should stay home until they are fever free for 24 hours.
- b. A first aid professional will be available on site. If students become ill at the conference, they should consult with our first aid staff. Depending on their symptoms they may be given a Covid-19 rapid test or if medications are needed the first aid staff may call parents for verbal agreement to dispense the medications. If it is determined that they are severely ill or have a fever of 100 degrees or higher, they will be asked to stay in a quarantine room at the hotel. The parent/guardian will be notified by their advisor and will be asked to pick their student up.
- c. Please follow district guidelines for storing and dispensing medications. Students are encouraged to bring their own basic medications (ex: aspirin) that they may need.

11. [Tentative schedule](#)

- a. Review schedule basics and answer questions

12. Code of Conduct & Background Check

- a. All students and their parent/guardian will be expected to sign a code of conduct via Jotform before the student arrives at conference. The link to the form can be [found here](#).



- b. Any student over the age of 18 years old will be expected to complete a background check before they arrive at conference. The link to the form can be [found here](#).
- 13. Communication during the Conference
 - a. Students will be using the app Guidebook on their phones for the event. Please consider allowing them to download the app before arrival at the event.
 - b. We will be using Remind for a conference-wide messaging system to communicate major changes or emergency notifications.
 - c. If there is a concern or issue that you wish to talk with someone about during the event, please contact the advisor first. You may also contact the MYIG Staff at 517-639-4480 if an advisor can not be reached. Please do not contact the hotel directly for issues.
- 14. Q&A
 - a. Please contact me at _____ (advisor contact information) or the MYIG staff at staff@myig.org or 517-639-4480 with any concerns or questions.
- 15. Thank you! We hope your student(s) will enjoy their conference experience!