

ADVISORS:

Advisors/chaperones are responsible for the **behavior and attire of their students at all times and at all events.**

1. The following behavior is not allowed:

- talking during presentations
- use of cell phones/text messaging, headphones, games, etc.
- interfering with delegate/staff members' ability to participate
- inappropriate attire
- creating a disturbance in the hotel, including being loud and running in hallways
- creating an intimidating, hostile, or offensive environment.

Advisors witnessing inappropriate behavior, even in students from other schools, should speak to the student(s) involved.

2. Sleeping rooms should be inspected upon checkout to make sure that they have sustained no damage. Any damage incurred is the responsibility of the advisor, student, and school.

3. Advisors/chaperones must attend all the general session meetings, activities, or events to supervise student delegates, making certain their students are on time and attending all sessions. **Advisors/chaperones are to sit with their respective delegation during general sessions.**

4. Advisors/chaperones must check **student's sleeping rooms** at the stated curfew to confirm that students are in their own rooms and quiet. We will be asking for advisors to act as additional security during our conference. At any time should complaints or problems arise the advisor(s) will be notified to correct the situation.

The use of swimming pools, spas, whirlpools, adjacent pool areas and fitness rooms are not a part of the conference program. Any use thereof is at the personal risk of students, advisors and/or chaperones. NYS CLSA assumes no liability for accidents or injuries that may occur in or around pool, fitness facilities, and any and all public areas, hotel properties.

Advisors/chaperones must review responsibilities and expectations outlined with their student delegates to clearly define expected behavior prior to signing this form.

Advisor Name:	Advisor Signature:
School Name:	
Advisor Cell Phone Number:	

Advisors, please submit one signed copy of this form for each advisor/chaperone attending the conference.

STUDENTS:

We are delighted that you will be attending the 35th Annual NYS CLSA STUDENT LEADERSHIP CONFERENCE: Electrify Your Leadership

All delegates are required to follow these guidelines.

Conference Attire:

1. Students should be wearing appropriate attire that is representative of your role as a student leader. "Conservative school dress code" type attire is appropriate. Advisors will monitor delegate attire to make sure that their students are dressed appropriately. Students must follow the dress code of their home school.
2. Advisors and NYS CLSA Board members will require students wearing clothing with ads/references to alcohol, tobacco, drugs, or with profanity, sexual pictures, or inference to these items to change. Students wearing any item that include racist, sexist or homophobic language or imagery must also change.

Session Etiquette:

1. Attend all conference sessions at the designated times and places. Please be on time for all sessions.
2. Be respectful of the rights and safety of others, for example do not talk during presentations, interfere with other delegates/staff, or create/display any intimidating, harassing, hostile, or offensive behavior.
3. The use of any electronic devices or noisemakers is prohibited (cell phones/text messaging, headphones, games, etc.).

Hotel:

1. Be courteous to other hotel guests, their privacy and need for rest. Observe the conference-stipulated curfew – each student must be in their assigned room at curfew. The advisor and other designated chaperones are responsible for supervision of their students. If there are any disruptions reported to the hotel, the advisor will be notified to correct the situation. Security guards will be scheduled for your safety.
2. Students should only be in their own hotel room, unless they have specific advisor approval to go to another student's room.
3. Students must sleep in their assigned room.
4. Respect the property of others. Students are not to take objects from hotel rooms, conference areas, or any other property visited.
5. Theft and vandalism will not be tolerated. Delegates must obey the rules of these facilities. The facilities have the right to ask a delegate or delegates to leave. Individuals are responsible for damages to property or furnishings and will pay for its repair or replacement.
6. Do not throw anything out of windows or over balconies. Do not run down hallways. Noise should be kept at a low, reasonable volume, especially in the hotel. Do not engage in any ball throwing or similar activity that may damage hotel rooms or facilities.
7. Trash (including pizza boxes, cans, etc.) must be placed in the proper receptacles and not left on guest or meeting room floors.
8. The use of swimming pools, spas, whirlpools, adjacent pool areas and fitness rooms are not a part of the conference program. Any use thereof is at the personal risk of students, advisors

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and/or chaperones. NYS CLSA assumes no liability for accidents or injuries that may occur in or around pool, fitness facilities, and any and all public areas, hotel properties.

Conference Guidelines:

1. Respect the rights and safety of others. This includes not exhibiting irresponsible behavior that endangers the health, safety, or welfare of him/herself/others or creating an intimidating, hostile, harassing, or offensive environment.
2. The use of alcohol, tobacco products, or illegal drugs is strictly prohibited. Any student found in possession or under the influence of any illegal drug or alcohol will be sent home at their own expense.
3. Stay in a safe supervised environment. Students should not leave the hotel at any time without approved adult supervision.
4. Students are required to wear the Conference's name badge to all conference activities.
5. Keep your advisor informed of your activities and whereabouts at all times. Accidents, injuries, and illnesses must be reported to your conference advisor immediately.

A violation of any of these guidelines could result in a student being expelled from conference activities for the duration of the conference and remanded to the custody of his or her advisor or sent home at their own expense. NYS CLSA will notify both the student's school principal and parents of all such incidents.

Signatures below indicate that you have read and agree to comply with the expectations stated in the above guidelines and that you have read and understood our Policy. In addition, by signing this form, you are hereby giving consent to NYS CLSA to use photographs and videotaped images of conference attendees for promotional, editorial, and advertising purposes.

Student Name:	Student Signature:
Parent/Guardian Name:	Parent/Guardian Signature:
School Name:	
Advisor Name:	Advisor Signature:
Advisor Cell Phone Number:	