

Summer Workshop Information

The Ohio Association of Student Councils



Leadership • Sportsmanship • Citizenship

Hello! We are excited to have you join us this summer, and we are looking forward to making this year the BEST. WEEK. EVER. Please read the following information to prepare for Workshop, and please visit www.oasc-oh.org for more information. See you soon!

On behalf of the entire OASC workshop staff, we are excited that you have chosen to attend a Summer Leadership Workshop! You will receive a final confirmation e-mail 1 week prior to your arrival date. That will include important information about drop-off/pick-up locations. The best way to reach me is via e-mail or at the number below if you have any questions about registration. If your question is specifically about the Senior High Program, as opposed to registration, please contact Kaitlin O'Hara. Her information is listed below as well.

Extensive preparations are being made to insure that we have the best program possible ready for you upon your arrival. But, no program, no staff member, and no facility will be what makes this a great experience for you. Ultimately, you are the key to guaranteeing that you will get everything from the workshop that is intended.

We hope you will come to workshop with a desire and the spirit to learn, to try new things, and to share your talents, ideas, and feelings with others. If you do that, we promise you will leave with more information than you ever thought you could remember, with more new friends than you thought you could make, and with a feeling that you can make a positive difference in your school, community, and in the lives of the people you know.

Please make sure to read through all of the information on these pages very carefully. Also, you must print and complete the Health Form and bring that with you to your workshop. We will not be able to register you without that completed form – including signatures, phone numbers, etc.

We look forward to seeing you soon!

In the OASC Spirit,
Connie Miley

Connie Miley, Executive Director, OASC connie.miley@oasc-oh.org (preferred contact method) (937) 751-8530

Kaitlin O'Hara, Senior High Coordinator, OASC kaitlin.ohara@oasc-oh.org (preferred contact method) (330) 322-9777

WORKSHOP SEQUENCE

- Senior High (SH) I
- Senior High (SH) II
- Senior High (SH) III

Please be certain that you have registered for the correct workshop experience. Note that you must observe the stated sequence. To maximize your learning and leadership development experience, we ask that you only register for one summer workshop each summer. If you are a rising high school senior, you are permitted to attend SHII and SHIII within the same summer.

Sunday Arrival & Registration Information

- ◆ Plan to arrive on campus to register between 12:30 p.m. and 2:00 p.m. on Sunday.
 - ◆ If you are unable to arrive during this time, please contact the on-site director for your selected week as soon as possible. That information is found later in this packet.
 - ◆ We ask that you do not arrive early as our staff will be involved in final preparations.
 - ◆ Our first meal on Sunday is dinner (around 5:30 p.m.), so please make sure you have eaten lunch prior to your arrival.
- ◆ Upon arrival, we ask that you leave all belongings in your car and proceed inside to the check-in area.
 - ◆ For paperwork, please bring **ONLY** your **completed MEDICAL FORM** and **signed STUDENT GUIDELINES FORM** when you come to check-in. If you have a balance due, you should bring that in as well.
 - ◆ Once you have received your name tag, room key, and meal bracelet, our staff will assist you in moving your belongings into your room.
- ◆ Please note: the University charges a lost key fee that will be collected on Thursday for any student who loses their room key. These fees range from \$50 - \$75, depending on the campus.
- ◆ Please note: If you plan to drive yourself, you may need to obtain a parking permit for the week from the University. The cost for the permit is \$20.00 and is due upon arrival/receipt of the parking pass. Please see below for additional information regarding our car policies.

Transportation

- ◆ We prefer that our workshop participants do not drive themselves to the selected site. If it is absolutely necessary that participants drive, they must abide by the following policies:
 - ◆ All cars must be parked in our assigned area. Participants may have to pay an additional \$20.00 per car for a parking permit for the week.
 - ◆ After registration, cars should be locked for the duration of the workshop.
 - ◆ Participants will not be permitted to drive their car.
 - ◆ Participants will need to obtain permission from the Workshop Director if they have the need to enter their car for any reason during the week.
- ◆ Please note that iBELIEVE and host universities assume no responsibility for accidents, thefts, vehicular damage, etc.

Clothing

- ◆ Casual attire (shorts, t-shirts, jeans) will be appropriate during the week.
- ◆ Shoes or sandals **MUST** be worn at all times. You will need athletic shoes for some of the recreational activities we have planned.
- ◆ We appreciate your good judgment in making certain your clothing would be acceptable under a moderate school dress code.
- ◆ We do have a talent show during the week, so please bring any costume needs, instruments, etc. if you plan to participate.
- ◆ Please note that most of our indoor facilities are air-conditioned. You may wish to bring a sweatshirt or light jacket.
- ◆ Students **DO NOT** need to bring dress clothes. Attire is casual throughout.
- ◆ We recommend you bring an umbrella or other rain gear... just in case!

Student Housing

- ◆ All participants will be housed in the university's residence hall facilities.
- ◆ Staff members will also be in assigned rooms on the appropriate floor (male/female)
- ◆ In most cases, you will have 1 roommate. Students will be placed with students from different schools, so that our participants get to meet new people! **No exceptions.**
- ◆ Please be sure to bring bedding (pillows, sheets, blanket, sleeping bag). These items are not provided by the university.
- ◆ You will need to bring towels, washcloths, etc. along with all of your needed personal items.
- ◆ The facilities are air-conditioned. No fans will be needed.
- ◆ You will be responsible for any damage you cause to your room – as well as any extra cleaning charges that may be assessed.

Meals / Food

- ◆ All of your meals are provided, beginning with dinner on Sunday evening through breakfast on Thursday morning.
- ◆ There are snack and beverage machines in the residence hall, so you might want to have some change on hand.
- ◆ Please do not bring snacks that contain nuts as we are in close quarters with others who may have allergies.

Medical Information / In Case of Emergency

- ◆ The university is located near a hospital and emergency care facilities. All treatments in case of emergency or illness will be administered by professionals.
- ◆ Our workshop staff will not distribute any medication without signed parental consent.
- ◆ We ask that participants please be sure to include/check any common OTC medications that they may need during the week (aspirin, etc.) on the MEDICAL FORM.
- ◆ Again, it is very important that each participant completes their MEDICAL FORM accurately. Please be sure to provide all information requested.

Special Items

- ◆ You will be provided with a workshop manual. You may also want to bring your own notebook, pens, markers, etc.
- ◆ You may want to bring along some “note sized” paper for sharing notes with new friends throughout the week.
- ◆ Anything you would need to participate in our talent show: music, costumes, instruments, etc.
- ◆ Camera! You will definitely want to capture memories from the week!

Safety Information

- ◆ The safety of all workshop participants is of the utmost importance to us!
- ◆ All participants are required to be with his/her assigned group at all times.
 - ◆ Staff members and/or Workshop Directors must be notified if there is a reason for an exception to this. At no time should any participant be alone.
- ◆ Each floor of the residence hall has a locked door at each end. These doors **MUST** be kept closed and locked at all times. Each participant will have a key that will allow access to his/her assigned floor.
- ◆ Each participant will have a key to his/her assigned room. Rooms should be kept locked at all times.
- ◆ Each participant is responsible for all of his/her personal belongings. **iBELIEVE**, nor our host university, is liable for lost or stolen items. It is recommended that items of value be left in rooms and rooms locked. If you carry things with you, be sure to keep it in your possession at all times.
- ◆ Outside access doors to the residence hall are locked by campus security each night.
- ◆ University campus safety officers are on call 24 hours a day.

Cancellations

- ◆ If you are unable to attend the workshop, please notify Connie Miley via email, at least 10 days in advance or as soon as possible: connie.miley@oasc-oh.org
 - ◆ **We have a limited number of spots for our workshops, so please allow someone else the opportunity to go if you can't make it.**
- ◆ We appreciate your courtesy in notifying us of your need to cancel, arrive late, etc.
- ◆ No refunds will be issued unless we receive notice of cancellation in writing at least 10 days prior to the start of the workshop. Note well that the \$100.00 deposit is non-refundable.

Expectations for Conduct

- ◆ Our students are the *best of the best*, and we are proud to rarely need to address participant behavior at our workshops.
- ◆ Each student is expected to participate and positively contribute to the learning experiences of the week.
- ◆ However, in the event that a participant violates the expectations in the **STUDENT GUIDELINES FORM**, he/she may be subject to immediate dismissal at the discretion of the Workshop Director.

Workshop	Senior High On-Site Director	Middle Level On-Site Director
June 16-20 East Tennessee State University	Connie Miley 937-751-8530 cmiley@theibelievefoundation.org	N/A
June 16-20 Muskingum University	Kaitlin O'Hara 330-322-9777 kaitlin.ohara@oasc-oh.org	N/A
June 23-27 Youngstown State University	Connie Miley 937-751-8530 cmiley@theibelievefoundation.org	Krysten Bonacci 330-212-2903 krysten.bonacci@oasc-oh.org
June 23-27 Wheeling Jesuit University	Stefani Murray 304-494-5918 smurray@theibelievefoundation.org	
July 7-11 Capital University	Kaitlin O'Hara 330-322-9777 kaitlin.ohara@oasc-oh.org	Krysten Bonacci 330-212-2903 krysten.bonacci@oasc-oh.org
July 7-11 Wheeling Jesuit University	Stefani Murray 304-494-5918 smurray@theibelievefoundation.org	N/A
July 14-18 Marietta College	Valerie Fletcher 216-308-9258 vfletche@ashland.edu	N/A
July 14-18 University of Charleston	Holly Coats 304-615-3202 hcoats@theibelievefoundation.org	N/A
July 21-25 Ohio University	Kaitlin O'Hara 330-322-9777 kaitlin.ohara@oasc-oh.org	N/A
July 21-25 Eastern Kentucky University	Connie Miley 937-751-8530 cmiley@theibelievefoundation.org	N/A
July 28-Aug.1 Marshall University	Stefani Murray 304-494-5918 smurray@theibelievefoundation.org	N/A

***In the event you need to contact the on-site director during your student's week with us, please use the above.**

Summer Workshop Packing Checklist

- ◆ MEDICAL FORM - completed and signed by parent / guardian
- ◆ STUDENT GUIDELINES FORM – read thoroughly and signed by participant
- ◆ Bedding items: sheets, pillow, sleeping bag, etc.
- ◆ Towels / washcloths
- ◆ Personal items
- ◆ Clothing for the week (extras are always a good idea)
- ◆ Athletic shoes
- ◆ Rain jacket or umbrella
- ◆ Notebook / pen / markers
- ◆ Notepaper
- ◆ Quote books, inspirational books (optional)
- ◆ Items needed for the Talent Show (optional)
- ◆ Spending money / change for vending machines
- ◆ Camera
- ◆ Snacks and/or drinks for room
- ◆ Students DO NOT need to bring dress clothes

You will receive a confirmation e-mail 1 week prior to your arrival date. This will include information for drop-off and pick up for your specific site.

It is important that you plan to arrive to your workshop on time. Students are expected to remain for the entirety of the workshop.

We ask that rides be arranged for prompt pick-up on Thursday at 1:30 p.m. Please do not arrive too early.

Summer Workshop Medical Form – Bring to check in!

The Ohio Association of Student Councils

Name of Student _____
 School _____
 Home Address _____
 City _____ State _____ Zip _____

Our Insurance Provider’s Name: _____
 Policy # _____

Assumption of Risk, Release, Consent, & Waiver Form

Assumption of Risk, Release, Consent, & Waiver Form I, the undersigned, assume responsibility for any injury, loss, or damage resulting directly or indirectly from my child’s participation in the leadership program of the iBELIEVE Foundation and OASC organization during their workshop week and will not institute any negligence or other claim against the Host University, its agents, or any other person(s) who could be held liable in either their individual or official capacities and agree to hold the above named parties harmless from liability for any personal or property injury. I attest and verify that my child has no known medical problems or conditions which would prevent him/ her from participating in this activity; and in case of a medical emergency, I authorize the Host University, or its duly authorized agents to transport my child to a health facility/hospital for medical care if it is deemed necessary. I further authorize such physician, health facility, or hospital to perform any emergency procedures necessary to provide my child with medical treatment. I have read and understood the foregoing and voluntarily sign this release as my own free act and deed. Furthermore, we understand our son/daughter will be expected to abide by all the iBELIEVE, OASC & Host University guidelines and regulations. We understand photographs will be taken during the workshop that may be used in iBELIEVE and OASC publications. We understand that students will be assigned a room in the residence hall facility at the Host University and that any damages to that room will be our responsibility. We understand that if for any reason there is a problem or violation of said regulations, it could mean that our son/daughter could be sent home immediately at our expense.

Will the above named student be taking any medication during workshop?	Please list any medications the named student is currently taking (if applicable):	Should the above named student’s activity be restricted in any way during workshop?	Please list any allergies the student has:
YES / NO (please circle one)		YES / NO (please circle one)	

If “yes” to either or both of the questions above, please explain.

My student has permission to take the following over the counter medicine as needed (please check all that apply):

- Acetaminophen (Tylenol)
 Ibuprofen (Advil, Motrin)
 Pepto-Bismol
 Midol
 None of the above

 Parent’s/Guardian Signature

(_____) _____
 Cell Phone #

 Date

(_____) _____
 Additional Phone #

Summer Workshop Medical Guidelines— Bring to check in!

The Ohio Association of Student Councils

GUIDELINES

1. Name tag and wristband (issued at registration) must be worn at all times.
2. Participants are to be on time for all sessions. Refer to your workshop manual or check with a staff member to keep on time.
3. Participants must attend all sessions. You must notify your staff member or the workshop director if for any reason you are unable to be in your assigned location.
4. Participants are not permitted to leave the workshop, nor are visitors allowed onsite.
5. Participants who drive cars must park in the designated area. You are not permitted to be in your car at anytime during the workshop. A parking pass must be obtained at registration, and there is a \$20 parking passfee.
6. Smoking is not permitted.
7. Use and/or possession of alcohol and drugs is forbidden. If you are taking medication, it must be listed on your health form.
8. iBELIEVE, OASC and Host University assumes no responsibility for your damaged or missing property.
9. Please do not bring expensive jewelry, electronics, etc. to workshop.
10. Cell phones and all other electronic devices MUST be left in rooms at all times. You may use these items only while you are in your room.
11. Room assignments are final. Participants are not permitted to change their assigned room.
12. You are responsible for the condition of the room you are assigned. Please keep your room in good order. You are responsible for the condition and contents. You are liable to pay for any damages and/or extra cleaning charges incurred.
13. Male participants are not – AT ANY TIME – permitted in the residence rooms of female participants.
14. Female participants are not – AT ANY TIME – permitted in the residence rooms of male participants.
15. You will be charged a fee for lost key. Replacement meal bracelets are \$15.
16. Workshop is a full week of activities; we begin early in the morning and finish late at night. All participants are to be in their assigned room with lights out at the designated time.
17. Understand that living in a residence hall community requires that you respect others and their property at all times. Please be considerate; treat others as you wish to be treated.

I understand that I will be expected to abide by all iBELIEVE, OASC & host University guidelines & regulations. I understand that my failure to comply could result in me being sent home immediately a personal expense.

Participant's Name: _____

Participant's Signature: _____

Parent's Signature: _____

Date: _____