



Role of the Adult Delegate

Thank you for agreeing to serve as an Adult Delegate at the New England Student Leadership Conference. You will play a significant role in making this conference a meaningful experience for the student leaders in attendance. Many of you are doing great things for students in your schools, communities and states. We encourage you to share these ideas in discussions throughout the conference. Along the way, we hope you will pick up some new ideas to implement as well. To make this event a great experience, below are a few guidelines and suggestions to keep in mind as you prepare for the conference.

We ask that you participate in all conference sessions and make sure that the student delegates do the same. Small groups will be used in the breakout and elective sessions. You will often be joined by one or two adult delegates and a number of student delegates in each small group. Please consider yourself not only as a participant in these small groups, but also as a role model for sharing ideas and listening to others. Also, please help facilitate the discussions by drawing out responses from the students, particularly those who may need a little encouragement to express their thoughts. Please ask good questions that encourage students to participate. Many adult delegates have commented that hearing the ideas and opinions from students is one of the highlights of this conference. We hope the same experience is true for you.

Your facilitation will be particularly important during the State Meeting sessions. In cooperation with the student delegates and other adult delegates from your state, your group will have the opportunity to develop action plans on the school, community, and state levels. On the final day of the conference, we will ask a few representatives from each state to briefly describe their action plan highlights. Your leadership will have a huge impact on the ideas that the students develop, as well as whether or not they follow through with any actions that you plan and discuss at this conference.

You will have an important supervisory presence throughout the four days. Please monitor the conduct of the student delegates in the dorms and on the campus as much as possible. When needed or appropriate, please serve as a liaison between the students, college/adult facilitators and conference staff. You will be asked to conduct room checks on your floor/in your dorm at curfew each night. It is important for everyone to remember that we are guests of Stonehill College. Participation in this conference is a privilege and everyone has a responsibility to treat each other, the staff and the facilities with the highest amount of respect. An emergency contact list will be provided. Please do not hesitate to notify the conference staff of any issues that should be addressed.

Thank you again for your willingness to participate in the New England Student Leadership Conference. We hope the event is a memorable and rewarding experience for everyone involved. A list of responsibilities, participation guidelines and things to remember are included on the next page for your review. Please keep these topics in mind when working with the student delegates.

New England Student Leadership Conference
Participation Guidelines for Students and Adults

- Follow all conference rules established by the state association staff and facilitators.
- Respect the facilities. Leave all classrooms, auditoriums, dormitories, dining halls and common areas in better condition than when we arrived.
- Participate fully in all conference events. Take advantage of the opportunity to share your ideas and learn from the ideas of others.
- Attendance is mandatory at all sessions. Each session is important to the overall conference curriculum. Students and adults have a responsibility to attend all sessions that they are assigned.
- Be early to all sessions. Make sure you arrive to each session before it starts, not after the facilitators have started their instructions.
- Model the citizenship values promoted in this conference, which are based on respecting yourself and respecting others. Appreciate the variety of backgrounds and experiences that each student and adult brings to this conference.
- Cell phones are to remain off during all conference sessions. Participants should not be texting or making phone calls during conference sessions and cell phones should not be ringing when speakers or facilitators are presenting.
- Know when and where buses are departing. Certain aspects of this program require bus transportation. Participants should be at the proper departure area on time and check in with the staff point person at their respective bus. Do not delay the buses for the entire group.
- Meals are purposefully scheduled at specific times. Stonehill College will have several groups on campus at the same time as this conference. If you do not want to wait in a long line at the dining hall, we recommend arriving as close to the scheduled meal time as possible.
- Do not leave the campus for any reason. Participants should travel in groups whenever possible and never wander around the campus alone.
- Wear your name badge at all times during conference activities. Name badges serve as your identification for the event and provide information about specific groups and sessions.
- Wear the appropriate conference t-shirt for each day of participation. Participants will receive t-shirts for certain days of the conference that will help identify the overall group on campus.
- Do not use tobacco, alcohol, or other drugs. All prescribed medications must be on file with the conference nurse.
- Wear appropriate clothing that your school would approve. No hats inside, no sagging pants, no bare midriffs, no clothing that promotes tobacco, alcohol or drug use, or other negative behaviors.
- Respect the conference and campus curfews. Students should be in their assigned dorms and off the common campus areas by 10:30pm. Students should then be in their assigned rooms by 11:30pm and lights out at midnight. Delegates are to sleep in rooms to which they have been assigned. Visiting rooms of the opposite gender is not permitted. Room checks will take place each night.
- Do not lose your room key/card. Participants who do not return their room key/card at the conclusion of the conference will forfeit their deposit check.
- Do not take the bed linens or towels home with you. Participants with missing bed linens or towels will forfeit their deposit check.
- Know where the closest conference staff member or facilitator is in your dorm. In the case of emergency, these people will provide assistance immediately. Emergency contact phone numbers are located in the conference booklet.
- Your presence at this conference is a privilege. You were chosen out of many student and adult applicants and have a responsibility to participate as fully as you can, to learn and share ideas, and to take action when you return home. We will support you!