

ADVISORS CHECK LIST

This provides you some steps to make sure your delegation is ready to have a success and great experience participating in the Maine YMCA Youth in Government Program.

- Visit the Youth in Government Website
- Read the Job Description of the Youth in Government Advisor
- Read the Advising 101
- Recruit students to participate
- Have a meeting with participants
- Have a meeting with parents
- Hold a meeting on bill writing
- Hold a meeting to decide what offices delegates will run for
- Hold a meeting to finalize bills
- Have bills submitted online
- Have all participants register online
- At a meeting review the Code of Conduct, and Dress Code prior to attending Training Session
- Collect fees for the Training Session \$15.00 per participant, bring with you to the Training Session
- Contact the State Youth in Government Office about what role you would like to fill for the Augusta weekend (See Advisor Roles)
- Hold a meeting to review plans for Augusta Session
- Hold a meeting prior to going to Augusta to review Code of Conduct, and Dress Code
- Mail Augusta Registrations and Fees (\$90.00 per participant) prior to deadline
- Make sure leadership participants have transportation to the Thursday evening session
- Plan trip to Augusta
- Make arrangements for yourself while in Augusta
- Play some Advisor roll during the weekend
- Attend Advisors meeting on Sunday morning
- After Augusta weekend, give input to Program Director
- Think about the next year, and how it can be easier and better for your delegation
- Find a local school or YMCA that you can get delegation from
- Have participants submit a poster for the next year's program poster.
- HAVE A GREAT SUMMER