

# DRAFT

## YOUTH LEADERSHIP FORUM - TASK CATEGORIES (FORUM DATE: JULY 27 - AUGUST 1, 2002)

CATEGORY	LEAD STAFF	CHAIR
<b>A. ADMINISTRATION/OPERATIONS: TASK FORCE (S)</b> A-1 Core Planning and Operations A-2 Finances/Fund Raising/Payments A-3 Summary Report A-4 Press/Publicity A-5 Program Evaluation		
<b>B. PROGRAM ACTIVITIES: TASK FORCE (S)</b> B-1 Program Presenters B-2 Mentors' Luncheon B-3 Talent Show B-4 Schedule Coordinator/Timekeeper/Setup B-5 Dance B-6 Capitol Activities B-7 Student Welcome/Recreation B-8 Opening/Closing Session/Video B-9 Technology Exhibit		
<b>C. STUDENT DELEGATES: TASK FORCE (S)</b> C-1 Student Recruitment Selection C-2 Student Follow-Up/Alumni Association Community Activities (Post YLF)		
<b>D. PERSONNEL: TASK FORCE (S)</b> D-1 Counseling Staff/Volunteers D-2 Support Services D-3 First Aid Station D-4 Security/Safety D-5 Program Assistants Coordinator (see B-7 Task Force)		
<b>E. FACILITIES/LOGISTICS: TASK FORCE (S)</b> E-1 Campus E-2 Hotel/Luncheon Site E-3 Transportation E-4 Dorm Oversight/Daily Set-up & Clean-up E-5 Audio-visual/Photography/ Video/Music E-6 End of Forum Clean Up and Check-Out		
<b>F. SUPPLIES/MATERIALS: TASK FORCE (S)</b> F-1 Resource Binders (Design/Materials) F-2 Donations for Students' Gift Bag F-3 Assembly of Gift Bags/Resource Binders F-4 Purchase of Souvenir Items (T-shirts, Mugs, Bags) F-5-6 Miscellaneous Support Tasks (Pre/post Forum/Office Staff)		