

YOUTH LEADERSHIP FORUM FOR STUDENTS WITH DISABILITIES

***STUDENT INFORMATION SHEET AND TASKS
TO COMPLETE BEFORE THE FORUM***

June 10, 2002

**TO: STUDENT DELEGATES
 2002 YOUTH LEADERSHIP FORUM FOR STUDENTS WITH DISABILITIES**

**FROM: PAUL K. MILLER, CHAIR CATHERINE KELLY BAIRD, EXECUTIVE DIRECTOR
 YOUTH LEADERSHIP FORUM CALIFORNIA GOVERNOR'S COMMITTEE**

SUBJECT: PREPARATION FOR THE YOUTH LEADERSHIP FORUM (YLF) JULY 28 – AUGUST 1, 2002.

Once again, congratulations! It is a distinct honor to be chosen as a delegate to the Youth Leadership Forum for Students with Disabilities, and we are really looking forward to meeting you this summer! This packet contains information to help you prepare for the forum. Please take time to read all of this material as soon as possible. **Please complete and mail the enclosed forms and your photo back to us by Friday, June 28th in the enclosed envelope.**

Included in this packet are the following information sheets:

GENERAL INFORMATION SHEET (KEEP THIS FORM FOR YOUR INFORMATION)

Travel information
Overview of the Forum Schedule
Miscellaneous Information
Final Reminders

RULES AND GUIDELINES (KEEP THIS FORM FOR YOUR INFORMATION)

DRIVING DIRECTIONS TO FORUM (KEEP THIS FORM FOR YOUR INFORMATION)

REQUEST FORM (PLEASE RETURN THIS FORM)

TRAVEL ARRANGEMENTS FORM (PLEASE RETURN THIS FORM)

TALENT SHOW INTEREST FORM (PLEASE RETURN THIS FORM)

RELEASE FORM (PLEASE RETURN THIS FORM)

GENERAL INFORMATION SHEET
(KEEP THIS FORM FOR YOUR INFORMATION)

1. TRAVEL ARRANGEMENTS TO SACRAMENTO:

On Sunday, July 29, you will be traveling to Sacramento. You will return home on Thursday afternoon, August 1. Please discuss travel arrangements with your family, contact our travel agent (see below) to make your reservations and fill out the "Travel Arrangements Form" and return in the envelope provided.

Our travel agent is **Carol Newman, at (916) 427-0376**. She is available 9:00 am to 5:00 p.m. Monday through Friday. Call Carol if you travel by bus, train or airline. The deadline to call her is **Friday, June 28**. If you are flying it is **your responsibility** to get to the airport at least **two hours** before your scheduled trip. If you are traveling by bus or train it is **your responsibility** to get to the bus depot or train station **one hour early**.

Traveling by airlines:

Call Carol, tell her that you are with the Youth Leadership Forum, give her your name and which airport you would like to fly from. She will issue **ticket-less** flights. She will then mail or email your itinerary to you. Also let her know if you have any special needs related to your travel (example: if you use a wheelchair and need assistance with boarding). **It is your responsibility to arrive at the airport 2 hours early and with photo identification.**

Burbank

July 28: Southwest, Flight #1862, departure 12:50 p.m., arrival 2:00 p.m.

August 1: Southwest, Flight#1794, departure 5:50 p.m., arrival 6:55 p.m.

Ontario

July 28: Southwest, Flight #1905, departure 1:15 p.m., arrival 2:25 p.m.

August 1: Southwest, Flight#1975, departure 5:45 p.m., arrival 6:55 p.m.

San Diego

July 28: Southwest, Flight #2386, departure 12:10 p.m., arrival 1:35 p.m.

August 1: Southwest, Flight#1728, departure 6:20 p.m., arrival 7:40 p.m.

LAX

July 28: Southwest, Flight #299, departure 11:40 p.m., arrival 12:55 p.m.

August 1: Southwest, Flight#230, departure 7:20 p.m., arrival 8:45 p.m.

ORANGE

July 28: Southwest, Flight #1481, departure 11:50 p.m., arrival 12:40 p.m.

August 1: Southwest, Flight#1784, departure 8:20 p.m., arrival 9:45 p.m.

Traveling by bus or train: Call Carol, tell her that you are with the Youth Leadership Forum, and she will mail you a ticket. **It is your responsibility to arrive 1 hour early at the bus station or train depot and carry photo identification.**

We will have personal care attendants and interpreters provided at the forum. However, if your disability requires a travel companion, the travel agent will be required to get an approval from us before their ticket is issued.

If you are traveling by car, please plan to arrive Sunday, July 28th between 1:00 and 3:00 p.m. for dormitory check-in. Please keep track of your mileage for reimbursement. When you arrive immediately obtain a parking permit from the front desk and display on the dashboard.

Again, please do not arrive before 1:00 p.m.!

2. ARRIVAL IN SACRAMENTO:

An adult volunteer at the bus station, train depot or airport **will greet every student delegate**. The volunteers will be wearing purple T-shirts. When you arrive in Sacramento, students at the airport should stay at the gate where you first get off your airplane. If arriving at the bus depot or train station, stay in the terminal at the place where you first unload. **The volunteers will greet you there.**

We use colored T-shirts to identify volunteers and delegates while traveling. You will receive one more mailing the last week in July that will include light blue T-shirt. Please wear it while traveling. It helps us quickly identify you, and help you identify other students coming to the Forum.

3. WHAT TO DO WHEN YOU ARRIVE AT YOUR LODGING AT CALIFORNIA STATE UNIVERSITY, SACRAMENTO:

When you arrive at Desmond Residence Hall at California State University, Sacramento, our volunteer staff in navy blue T-shirts will greet you. Please check-in with our Dorm Patents at the Front Desk where you will receive a room assignment and room key. Our Program Assistants will assist you with your luggage and escort you to your room. You will be asked to take a Polaroid photo for the delegate's photo board. Please plan to visit the First Aid Station if you have medications to check in our need any kind of assistance. Please locate your small group meeting room where the first meeting will begin promptly at 4:00 p.m.

4. OVERVIEW OF THE FORUM SCHEDULE:

*** ASSIGNED SMALL GROUPS**

During our Forum, many activities will take place in assigned small groups. Each group has two Co-Counselors and a Peer Counselor. You will remain with your small group during the entire Forum. If you have any special needs or problems during the Forum, your Co-Counselors will help you. A list of the groups and assigned student delegates will be posted at all times at the Front Desk. The small groups give you the opportunity to get to really know other student delegates and to participate in discussions.

*** OVERVIEW OF FORUM SCHEDULE AND PROGRAM**

You will receive one more mailing from us right before the Forum. It will include more detail on what you will be doing while in Sacramento. We're sure you will find the program to be exciting and informative. It includes such activities as a meeting in the Governor's Office, a talent show, and discussions with many successful adults with disabilities.

*** TALENT SHOW**

One part of our program gives student delegates an opportunity to be part of a talent show. Please be prepared to bring with you anything you may want to share...such as sheet music, poetry or other writings, a musical instrument, costumes for skits or whatever. Also, we have enclosed a **“Talent Show Interest Form”** to help us plan for this activity. Please fill out this form and return it in the envelope provided.

5. MISCELLANEOUS INFORMATION:

* **LODGING AND MEALS**

Students will be staying in the California State University, Sacramento (CSUS), Desmond Residence Hall, an on-campus student housing complex. Each room has two single beds to accommodate two students. Counselors and “Dorm Parents” will live with the students and provide close supervision. Three meals will be provided each day.

* **MEDICAL CARE**

Please bring sufficient quantities of all required prescription medications with **WRITTEN INSTRUCTIONS ON HOW TO BE ADMINISTERED**. In the event of minor illness or injury, every effort will be made to treat the student on campus at our First Aid Station or at the CSUS Student Health Center. We will notify parents/guardians immediately in the event of an emergency.

* **SPECIAL NEEDS RELATED TO DISABILITY**

Student participants will receive appropriate accommodations for their disabilities as requested.

* **CLOTHING (what to bring) AND LUGGAGE**

Please bring enough clothing for five days and four nights. Because the temperature in Sacramento may be in the 100-degree range in August, we suggest casual, comfortable clothing, shorts, jeans, skirts, tennis shoes and a sweatshirt are recommended (do not bring inappropriate clothing, such as tube tops or very short shorts.) Suggested toilet articles are: soap, toothbrush and paste, brush, comb, washcloth. You do not need to bring linens (blankets, large bath towels, sheets, and pillows) since they **will be provided** by the campus dorm. **Bring an alarm clock** and a couple of pens and pencils. Please do not overdress or over-pack. We ask that **you limit your luggage to one suitcase and one small purse/fanny pack or backpack**. We also suggest that your luggage have some empty space for items you will receive at the Forum. Make certain all backpacks and luggage have I.D. tags with your name, address, and telephone number!

* **SPENDING MONEY**

Although the Forum will pay for all activities, students may bring up to \$25 of spending money for personal use, such as for telephone calls (pay telephone available), purchasing souvenirs, or snacks. Each student will receive \$10.00 for personal expenses after arrival on campus. Also, after students turn in their room key and bath towels on the last day, they will receive an additional \$5.00 to purchase snack items on the way home.

* **IN CASE OF EMERGENCY**

In case of an **EMERGENCY ONLY**, your family can leave you a message by calling Desmond Residence Hall at (916) 278-5428. In case of extreme emergencies only, students may be contacted through the CSUS Campus Police Office (24-hours a day) at (916) 278-6851. If the call is made with a TTY, please call these numbers through the California Relay Service at 1(800) 735-2929. **To make the forum most successful for the student delegates, please remember that we cannot accept calls from parents/guardians unless a genuine emergency exists!** We also do not encourage students to telephone home after the first day since our program is very full and there is only one pay telephone in the dormitory.

6. FINAL REMINDERS!

- Telephone the travel agency (listed on front sheet) **NOW!**
- ☐ By Friday, June 28, please complete and mail the following four forms:
 - Talent Show Interest Form
 - Student Delegate Survey
 - Release Form for Use of Photographs and Quotations
 - Travel Arrangements Form

AND

☺ Include one photograph of yourself (a head/face shot, such as a school picture). (Please note that we cannot return this photograph.)

AGAIN, CONGRATULATIONS ON BEING SELECTED AS A DELEGATE TO THIS FORUM!

NOTE: PLEASE KEEP THIS INFORMATION/TASK SHEET FOR YOUR REFERENCE...DO NOT MAIL THIS BACK TO US.

WE LOOK FORWARD TO SEEING YOU July 28!