



## Tavis Smiley Foundation 2009 Leadership Institute

### Find Your Voice ~ Create Your Imprint

### Application Procedure & Frequently Asked Questions

Thank you for your interest in the Tavis Smiley Foundation's 2009 Leadership Institute scheduled for August 7-11, 2009 at UCLA in Los Angeles. All registration for the conference will be online at [www.youthtoleaders.org](http://www.youthtoleaders.org). To assist you, we have provided this checklist and FAQs to assist as you prepare for the application process.

#### What is the Leadership Institute?

The Leadership Institute is a five-day intense, interactive leadership training program for youth ages 13-18. It will be held on the campus of UCLA in Los Angeles. The early bird registration cost is \$500 and includes meals, housing and program workshops. After July 11, if space is still available registration is \$600.

Registration opens at **10 AM August 7** with student move-in, a UCLA campus tour and college workshops. **All students must arrive by 1 PM, August 7. The Institute will begin officially with the Delegate Orientation at 3 PM and conclude at 1 PM Tuesday, August 11.** Delegates must be present for the entire Institute, including overnight.

#### What is the Program Objective?

The Institute program is designed around our motto: You can't lead the people if you don't love the people. You can't save the people if you won't serve the people. We are interested in meeting and training young leaders who want to develop their individual leadership potential and use their gifts and talents to positively impact the world. The workshops on project planning, youth advocacy, volunteerism and civic engagement are designed with the motto in mind.

#### How are students selected?

We will select delegates based on the application which includes a letter of recommendation and an essay question. Once you have completed the application you will receive an email notifying you that you have been selected. You will then complete registration for housing, workshops, pay your final fee and receive the final conference schedule. You can access the application at [www.etches.com/2009LeadershipInstitute](http://www.etches.com/2009LeadershipInstitute)

## **Tips Before You Begin the Application**

- You will need the name and contact information of the person providing your recommendation
- You must answer an essay question and provide a list of activities you're involved in
- You will need a \$50 deposit which will be applied to your fee. You will receive instructions on sending fee once you complete the application.
- You will be able to modify your application if you do not complete it in one session.

## **What is the essay question?**

Historically one measure of presidents has been based on how much they accomplish within the first 100 days of their leadership term. Even employees on a new job often are given a 90 day probation period to pass before they can receive all of the company benefits. You are the president. Tell us about an issue affecting Americans that you would address in your first 100 days in office? What would you do? Who would be involved? Why did select the issue? What would be the result after 100 days?

## **Where at UCLA will the Institute be held?**

The Institute workshops and sessions will take place on the campus of UCLA. Sessions will be confined to three main buildings on campus: Dykstra Hall (all students and chaperones will reside in this dormitory), and DeNeve Plaza (workshops and dining will take place in DeNeve Plaza) and Sunset Village (special events).

## **What is the address?**

DeNeve Plaza is located at 351 Charles E. Young Drive West, Los Angeles, CA 90024. All of the buildings are within a 5 to 10 minutes walking distance. Dykstra Hall physically connects to DeNeve Plaza via an inside hallway. You can visit UCLA's campus at [www.ucla.edu](http://www.ucla.edu).

## **What are the Institute workshops and activities like?**

The Leadership Institute will include speakers, panel discussions and hands-on activities on leadership, issues facing young people, college, etc. At the close of the Institute students will be encouraged to engage in a community service project of their choosing to undertake following the Institute to make a difference in their school, community, church, or other area where they have identified a need. The program also includes a dance, a talent show and a closing awards banquet.

## **I am traveling to the Institute by plane; how will I get to UCLA?**

The Tavis Smiley Foundation will arrange for ground transportation to/from campus from Los Angeles International Airport (LAX) only. Upon completing your final registration you will be asked to provide detailed travel information so that our transportation company can schedule your pick up from the airport.

## **Can we go to the mall?**

We will not take trips to the mall or tour historical sights. Those are fine activities but this conference is focused on youth engagement and youth advocacy. **Each student will receive a complete schedule of events with times and locations upon check-in.**

### **What are the accommodations like?**

All students, chaperones and staff will be housed in non air-conditioned dormitory rooms which accommodate two per room. Males and females will reside on separate floors and youth of the same age and same sex will be paired together. Efforts will be made to house youth who are part of a group together if desired; however registrants may share a room with a person he/she does not know. The dorms are not hotels! Each dorm room includes 2 twin beds, 2 dressers, 2 desks and closets.

Female participants will not be allowed to visit the male rooms; male participants will not be allowed to visit the female rooms. **No exceptions!**

All participant rooms are double occupancy - single rooms are not available. Shower facilities are available on each floor. The university will supply each person with bed linens, a blanket and a pillow. You may wish to bring extra towels and wash cloths.

### **What are the meals like?**

All meals will be held at the DeNeve Plaza dining hall. The food is standard American fare all you can eat. Meals will begin with lunch on August 7 and end with breakfast or lunch on August 11. If you arrive after 2 PM your first meal is dinner on August 7.

All meals are buffet-style. Though the menu will change daily, participants will have access to an entrée/vegetable line, a pizza line, a grill, a deli sandwich line, and a fruit/salad bar. In addition, participants will have access to a variety of beverages, and desserts.

### **Will there be supervision?**

Adults will supervise students' activity and behavior throughout the conference. During the overnight hours adults will serve as dorm monitors. UCLA campus security will provide support throughout the conference as well. The doors of the building are locked after 11 pm so students who break curfew and leave the building will not be able to get back in. Youth will be matched with chaperones upon arrival at registration. The role of chaperones is to:

- ⇒ Take roll and make sure students are in sessions and in dorm rooms at curfew
- ⇒ Report any behavior issues or problems to TSF staff
- ⇒ Assist students with any emergency issues
- ⇒ Help to ensure the safety of all students
- ⇒ Serve as positive role models

### **What is the conference code of conduct?**

All youth selected to attend the Institute will be selected because of their demonstrated capacity for leadership. We expect that as leaders all youth and adults will abide by the Institute rules and regulations. **A violation of any sort of the Conference Code of Conduct will result in**

**immediate dismissal from the Institute. The Code will be provided for students and parents to review.**

The following are expressly prohibited: use or consumption of alcohol or drugs, fighting, use of profanity, disorderly conduct, disturbing the peace, gambling, violations of the dress code, sale of merchandise, smoking, possession of weapons, destruction and damage to property, unauthorized visits to dorm rooms and stealing.

**Will I need money?**

You can bring money to purchase souvenirs if you wish or if you need personal items during the 5 days. Students should not bring more than \$100. We strongly caution students against bringing expensive items that might get lost or stolen.

**If necessary, how may I be contacted during the Institute?**

Parents, friends, and family members are discouraged from calling students during the Institute due to the disruption caused to panels and activities. Students will be allowed to have their cell phones with them and are free to use them during meals and other free time. They will be asked to turn them off during workshops and other sessions. The Institute is a closed conference. We will not allow outside observers or visitors as a safety precaution.

**What is the dress code? What should I bring with me?**

All youth/adults should be dressed in a manner that is not distracting to guests. Dress in a manner that will allow you to feel both comfortable and respectful as you interact with youth and adults from around the country. For workshop sessions, except where indicated below, the attire is casual.

**Men and Women Should Bring the Following:**

- Comfortable shoes or sneakers and socks
- T-Shirts that express positive messages or images
- Jeans/Khakis and casual clothing
- Walking shorts, polo shirts
- Business attire for the Teen Town Hall Meeting and Youth Reception
- Old jeans for the Hands on Community Service Project
- A dressy outfit (not formal) for the dance and awards banquet: shirt and tie, dress, skirt, pantsuit
- No revealing tank tops, halter tops, sagging pants, short skirts or shorts will be allowed

**PACKING CHECKLIST**

- |                        |                              |
|------------------------|------------------------------|
| Undergarments          | Shower Shoes                 |
| Alarm Clock            | Sunscreen                    |
| Feminine Products      | Any Prescription Medicine    |
| Pillow                 | Snacks for the Airplane Ride |
| Extra Towels/Washcloth | Robe/Pajamas                 |
| Clothes Hangers        | Iron                         |
| Toiletries             |                              |

