

# **2023**

# **Tomorrow's America Foundation**

# **Staff Handbook**

TAF Philosophy and Responsibility  
Staff Member Responsibility  
Safety Policies and Procedures  
Conference Activity Guidelines and Policies

Broyhill Leadership Conference  
Carolinas Broyhill Youth Development Retreat  
Yager Youth Leadership Conference

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*Tomorrow's America Foundation will be referred to as TAF &  
Broyhill Leadership Conference as BLC throughout this document.  
The terms EMPLOYEE and STAFF MEMBER shall be used interchangeably.*

# SECTION 1: TAF Philosophy and Responsibility

## **MISSION STATEMENT**

Provide opportunities for youth to become effective leaders who will strengthen our nation and build a better world tomorrow.

To accomplish our mission, we will provide:

- ★ Curriculum to teach our core values
- ★ Activities that lead delegates to apply these values in their daily lives
- ★ Presentations that inspire young people to achieve goals and help others succeed

This Handbook is the staff member's guide to carrying out the TAF Mission Statement **so that every conference delegate receives an authentic BLC experience.**

## **HISTORY**

Tomorrow's America Foundation was incorporated in 1979 as a 501(c)(3) non-profit foundation. Founder and president Michael Broome was joined by several North Carolina businessmen, most notably Paul Broyhill, in establishing the Foundation. The Broyhill Family Foundation annually contributes funds for operating expenses.

The first Broyhill Leadership Conference (BLC) was held in 1982. Other formats currently include the Carolinas Broyhill Youth Development Retreat (developed for girls in NC and SC residential children's homes and foster care) and Yager Youth Leadership Conference (a corporate-sponsored program).

Originally headquartered in Charlotte, North Carolina, the Foundation office is now located in York, South Carolina. Conferences are held on NC or SC college campuses with which TAF has contracted for facility use and food services.

The Foundation has developed and compiled materials used throughout the program. The basis for BLC is our curriculum. The BLC Student Handbook or "Bosom Buddy" is written for teens to deal with issues teen leaders face.

We attract outstanding staff! Most have many years' experience teaching and are educational leaders, including high school and college instructors or administrators, guidance and training specialists, and motivational speakers. Average staff age is **35**.

## **STAFF PHILOSOPHY**

We seek Staff who reflect the basic philosophy of TAF in their personal lives and have a desire to teach this philosophy to students at BLC. TAF philosophies can be ascertained by reading the Student Handbook (Bosom Buddy) from cover to cover.

All Staff are expected to read the Student Handbook before staffing a conference.

There may be material in the Bosom Buddy with which you personally disagree. Michael Broome, President of TAF and author of the Bosom Buddy, invites constructive criticism; this should not, however, be verbalized to other Staff or the delegates.

## **STAFF PHILOSOPHY ... continued**

Because the Bosom Buddy is the basis for BLC conferences, staff will read selections of the Bosom Buddy with students as assigned on the schedule. Students are then given opportunities to apply the principles through planned activities.

Staff are expected to properly conduct activities when outlined on the provided schedule at each conference. This handbook contains instructions for all activities. You may contact TAF office for further instructions.

In addition to presenting the Bosom Buddy and conducting BLC activities, Staff are expected to adhere to high personal conduct standards during the conference. Staff rules are outlined in this handbook.

Staff members are also responsible to themselves, other staff, and students to be **physically & emotionally healthy** at all times. Handle your sleep, diet, and personal needs accordingly.

Note: Delegates from a wide variety of belief systems attend our conferences. Refrain from overt witnessing or wearing clothing that presents your faith in a conspicuous way. Treat the conference situation like public school, where you live out your faith so that students are drawn to ask the reason for your lifestyle. (YYLC is an exception to this policy. The corporate sponsor is open about faith in their marketing materials.)

## **TAF PROVISIONS**

TAF WILL:

1. Identify, approve, and hire all employees who will be part of salaried Staff.
2. Determine Group Instruction Leaders based on submitted outline / materials and other criteria.
3. Contract with host facilities to provide for the needs of each conference.
4. Provide each staff person with conference locations, dates, list of items to bring, etc.
5. Provide COUNCIL PACKETS with specific information for each camp.
6. Withhold taxes, including FICA (Social Security and Medicaid), Federal, and State, according to your specified exemptions. State taxes are based on conference location, not the location of TAF office or your home.
7. Mail or direct deposit payroll checks within one week of the conclusion of the camp. Checks may also be distributed at the beginning of the next camp, if applicable.
8. Process expense checks within one to two weeks. Incomplete reports or insufficient documentation will require additional processing time.
9. Provide Workers Compensation for staff members injured as a result of their assigned duties.
10. **NOT PERMIT** fundraising on behalf of Tomorrow's America Foundation or Broyhill Leadership Conferences / related camps, conferences, or programs without prior *written consent* from Michael Broome.
11. **NOT PERMIT** staff members to financially solicit TAF/BLC Sponsors (corporate sponsors, Board members, Scholarship Sponsors, etc.) without prior *written consent* from Michael Broome.
12. **NOT PERMIT** staff members to solicit "free" or donated items from the general public for camp use without prior approval.
13. **NOT PERMIT** staff members to sell, distribute, or give away any items at camp without prior approval.

## SECTION 2: Staff Member Responsibility

### EMPLOYMENT POLICIES

When you complete the online “Employee Agreement” to work on BLC Staff, you are agreeing to the following:

1. ALL EMPLOYEES will sign a contract with TOMORROW'S AMERICA FOUNDATION (TAF) agreeing to:
  - (a) work as staff for a specific time period per conference (Check in and out with Registrar and Director at the conference location at contracted times unless prior arrangements are made with TAF office);
  - (b) submit an expense report for each conference;
  - (c) abide by the staff code of conduct outlined in TAF Staff Handbook;
  - (d) fulfill duties outlined in TAF Staff Handbook as well as tasks assigned by TAF office/ Director/ Registrar;
  - (e) submit to background checks in a timely manner;
  - (f) participate in additional training as required.
2. **If a conference is cancelled for any reason, TAF shall not be held responsible for paying salaries.**
3. For Workers Compensation claims for injuries sustained *while performing* staff duties, inform the Director and contact the office **immediately** with all information about the injury / treatment.
4. Claims to the TAF non-owned auto policy may be made only if driving during a conference for an assigned task, not driving to/from conference or for personal convenience during the conference.

### EXPENSE REPORTING

Submit completed report to TAF within one week of the end of each conference. Include:

**MEAL ALLOWANCE:** Document dates and meals not covered by the host facility, but do not attach receipts. Refer to current Expense Report for allowance amount. **Bring cash or credit card to initially pay for your own meals. Group receipts will not be accepted.** Reimbursed meals include:

- ★ dinner on staff report day (if not provided at staff meeting).
- ★ breakfast & lunch on first day of camp.
- ★ lunch on last day of camp.
- ★ Additional meals for staff who travel over six (6) hours.

**GAS AND TRAVEL EXPENSE:** Direct mileage only. Refer to Expense Report for current allowance amount. TAF covers direct mileage **ONLY from your home to the conference.**\* Document beginning and ending mileage. Note the reason for any additional miles (transporting student to the hospital / pick up supplies for TAF). Satisfactory documentation is required for reimbursement.

\*If your point of origin (pre-conference) or destination (post-conference) is more than the distance from your home to camp, mileage from your home will be given. Discuss extenuating circumstances with TAF office.

**SUPPLIES:** Prior approval and receipts necessary. TAF will only cover necessary supplies; clear with TAF office prior to purchase if possible. Attach receipts to expense report and give specific descriptions.

**Group leaders:** Email handouts to [tafcamp@broyhill-leadership.org](mailto:tafcamp@broyhill-leadership.org) for printing. Let the TAF office know about other necessary supplies in advance so that we can approve the expenditure.

**Counselors:** You should supply stickers (Mountain Climbing evaluation) and small candies / gum for your council. See your confirmation packet for a complete list of items to bring. Do NOT give your council gifts or mementos – a small amount of candy or a happy gram is enough!

## STAFF CONDUCT

**This staff code of conduct ensures student safety and sets a positive example for student conduct. Each staff member agrees to and signs these rules prior to being hired for any TAF conference.**

1. I will conduct myself professionally at all times and will refrain from any romantic liaisons with participants or inappropriate relationships with other staff.
2. I will inform the Director and Michael Broome immediately upon my awareness or suspicion of any Staff member involved in inappropriate activities. I realize failure to do so may result in my own dismissal. (Information will be kept confidential.)
3. I will at no time counsel a student one-to-one behind closed doors or in any place where I am not visible to others. If some degree of privacy is needed, I will ask another staff member to supervise nearby. If I see any counselor violate this rule, I will immediately correct them and report them to the Director. Failure to do so may result in my dismissal.
4. I will not communicate privately with students during or after the conference. I will keep communication with students open and public. I will direct any future contact through the TAF office.
5. I will not use or possess any illegal drug, alcohol, narcotic, tobacco, cigarettes, or vapes.
6. I will inform the Director and TAF Office immediately should I observe or have knowledge of any serious illness, injury, harassment, or abuse experienced by any student or staff member.
7. I will not discuss conference activities or the delegate handbook with outside observers including but not limited to media, campus personnel, or other camps sharing the campus. [Address all questions to the Director. Conversations about the conference with parents **must** involve the Director.]
8. I will discuss any complaint I may have about another Staff Person only with the Director and/or Michael Broome. (Information will be kept confidential.)
9. I **will not** discuss the salary I am paid by TAF with anyone else on staff. Failure to comply with this rule will result in immediate dismissal.
10. I agree to follow the travel arrangements set by TAF. If I choose to divert from these arrangements, I agree to pay my own travel expenses. [see Travel Expense, page 5]
11. I will arrive/depart the conference according to my contract. I will remain on campus during the conference. I will supervise during meetings and student free times.
  - a. I will arrive at the conference site **by 5:00 pm** on indicated date (unless otherwise noted). If I am unavoidably detained, I will call the TAF office and/or Director immediately.
  - b. I will not depart the conference site **BEFORE** the 2:00 pm departure time or **BEFORE** my end-of-camp duties are complete. The TAF Office and Director must approve any exception.
12. In presentations to participants during any type of assembly, I will **not** use **any** stories, one-liners, or jokes that any other Staff Person has traditionally used.
13. **Every** Staff member is responsible for helping the conference run smoothly. I agree to perform duties as listed in the Conference Activity Guidelines and Policies section of this handbook as well as other tasks as assigned by the TAF Office or Director.
14. I will minimize personal cell phone use and will not use devices during scheduled meetings.
15. I will not transport students except to the hospital in case of an emergency. Students may call a taxi at the end of the conference, but staff may not transport to airports, bus stations, etc.
16. I will not give any medication to students. Assigned nurse/medic must verify permissions and document all dispensed medication.

## **STAFF CONDUCT ... continued**

17. I will not allow or involve myself in rough house play including wrestling, pretend fighting/boxing, piggyback rides, or other rough/boisterous play.
18. I will treat indoor and outdoor facilities with respect. This includes but is not limited to:
  - a. No water play (water pistols, water balloons, etc.) of any kind inside any building.
  - b. No playing in outdoor water fountains/displays on campus.
  - c. No excessive noise levels. Keep inside noise levels down, especially beside or above classes or offices. No bullhorn or megaphone use to conduct outdoor events.
19. I will not swim or allow students to swim, no matter the program sponsor or location.
20. I will steward all TAF-provided resources. This includes but is not limited to:
  - a. Use provided supplies as instructed, being careful not to wastefully use supplies.
  - b. Pack and return both high-value items (laptops & speakers) and smaller supplies (Happy Grams, Bosom Buddies, & t-shirts) using provided checklists.
  - c. No removal of Bosom Buddies, TAF supplies, or any BLC material from the conference site. TAF does not loan materials to staff or participants, even during "off-seasons."
21. I will adhere to the staff dress code below set by TAF during all programs:

### **General Clothing Guidelines:**

- ★ All clothing and shoes should be clean and free of holes, rips, or tears.
- ★ Shorts, skirts, or dresses must be long enough to meet your fingertips when hands are by your sides.
- ★ Shirts must cover bra straps, cleavage, midriff, lower back, and underwear.
- ★ No suggestive, obscene, or aggressive religious messages, pictures, or logos on clothing.

### **Additional Clothing Guidelines:**

Women	Men
★ Braless is unacceptable.	★ Hair must be neatly trimmed shorter than collar length.
★ No jewelry in nose, tongue, eyebrow, lip.	★ Facial hair must be neatly trimmed.
★ <b>Banquet:</b> Skirt or slacks and blouse or dress; dress shoes.	★ No earrings or jewelry in nose, tongue, eyebrow, or lip.
	★ Shirts must have sleeves
	★ <b>Banquet:</b> Coat, tie, and slacks; dress shoes

## **GUESTS ON CAMPUS**

Friends & Family may visit staff on campus **with prior approval from the TAF office** only during:

- ♦ Lunch or Dinner on Days 2 or 3 (Guests must wear guest nametag and pay cash for all meals)
- ♦ Scheduled Free Time / General Assembly Time / Talent Show

Guests may not spend the night on campus, participate in any way, or interfere with staff duties.

As a TAF Staff member, you may visit at a conference you are not contracted to work if:

- ♦ **You have prior TAF office approval.**
- ♦ You visit during the times listed above.

### **Remember:**

- ♦ You may not spend the night.
- ♦ Your visit may not interfere with the conference in any way.
- ♦ You must pay for your own meals.

**Questions about visiting campus should be addressed with the TAF office.**

## ***SPECIAL NOTES ON SEXUAL ABUSE***

Tomorrow's America Foundation purchases liability insurance to protect TAF / non-offending staff from sexual abuse allegations. **We tolerate ZERO sexual contact.** Violation of this policy will result in criminal prosecution.

There is no "normal" sexual contact / curiosity between staff and delegates before, during, or after our conferences (regardless of age / mutual interest). There is no "normal" sexual contact / curiosity between delegates during our conferences.

Contact Michael or Karen Broome immediately if you ever feel ANY staff member's behavior is not appropriate, or any time you have questions or concerns.

**If you SEE something, SAY something!**

Facts below are basis for many of our guidelines:

- 1 in 4 girls and 1 in 7 boys experience "contact sexual abuse" by age 18.
- Of abused children, 10% are abused by strangers, 30% by a family member, and 60% by someone known or trusted.
- There has been a 300% increase in youth-to-youth abuse in recent years.
- 80% of abuse goes unreported.

### **Specific tools to protect *yourself* from accusations of inappropriate behavior:**

- Never, NEVER put yourself in an environment where you are alone with a student.
  - ★ Do not counsel students behind closed doors. Always make another staff member aware that you are speaking to a student so that they can provide supervision while staying out of hearing range.
  - ★ Do not communicate privately with students after the conference (in person or electronically). Include parents or use group communication that includes your whole council.
  - ★ Direct any future contact with students to TAF office so that you are not open to receiving private messages from students.
- Do not change clothes in front of students – lock your door.
- Do not shower in front of students – lock the door. In common shower areas be overly modest, use a robe, and tell another staff member where you are.
- When wearing night clothes, do not socialize with students in any location.
- If a camper shows inappropriate infatuation toward you, inform Director and complete a Behavior Report.
- To avoid all appearance of impropriety, do not write "I love you" or sign your name with "Love," on Happy Grams, Mountain Climbing, or other written communication.
- Tell students who may need to contact you in the future to do so by contacting the TAF office. We will loop you into the conversation, but this will provide a layer of protection for both you and our organization.

For more information, visit [rainn.org](http://rainn.org) or [nsvrc.org](http://nsvrc.org).



## SECTION 3: SAFETY POLICIES AND PROCEDURES

### **CRISIS MANAGEMENT PLAN**

**\*\*In case of emergency, these steps must be followed:**

Staff Responsibilities	Director Responsibilities
1) First staff on scene, call 9-1-1.	1) Assess situation to determine if violent act was <u>committed</u> <b>or</b> <u>threatened</u> through interview w/ injured person (if possible) and eyewitnesses. Document on medical or behavior report. <b>For any allegation of sexual or physical abuse or assault, involve Campus Security <u>immediately!!</u></b>
2) Notify BLC director and campus security. <u>Do not speak with media.</u>	2) Address questions from medical personnel and law enforcement officers. <u>Do not speak with media.</u>
3) Stay with injured person until help arrives or told to do otherwise.	3) If no ambulance is needed, have 2 staff take person to hospital. See non-emergency plan following.
4) Remember: Injured person is <b>1<sup>st</sup></b> priority.	4) <b>Contact TAF office (803-628-0000) as soon as the situation is over, regardless of the time.</b>

Staff members must respond to situations requiring outside intervention quickly and professionally.

The student(s)/staff member(s) involved are the priority and their needs are to be met first.

Driver must be a staff member at least 24 years old for insurance purposes.

**\*\*When non-emergency off-campus medical treatment is required:**

Staff Responsibilities	Director Responsibilities
1) Determine if situation truly requires off-campus care.	1) When contacted, initial completed medical report.
2) Contact director.	2) Assign <b>2</b> staff members to take injured or sick person to appropriate care facility.
3) Complete medical report.	3) <b>1</b> staff member should stay with anyone under 18. Give any person over 18 contact numbers so they can call you for pick-up.

### **DOCUMENTATION – EARLY DEPARTURE**

When a student leaves campus early, Registrar will complete an Early Departure Form. If the reason for departure is medical or behavioral, complete the appropriate form **in addition to** the Early Departure Form.

One Staff must witness student departures to complete the Early Departure Form. At pickup, obtain signature of the parent or person transporting student. If student is driving, witness and document when they get in their car and leave campus.

## **DOCUMENTATION - MEDICAL**

Medical report must be completed if a student requires medical intervention outside of regular prescriptions or over-the-counter medications. Include first and last names of all students involved, staff witnesses, and details of the event.

**NOTE:** To avoid allergies, only the camp medic(s) may administer OTC medication.

### **IF YOU ARE ASKED TO SERVE AS THE MEDIC:**

1. **Only the medic(s) may distribute medication, including prescription and over-the-counter medications (Benadryl, Tylenol, etc).**
2. Only distribute OTC medications that were provided by the Tomorrow's America Foundation office. If there is a shortage of medications, call the office (803-628-0000) for instructions.
3. ALWAYS check the student's medical profile before giving ANY medication. Verify which medications are allowed before distributing anything! Document the date, time, and reason for giving the medication on the provided form.
4. During registration, make sure that we have correct information listed. Verify:
  - a. Over-the-counter medications student is allowed to take.
  - b. Any allergies or special needs.
  - c. Prescription medications - our list should match the medications they brought.
5. Students are required to bring medications divided into individual doses in plastic zipper bags that are sandwich size or smaller. Each bag must be labeled with the following:
  - Name of delegate.
  - Date, day, and time for that dose (Monday, 7/21 – Dinner).
  - Name and dosage of medications included in that dose (Xanax 0.25 mg).

A student may also bring their original prescription container with only 1 dose of medication inside for identification purpose and safe transportation. (Exception: Birth control pill packs and liquid/powdered medications may contain more than 1 dose)

Set up a table so that anyone who does not bring their medication divided in this way can do so before they register.

6. TAF will provide Medic with gallon-size zipper bags to label with student's name and store any original prescription containers for easy return at checkout. These medications must be kept securely locked throughout the conference.
7. TAF will provide gallon-size zipper bags labeled for each dosing period during the conference (i.e. Monday, 7/21 – Dinner). Divide students' individual medication bags into appropriately labeled dosage bags. Lock and secure all medications except the bag containing the next scheduled dose. Keep it on your person for security.
8. Medications may be distributed at every meal and at evening snack time. If a student does not take their medication at the scheduled time, have the director pull them from their council or group and bring them to you for their medication.
9. After distributing medications at CBYDR, keep the individual dosing bags as proof of distribution. At other conferences, throw empty bags away.

## ***GUIDELINES FOR STUDENT RULE INFRACTIONS: STUDENT RULES AND REGULATIONS***

Upon arrival, all students sign and turn in their copy of BLC Rules and Regulations (listed below).

Use this guideline to determine what behavior is acceptable at BLC, and what is not!

1. You may not leave campus before checkout. If you drive to BLC, park in the designated lot. Check your keys with the BLC Staff.
2. You must be present and on time at **ALL** BLC activities.
3. Be attentive during meetings and participate with 100% energy.
4. Wear your nametag each day, all day.
5. You may not receive deliveries during BLC from individuals or businesses.
6. Observe curfew and wake up times.
7. You may not be in spaces that are not assigned to you. We have a ZERO tolerance for sexual contact.
8. Treat staff and other conference attendees with respect. BLC has ZERO tolerance for bullying, harassment, or derogatory labeling whether the offense is done personally or electronically.
9. Lock your room when not occupied.
10. No participant will consume or have in possession any drug, alcoholic beverage, tobacco, or narcotic. No Smoking. No Vaping.
11. No profanity.
12. Staff will not loan money to any participant.
13. All medication (excluding vitamin supplements) must be turned in to Staff at registration. Medication will be distributed by approved Staff at specific times.
14. If you choose to bring your cell phone to BLC, you may only use it during free time and in the dorm. You may not use your cell phone during any meeting.
15. **Do NOT bring other electronic devices**, including but not limited to: TVs, gaming consoles, computers, tablets, etc. Media is a distraction to you and other participants at BLC. Devices are targets for theft; BLC is not responsible for lost or stolen items.
16. Follow check out procedures before leaving campus: clear room of trash and personal items; return room key and meal card; pick up medications.
17. Signatures below offer consent for BLC Staff and/or Campus Security to search rooms and persons for drugs, tobacco, alcohol, and other illegal contraband, including allegedly stolen items.
18. If you are involved in any physical confrontation or conflict, you may be held legally liable for your actions, which could include civil and/or judicial responsibility.
19. Observe and comply with the Dress Code:
  - a. Jeans, pants, shorts: Worn on or just below the waist – no skin or undergarments to be seen.
  - b. Shorts, skirts, dresses: Long enough to meet fingertips when hands are by your side.
  - c. Shirts: Long enough to cover midriff – NO belly button / skin showing: standing, sitting or arms raised.
  - d. Shirts and dresses should not be low enough to reveal any cleavage.
  - e. Tank top / dress shoulder straps must cover bra straps. \*Braless is unacceptable.
  - f. No clothing with obscene, suggestive, or gang affiliated messages or images.
  - g. No pajamas outside your dorm room.

## **GUIDELINES FOR STUDENT RULE INFRACTIONS – STAFF RESPONSIBILITY**

**A student may be dismissed from the conference immediately for serious offenses:**

- found in a room / hall / building of the opposite gender.
- Using / possessing alcohol, narcotics, or drugs.
- involved in physical confrontation of any kind.

**For other offenses, displaying poor attitudes or poor participation, or otherwise causing a disruption to the conference experience for other delegates, staff should take the following steps:**

1. Address behaviors, when possible and appropriate, one-on-one. Correct the behavior so that the delegate can benefit fully from the conference and does not interrupt the experience for others.
2. Report the student's behavior as well as any interventions as soon as possible to Director. Director will consult with students and determine if additional consequences are needed.
3. If, after a consultation with Director, student behavior continues, report the behavior to Director so that further action can be taken before further issues arise.

**Complete a Behavior Report for serious offenses or minor offenses not resolved after step 3.**

In situations where the student is asked to leave the conference early:

- a) Director: Call parents regarding early dismissal.
- b) Involved staff: Document event / outcome on **both Behavior Report & Early Departure Form**.
- c) Director / involved staff: Inform the TAF office immediately.

**No Return Recommendation:** Make a No-Return Recommendation if:

- ★ Student is disruptive or displays attitudes not in keeping with the spirit of BLC.
- ★ Student would not be a good candidate for future BLCs.

Methods for making a No-Return Recommendations:

1. Complete a Behavioral Report (see instructions below).
2. Make notes on the "Marked" council list that is returned to TAF office. Include detailed information about the behavior. List other staff we may be able to contact regarding the behavior, if applicable.

## **DOCUMENTATION - BEHAVIORAL**

Complete report if:

- ★ Student is sent home. *(Student will automatically be placed on the No-Return List)*
- ★ Student is not recommended to return to any future BLC conference.
- ★ TAF office will need documentation of an event to prevent further issues of any kind.

Your report should include:

- First & last names (no nicknames or initials if possible) of all students involved.
- Names of any staff witnesses. Ideally, two staff should be witness to any behavior that could be considered a "personality difference."
- Specific details of the offending behavior. Please provide as much detail as possible.
- Any interventions and consequences used to deter student behavior.

## SECTION 4: Conference Activity Guidelines and Policies

**Tomorrow's America Foundation is a great organization because of our staff.**

Thank you for enthusiastically attending to your individual responsibilities and building relationships during each conference so that together we can teach BLC delegates to

***become effective leaders who will strengthen our nation and build a better world tomorrow!***

### GENERAL STAFF DUTIES

1. Know emergency procedures (Section 3). A **Crisis Management Plan** with facility-applicable phone numbers will be provided at each camp.
2. Know rules for students and how to respond to behavioral issues (pages 11-12).
3. Conduct a Pre- and Post-Camp inspection of your assigned areas (Forms will be provided).
4. Assist in Registration, activities and assemblies, and Check-out as assigned by Registrar & Director.
5. Supervise assigned areas during free times, mealtimes, and activity transition periods.
6. Attend and participate in all staff meetings.
7. Conduct the council you are assigned in the location assigned on the schedule. Do not switch councils or delegates with other staff. Do not switch rooms with other staff.  
*EXCEPTION:* If there is a logistical issue, Registrar will assign your new location.
8. Stay with your council during all council meetings. Do not leave students unsupervised, even if you are within earshot.
9. Conduct nightly room checks of your assigned rooms to ensure student safety.
10. Provide accurate and complete documentation on appropriate forms. TAF office can only address issues for which we have documentation. [See Safety Policies and Procedures, section 3]
11. **Engage with students** to build relationships, especially during free time.
12. Sit with your own council at Share Time and Banquet.
13. Stay on campus at all times after reporting to camp unless transporting a student to the hospital.  
If you find it necessary to leave campus during the conference:
  - Choose a time that you have no council meeting or supervisory requirement. Being off campus for extended time may result in a pay reduction.
  - Inform the Director as to when you will leave and arrive back on campus.
14. Walk to all meals and meetings so students are always aware of staff presence.  
*Exception 1:* Medical inability. Call the TAF office before conference begins.  
*Exception 2:* Conference director. Must be able to quickly respond when needed.  
*Exception 3:* Moving equipment and supplies as necessary.
15. Refer to each program appropriately (BLC/Broyhill Leadership Conference or CBYDR/Carolinas Broyhill Youth Development Retreat). At YYLC/Yager Youth Leadership Conference, emphasize sponsor name and role during the week.
16. Be sensitive to current issues, philosophical/political views, etc. when talking with Sponsors, Facility Operators, Special Guests, and delegates. **Refer ALL questions to the director!** Be especially mindful of overtly expressing your faith to delegates in any settings. Treat BLC conferences as you would a public-school classroom.
17. Conduct all BLC activities assigned on the schedule in accordance with the procedures found in this Handbook.

## ***SPECIFIC STAFF DUTIES – PRE-CONFERENCE***

1. Complete your assigned facility inspection.
  - ★ Note minor repairs needed on the "**Immediate Maintenance Need**" form.
  - ★ For inhabitable rooms, talk to the registrar so that a new room can be assigned.
  - ★ Note damage that TAF could potentially be charged for if not documented as existing prior to our arrival on the **Inspection Form (Before)**. Give this back to the registrar.
2. Help with registration set up as directed by the Registrar. This includes but is not limited to:
  - ★ Setting up registration tables and making Express Cards
  - ★ Placing directional signs
  - ★ Checking sound equipment with the Director
3. Participate in Student Registration.
  - ★ Be in your assigned place for registration 30 minutes prior to the start of registration.
  - ★ Please wear your staff shirt for a professional first impression to parents and delegates.

## ***SPECIFIC STAFF DUTIES – GENERAL ASSEMBLY***

BLC General Assembly consists of multiple elements. Follow the schedule for activities!

The staff member listed beside an activity will lead that portion of General Assembly. If no name is listed, Director will make assignment.

Per TAF mission statement, reading & goal setting are the core elements of General Assembly. Therefore, Bosom Buddy reading, SOS, & MC Summit Stars must receive priority when scheduled.

### **IF YOU ARE ASKED TO SERVE AS LOST AND FOUND COORDINATOR**

1. You are responsible for Lost / Found things during the week **&** on the final conference day.
2. Daily Lost and Found Items: To keep delegates responsible for their items **and** manage General Assembly time, return found items as scheduled. (Exception: Return Bosom Buddy / necessary items immediately.) Call students to the stage, have the group sing, and return items as they exit the stage.
3. Last day of the conference. Use labels to mark items found in dorms or classrooms during final inspection. All staff should help with this! Pack any found items on the trailer.

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL***

Your execution of conference duties will be evaluated by director, participants, and TAF office.

**Every BLC delegate deserves an authentic BLC experience in line with TAF Mission Statement:**

1. Delegates will catch your passion and enthusiasm. Set the tone for an exciting conference with your approach to activities!
2. Complete all tasks when assigned on the schedule, following guidelines outlined below.

*Note:* When conducting activities, do not "set up" students by telling them how they should think / feel about the activity. Allow students to make their own discoveries and failures.

**Icebreakers:** This opening-night activity helps your council begin to get acquainted. Use games to learn each other's names and build excitement for what the conference will hold. Be prepared to talk about the schedule and highlight some key events of the week. First night ice breakers help delegates begin to trust you and others in the council, opening the way for a successful Insights experience tomorrow!

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

**Reading:** TAF office will make selection assignments.

- ★ Complete all assigned readings at the scheduled time.
- ★ Reading is not an optional time filler; it is a mandatory part of every BLC.
- ★ You may complete reading in one of three ways listed below. Students should NOT read paragraphs and then paraphrase their section for the group.
  - Counselor read the entire selection. (This is likely the best way to start.)
  - Counselor read a portion of the selection and allow volunteers to read aloud to the counsel.
  - Volunteers may take turns reading the selection aloud to the council.
- ★ If the schedule says to “summarize” a selection, Staff Member should read it ahead of time and just hit the highlights!
- ★ Encourage your council to underline and highlight things that stand out to them as you read. [Point out that this is a way to *remember* and *apply* those concepts in their lives and that this technique can be applied to anything that they read. Help students understand:
  - “Reading can be valuable to my success and happiness life.”]
- ★ Use sections that students underline to facilitate meaningful discussions within your council. Discussion, rather than teaching the text, should be the emphasis.

**Polar Bears:** A BLC Tradition! Don’t forget to play with your council throughout the week. The game is best played with 5 dice. Here’s how:

**“The game is in the name of the game. The name of the game is: Polar Bears Around an Ice hole. In the Days of Ghengis Khan. Count the petals around the rose.”**

Throw the dice and give the number of polar bears. The number of polar bears equals the number of dots, which surround a die with a dot in the middle. (*Ex. A five = 4 polar bears; a three = 2 polar bears*)

HINTS: Ask them to give the number of ice holes. Fives, threes and aces are all ice holes, but aces have no polar bears. Or, ask them to imagine they are flying in a plane over the Arctic. They spot an ice hole (which will appear as a black circle from the plane). As they fly over the ice hole, several polar bears look up at the noise from the engine. Since polar bears are all white, only their black nose will appear against the backdrop of snow. Then throw the dice again.

**Council Connection Time:** This is your time! Help delegates bond or wake them up after a meal. Pass on your wisdom and experience with a quick, interactive life-skill lesson, play a mind game or icebreaker, do a teamwork challenge, ask another Insights question, or play a group game that gets everyone moving. The choice is yours - do whatever you feel this group of delegates needs!

Council Connection Time Rules:

- ★ Come prepared with ideas. Look online for icebreakers and teambuilding games.
- ★ Activities should always support the TAF mission statement.
- ★ Stay within the time allotted on the schedule.
- ★ Remember to keep the noise to a respectful level.

Remember the “Stop at the Top” principle - Stop an activity when students are asking for one more to keep interest and excitement up!

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

**Insights:** This activity is designed to bring your council together and help them bond. Follow the instructions for this activity in your Bosom Buddy Activity Supplement. Choose questions from your Bosom Buddy or the list below. Keep in mind the age / experience level of your council. Encourage honest sharing from the beginning!

1. What was your favorite gift and why?
2. What do you think your friends say about you when you're not around?
3. How do you feel about growing old?
4. What do poor people need most?
5. What is something that "bugs" you?
6. What is your favorite room in your house? Why?
7. How would you describe yourself to someone who does not know you?
8. What is your favorite food?
9. What is your favorite sport? Why do you like it?
10. How do you feel when you are alone?
11. Finish this sentence: "What the world needs now is \_\_\_\_." Tell why.
12. What is the worst thing parents can do to children?
13. What is your best friend like?
14. Why do some kids use drugs?
15. What kind of job do you want to have in 20 years?
16. If you were lost in the woods and it got dark, what would you do?
17. Finish the sentence: "The best thing about today is \_\_\_\_."
18. How would you change the world to make it better if you had enough power?
19. Describe the "ideal" father.
20. What is your favorite party game?
21. What do you like to daydream about?
22. How do you look when you get angry?
23. Describe the "ideal" mother.
24. Tell what makes a happy family.
25. What kind of people are the luckiest people in the world?
26. Who would you take with you if you could take only 3 people on a trip around the world?
27. What color do you think of when you think of happiness?
28. Tell about the best birthday present you ever received.
29. If you could have been someone in history, who would you have been?
30. What kind of store would you like to own & operate?
31. Name two famous people you'd like to have for parents.
32. Share three things for which you are thankful.
33. What do you think about when you can't fall asleep?
34. What is one of your hobbies?
35. What would you do if you had a "magic wand?"
36. What part of a big parade would you like to be?
37. If you had to move and could take only 3 things with you, what would you take?
38. What makes you feel frustrated?
39. How do you feel when someone laughs at you?
40. What makes you laugh?



## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

### **Insights:** Questions ... continued

41. What gives you goose bumps?
42. Describe a good neighbor.
43. Tell about something beautiful.
44. What would you do if you found \$1,000 in a vacant lot?
45. If you were a doctor, what ailment would you like to cure?
46. What would you like to do to become famous?
47. What TV or movie star would you like to invite to your birthday party?
48. If you could become invisible where would you like to go?
49. What is something you can do pretty well?
50. What kind of trophy would you like to win?
51. What would you like to invent to make life better?
52. If you could change your age, what age would you rather be?
53. What is the most sentimental possession that you have?
54. If you were told you only have one week to live - how would you spend it?
55. Share a big let-down in your life.
56. Complete the sentence: "One thing I missed during my childhood was \_\_\_\_."
57. If someone were to write a book about you, what do you think they would title it?
58. Complete the statement: "If I could live my life over again, \_\_\_\_."
59. What do you like most about yourself?
60. What is the best advice you ever received?
61. What would you like to be remembered for after you die?
62. Complete the statement: "A new world opened up to me when \_\_\_\_."
63. What is something that makes you angry?
64. What do you like to do in your spare time?
65. In what ways do you act like a child?
66. When was the last time you cried? Why?
67. Share something that you fear.
68. Share one of the happiest days of your life.
69. If you received \$5,000 as a gift, how would you spend it?
70. If you could receive a sixth sense, what would you want it to be?
71. What feelings do you have the most trouble expressing?
72. If you could live any place in the world, where would it be?
73. What talent do you wish you had?
74. How would you define love?
75. Thinking back, what can you identify as a turning point in your life?
76. If you wrote a book today, what would the title be?
77. Describe the "ideal" life.
78. What do you think makes a happy marriage?
79. If someone could give you anything in the world for your birthday, what would you like?
80. Make a statement about security.
81. What kind of weather makes you happiest?
82. What's the best smell in the world?
83. When you think about the best times your family has had, what made them so great?

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

**Insights:** Questions ... continued

84. What silly trick can you do that makes people laugh?
85. When are old things better than new things?
86. Who is the happiest person you know?
87. What are your favorite 30 minutes of school?
88. Who makes you laugh the hardest?
89. What is something new you'd like to try this year?
90. What have you done that makes you feel proudest?
91. Which hobby would you like to spend more time doing?

**Group Decision Making:** This exercise is scheduled early in the week to help your council choose a president.

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**NOTE:** When you elect your council president, do not use Happy Grams as ballots. Use paper scraps or notebook paper from your Council Box.

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Read instructions from the Bosom Buddy Activity Supplement to Delegates. Activities will be rotated yearly so Alums can be included and improve their skills. Answers and rationale are below:

### **NASA**

Rank by Importance	Survival Items and Rational
15	Box of matches – no oxygen
4	Food concentrates – can live sometime without
6	50 feet of nylon rope – travel over rough terrain
8	Parachute silk – for carrying items
12	Portable heating unit – you are on the lighted side of moon
10	<i>Two .45 caliber pistols – some use for propulsion</i>
11	One case of dehydrated Pet milk – need water to mix
1	Two 100 lb. tanks of oxygen – no air on the moon
3	Stellar map (of moon's constellation) – need for navigation
9	Life raft – some value for shelter and carrying items
13	Magnetic compass – moon's magnetic field is different
2	5 gallons of water – cannot live long without
14	Signal flares – no use: no oxygen
7	First Aid kit with injection needles – needles are useless; First Aid kit may be needed
5	Solar-Powered FM receiver-transmitter – communication

## SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued

### **Group Decision Making:** Answers continued ...

#### **Winter Survival**

Rank by Importance	Survival Items and Rational
2	Ball of steel wool – catch sparks from the cigarette lighter
8	Newspapers – stuff into clothing for extra insulation or use to start fires
11	Compass – dangerous: may encourage people to seek help; use as a signaling device
6	Hand Axe
1	Cigarette lighter without fluid – produce sparks to start a fire
9	Loaded .45-caliber pistol – signaling device
12	Waterproof section of aerial map – dangerous: may encourage people to seek help
5	One 20 by 20-foot piece of heavy-duty canvas - shelter
3	Extra shirt & pants - warmth, shelter, signaling, bedding, bandages, string (unraveled), fire tinder
4	Can of shortening - use lid as mirror-like signaling device, use shortening to protect exposed skin from cold or to eat; melted shorting can be helpful in starting fires
10	Quart of whiskey – aid starting fire
7	Family-sized chocolate bar

#### **Lost at Sea**

Rank by Importance	Survival Items and Rational
15	Sextant – Useless without relevant tables and a chronometer
1	Shaving mirror – Most powerful tool for communicating your presence. In sunlight, a mirror can generate 7,000,000 candlepower of light and be seen beyond the horizon.
14	A quantity of mosquito netting – No mosquitoes in the middle of the ocean
3	25 L. container of water – Vital to restore fluids. Supply will last several days if rationed.
4	Case of army rations – Basic food intake
13	Maps of Atlantic Ocean – Worthless without navigation equipment
9	Floating seat cushion – Useful as a life preserver if someone fell overboard
2	10 L. can of oil/gasoline mixture – Second most critical item for signaling. Mix will float on water and can be ignited
12	Small transistor radio – You would be out of range of any radio stations
5	20 sq. ft. of opaque plastic sheeting – Collect rainwater / shelter from wind and waves
10	Can of shark repellent – to repel sharks, of course
11	1 bottle of 160 proof rum – Since it contains 80% alcohol, use as antiseptic for injuries. Dangerous to drink as it would cause dehydration.
8	15 ft of nylon rope – Lash people or equipment together to prevent being washed overboard. Other uses as well, but none high on the list for survival.
6	2 boxes of chocolate bars – Reserve food supply
7	Ocean fishing kit with pole - Lower than chocolate as no guarantee you will catch fish. Pole could be used as a tent pole.

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

### **Mountain Climbing: *The hallmark of the BLC program.***

To carry out TAF's mission to "provide opportunities for youth to become effective leaders who will strengthen our nation and build a better world tomorrow," we must teach goal setting today. Each council will conduct **3 mountain climbing exercises** as scheduled:

1. **Self-improvement Goal:** Based on student's personal assessment, "My Weakest Link."
  - ★ Complete "My Weakest Link" as assigned on the schedule (< 10 minutes). Synthesis Set questions guide Mountain Climbing in a purposeful direction. (Direct those interested in a detailed evaluation to "Wheel of Fortune" in the Bosom Buddy.)
  - ★ Use the "Mountain Climber's Directions to the Top" to teach students how to set goals.
  - ★ Evaluate this Mountain Climbing paper *before* next morning's council meeting. Add notes and stickers to encourage and direct. Check for the specific areas listed below:
    - Is the goal realistic?
    - Is there a specific date to accomplish the overall goal?
    - Does the delegate have a well-thought-out reason for accomplishing the goal?
    - Has the delegate identified at least 2 obstacles they may face?
    - Has the delegate written practical, realistic ways to overcome these obstacles?
    - Has the delegate listed at least 2 people who can help them with their goal?
    - Do they have at least 3 specific steps they will take to accomplish their goal?
    - Is each step (1) specific, (2) measurable, (3) time-bound, and (4) realistic?
2. **Re-write the initial Mountain Climbing.**
  - ★ Students will hone the goal, write more precise steps, and correct weaknesses based on staff feedback. (See above)
  - ★ Do not collect this goal for a second evaluation. Talk with delegates as they write and provide help / feedback as needed. This will be their clean copy to take home and use!
3. **Relationship improvement Goal.**
  - ★ Students identify a way to improve the relationship with their parent/guardian, as the person most likely to help them succeed in their previous goal.
  - ★ Use the "Mountain Climber's Directions to the Top" to review goal setting steps.
  - ★ Do not collect this goal for evaluation. Talk with each delegate as they write to provide help and feedback as necessary. This will be their clean copy to take home and use!

**Note:** Excellent Mountain Climbing examples may be shared with the entire conference during General Assembly (**Mountain Climbing Summit Stars**). If you believe a student in your council deserves to be featured for their excellent work, ask them for permission to share their Mountain Climbing with the Director. Director will coordinate how these are highlighted/recognized during General Assembly. Honoring and exemplifying great work promotes better overall participation.

★★ At conferences where a prize is being awarded for the best Mountain Climbing paper, each staff member should submit to the director the **one** Mountain Climbing paper they judge to be the best from their council. You may submit either goal, with the student's permission, for this award. The director will make the final decision and then award the delegate publicly! ★★

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

**Council Tasks:** An opportunity for delegates to practice many skills from Bosom Buddy readings! Give Council President the “Council President’s Worksheet” (in your council packet) to lead the council through Share Time preparations. They may complete tasks during scheduled times or free time, but do NOT skip reading or Mountain Climbing – tasks are secondary to the overall program.

While Council President is responsible for leading the council through tasks, Staff must **Review & Approve** the entire share time program: **Do not allow questionable or suggestive content.**

### **President's Speeches:**

1. **Topic selection:** Council Presidents will choose their own speech topic that relates to some principle covered at BLC. Staff members must approve the topic before presentation.
  - Offer suggestions if *necessary*, but: (1) the topic should not be assigned for them and (2) it does not need to begin with the council letter.
  - Presidents may choose a topic they know about, are passionate about, or have already developed a presentation around. This will result in better speeches overall and a better experience for everyone at the conference. Sample speech topics are below:

Adversity	Listening	Learning	Procrastination	Inspiration
Patriotism	Dreams	Convictions	Giving	Enthusiasm
Courage	Virtue	Confidence	Determination	Goals
Teamwork	Truth	Sacrifice	Overcome Depression	Sharing
Leadership	Commitment	Discipline	Confrontation	Motivation
Love	Balance	Discouragement	Worthwhile	Excitement
Creativity	Defeating fear	Whole-hearted	America	Planning
2. **Speech approval:** Counselors are expected to hear a rehearsal of their president's speech before the banquet to approve content and give helpful feedback. Council Presidents are required to present the speech as practiced. To keep everyone accountable to this, President must sign the “Council President’s Agreement” (in your Council Packet). Staff must complete the bottom of the form and give it to Director before the banquet. Director can use the form to introduce speeches.

**Empathy Activity:** Students are given the opportunity to “walk in someone else’s shoes”.

- ★ Do not set students up with how they should feel or act going into this activity.
- ★ You will be given playing cards, ear plugs, eye masks, and masking tape. To assign handicaps, deal one card to each delegate. The suit determines the impairment. Delegates must then “deal with the card they are dealt.”
  - ♦ Spades = visual impairment (eye masks)
  - ♦ Clubs = auditory impairment (ear plugs)
  - ♦ Hearts = vocal impairment (small masking tape strip across throat) Do not tape over mouth!
  - ♦ Diamonds = nonfunctioning hand (masking tape thumb to fingers)
- ★ **Only assign listed handicaps.** Do not assign any developmental delay, emotional impairment, or anything that requires delegates to “act” in a certain manner outside of the obstacles we provide.
- ★ At the end of the activity, throw away all used items (except playing cards).
- ★ Due to its serious nature, only the Staff listed on the schedule may introduce / wrap-up Empathy Activity.

## ***SPECIFIC STAFF DUTIES – LEADING YOUR COUNCIL ... continued***

**Talent Show:** Prepare your council for the evening's big event and encourage your council members to participate! Read the following to your council as assigned on the schedule.

- ★ **Everyone who participates in the Talent Show MUST audition!** Staff will review your talent for tastefulness and costuming and make sure we can accommodate background music you need.
- ★ Be on time for your audition!
- ★ Only those auditioning will be allowed in the auditorium during audition time. (Friends / spectators are not permitted to hang out in the auditorium during this time.)
- ★ Order of audition sign up does not guarantee performance order.
- ★ Staff reserves the right to make ALL final decisions.
- ★ Acts/songs/skits/etc. must be auditioned *word for word* and *action for action*.
- ★ No changes will be made to the acts.
- ★ If inappropriate changes are made to any act, the Staff will remove the act from the Talent Show while it is in progress, and the student/students involved will be disciplined accordingly.
- ★ Acts will NOT include:
  - Profanity
  - Dark humor or drama
  - Sexual innuendo / anything suggestive
  - Ethnic jokes, stories, or references that put down any group

**FAILURE TO COMPLY COULD RESULT IN YOUR BEING SENT HOME IMMEDIATELY (WITH NO REFUND).**

**Thank you notes:** Reference your "Thank you Note Memo" for each conference.

- ★ Purpose 1: Teach students to show gratitude to those who help them!
- ★ Purpose 2: Teach elements of form. Guidelines and samples are provided in the thank you note memo. Show students how to properly address the cards and envelopes, but do not do it for them.

Follow the Do's and Don'ts list provided in your packet at each conference. Write notes to everyone assigned to your council.

**Evaluations:** Complete on the last day during the scheduled time. Encourage students to write any feedback they have in the provided space on the back of the evaluation form. Remind them to mark the box if it is okay for us to use their comments (without identification) on social media, our website, or in other promotional materials.

## ***SPECIFIC STAFF DUTIES – MIXERS***

- ★ Mixers encourage delegates to meet new people outside their council or group of friends and should not be removed from the schedule.
- ★ All staff are expected to help with nightly mixers. While some staff are stronger in preparing or leading mixers, everyone can supervise, participate, and clean-up.
- ★ Student safety is our first priority! Choose activities that can safely be done with the space and lighting available.

### **IF YOU ARE ASKED TO SERVE AS MIXER COORDINATOR**

#### **1. IMPORTANT REMINDERS:**

- a. Safety first – Do not block exits. Allow adequate space for students to move without tripping or trampling each other.
- b. Stick to the scheduled times. Plan enough mixers to fill the time without pushing Closing time to later in the evening. Rest is important too!

#### **2. Day 1 Mixers – Focus on getting the group mingling! Ideas:**

- a. Get Acquainted (papers provided in the printed materials box)
- b. Mingle, Mingle, Mingle
- c. Circle Sit – Standing in a circle, everyone turns to the left and sits on the lap of the person behind them

#### **3. Day 2 Mixers – Focus on helping councils develop teamwork and bond. Ideas:**

- a. Relay-type races between councils
- b. Councils race to get members in order by birthday or alphabetical order by middle name.

#### **4. ★★We are constantly connected to devices and screens. Use mixers to get everyone moving and engaging with humans without electronic props! Avoid games that require students to use any kind of screen, large-scale in the auditorium or their personal devices.★★**

## ***SPECIFIC STAFF DUTIES – FREE TIME***

Truth flows through relationship. We encourage all staff to interact with delegates during free time to bring depth of meaning to the conference. Staff set the tone for the conference, so spend time with students to build relationships and get past their emotional barriers.

As such, free times listed on the schedule should be considered relationship-building opportunities, not time to leave campus or become engrossed in personal or staff-only activities. Free time is a chance for students to unwind, not time for staff to go off-duty.

**Supervision is essential.** Director will assign specific areas to supervise during free time to facilitate relationship-building as well as to curb potential student behavior problems.

## ***SPECIFIC STAFF DUTIES – CAMP STORE***

### **IF YOU ARE ASKED TO SERVE AS **CAMP STORE COORDINATOR**:**

1. The camp store coordinator is responsible for managing the camp store, storing snacks in the designated location, and handling the cash box.
2. Snacks and drinks are purchased by the TAF office. Price lists will be provided.
  - At BLC, delegates can use cash or a BLC prepaid punch card.
  - At YYLC, delegates can use cash (US currency) or a prepaid punch card.
  - At CBYDR, girls will be given tickets to “buy” snacks - there is no actual charge.
3. Every afternoon, fill the cooler with drinks and ice.
4. Alumni may help with set up, packing, and handing out items. They may not handle money.
5. Director will order any pizza and include the receipts on his expense form.
6. Each night, lock the cash box in a secured area.

## ***SPECIFIC STAFF DUTIES – TALENT SHOW***

ALL staff members and the Director should be present during the **entire** Talent Show to supervise and to support delegates who perform.

### **★If a Talent Show act deviates from the way it was auditioned:**

- ◆ Several staff, including the director, should quickly collaborate on a decision to remove the act from the stage. This is only possible if staff are present in the auditorium!
- ◆ If an act is removed, complete a behavior report so that TAF office may address additional concerns that arise.

### **IF YOU ARE ASKED TO SERVE AS TALENT SHOW COORDINATOR:**

1. As Talent Show Coordinator, ensure that the Talent Show is conducted in an appropriate and uplifting way to enrich the experience of all delegates!
2. Place Talent Show Sign-up sheets in the auditorium early in the week.
3. Read the Talent Show Rules at the start of each audition time. (P. 21)
4. Acts in languages other than English should be excluded unless there is an interpreter.
5. Keep the acts moving. All delegates should be upbeat and encouraging to celebrate the courage it takes to be on stage and perform!



## **SPECIFIC STAFF DUTIES – GROUP INSTRUCTION / SPECIAL PRESENTATIONS / CLOSINGS**

Group leaders / special presenters should prepare material in keeping with the TAF mission statement: "Presentations that inspire young people to achieve their goals and help others succeed."

Students will rate all special presentations and group instruction sessions. Scores are used in determining future presenters. If you would like to know your score for self-evaluation or improvement, contact the TAF office.

### **GROUP INSTRUCTION:**

Only leaders who submit their presentations to the TAF office will be considered for Group Instruction. This includes a script / outline of the presentation and all planned activities.

★ People generally retain more if they see and hear information. They retain most if they also do related activities and discuss the information aloud with others. Plan to incorporate several forms of learning during your group instruction sessions. Present material relating to your topic and use visual aids as appropriate. Provide activities to reinforce your topic, giving students hands-on practice. Give time for discussion to verbally process the information. ★

TAF office will photocopy enough handouts for your presentation. Please email handouts in PDF or Word format as attachments at least one week prior to the conference. If materials are needed for your Group Instruction time, notify TAF office of your needs as soon as possible so that we can have them ready for you!

### **CLOSINGS:**

- ★ Closings are an important nightly time of reflection not to be removed from the schedule.
- ★ Closings should be in keeping with TAF mission: "Presentations that inspire young people to achieve their goals and help others succeed."
- ★ All closings must be approved by Director or Michael Broome.
- ★ Keep remarks to less than 15 minutes out of respect to the following day's wake up time.
- ★ Use your moments judiciously to encourage delegates to be better than they are.
- ★ This is **NOT** confession time. Refrain from a discourse on past sins, as this only tells delegates that you did wrong but turned out fine, so they will too.
- ★ Closings are not a time to share religious views. See page 4.

## ***SPECIFIC STAFF DUTIES – GREAT EXPERIENCE***

### **Liability - Limit the physical risk associated with this outdoor team-building event.**

Only events with prior TAF office approval may be included in the Great Experience.

Staff may submit new event descriptions & supply lists to the office. If approved, you will be notified and the event will be added to TAF conference materials.

### **Philosophy - Central mission: "Activities that lead delegates to apply these values in their daily lives."**

- ★ The Great Experience allows students to practice in "real time" the teamwork, leadership, goal setting, problem solving, and communication skills they learn "academically" in the Bosom Buddy. Staff should model these qualities before, during, and after the event to make it a success!

### **Set up – Prepare for the event.**

- ★ Volunteer for a Great Experience travel destination (event) by breakfast on registration day. If you do not volunteer, one will be assigned for you.
- ★ Do not tell your council (or allow your alum to teach other delegates) the best way to complete the activities before, during, or after the event.
- ★ While one staff member oversees this activity's coordination, every staff should be involved in set up.

### **The Main Event – Conduct your travel destination.**

- ★ Council President will be given instructions for the Great Experience with their starting Destination.
- ★ When council arrives at your destination, hand Council President the rule card for your destination.
- ★ Allow them to read the card as often as they wish but hold them accountable to the rules as listed.
- ★ When the director gives the end signal, reset your Destination as the next council approaches.

**Scoring** - Score your station's event on both level of *task achievement* (include only achievement that meets the rules) and level of *cooperation / teamwork*. Do not disclose this scoring method!

### **Wrap-up - Make the event have lasting impact.**

- ★ Give helpful, constructive comments following the event, but do not emphasize the negative.
- ★ Take an active, helpful role in taking down Great Experience materials.

#### **IF YOU ARE ASKED TO SERVE AS GREAT EXPERIENCE COORDINATOR:**

- You will be given information in your council packet, including instructions and space to create a map for Great Experience, all approved event score sheets, and scoring instructions.

## ***SPECIFIC STAFF DUTIES – POST-CONFERENCE***

1. Be in your assigned space during Check-out, either supervising in the dorm or collecting keys and returning medications.
2. Complete your assigned facility inspection.
  - ★ Note damage our delegates / staff caused on the **Inspection Form (After)**.
  - ★ Remove any trash left by the delegates.
  - ★ Place a "Lost Item Tag" on found items and return them to the TAF office with conference supplies.
3. Help with packing the trailer as directed by the Registrar and Director.
  - ★ Use checklist to pack all bins of materials, GE supplies, signs, coolers, left over snacks & drinks, etc.
  - ★ All valuable or heat-sensitive items as well as items that won't travel well should be packed in the vehicle towing the trailer (packing list will define these items).
  - ★ Place heavy items on the floor or bottom shelves.
  - ★ Use elastic straps to secure items on shelves.