



National Sojourners, Inc.

Spirit of America Youth Conference

held on the campus of
 Freedoms Foundation at Valley Forge (FFVF)

Chapter Instructions for Student Registration

1. *Read "Planning Your Chapter's Participation: The Spirit of America Youth Leadership Conference at Freedoms Foundation – Valley Forge (pages 5 – 6).*
2. *Reserve space for the number of students your chapter intends to send to the Spirit of America Youth Conference at Freedoms Foundation at Valley Forge by following the instructions on page 2.*
3. *Fill out the information on the front of each Student Packet to include: Chapter Name & Number; Student Name; Conference Dates; the contact information for the Sojourner who will act as your chapter point of contact (POC) for your student(s); and the date by which you require the four (4) forms to be completed and returned to your chapter POC by the student.*
4. *Provide each student you sponsor a copy of the Student Packet. Local reproduction is authorized or you may request additional Student Packets from the National Sojourners' office (703.765.5000). Also, they may be downloaded from the National Sojourners, Inc. website (www.nationalsojourners.org).*
5. *Follow-up with each sponsored student to insure that all forms (Items 8 through 11 of the Student Packet) above are mailed to FFVF on or before the application deadline (Friday following July 4th) to include a tuition check payable to "FFVF" (\$440/student). It is suggested that you also include a self addressed post card so that the FFVF staff can acknowledge receipt of your application(s) and check(s).*
6. *Mail or e-mail the following information to the National American Chairman as soon as possible but not later than the application deadline: chapter name/ number; name and contact information for the chapter POC; name of student(s); specify arrival by air, bus or plan for each student; plus name of chaperon(s) , if any.*
7. *Suggest to your student(s) and their parent(s) that they arrange a plan to confirm their safe arrival in Philadelphia. Also, students and their parents are to be advised to contact the Programs Department at Freedoms Foundation at the following number in the event of a transportation delay or any emergency: 1.800.896.5488 Ext. 233.*

STUDENT PACKET CONTENT

| ITEM NUMBER | ITEM | SUBMISSION DATE |
|----------------|---|---|
| 1 | Welcome Letter | |
| 2 | FFVF General Info | |
| 3 | FFVF Campus Photo | |
| 4 | FFVF Mission | |
| 5 | Speakers & Schedule | |
| 6 | Swap Meet Info | |
| 7 | Directions to FFVF | |
| 8 | <i>Student Info Form</i> | MAIL <u>ALL</u> FORMS TO INSURE ARRIVAL AT FFVF NOT LATER THAN THE FIRST FRIDAY AFTER JULY 4th! |
| 9 | <i>Travel Info Form</i> | |
| 10 | <i>Parent Waiver - Insurance - Medical Form</i> | |
| 11 | <i>National Sojourners Release Form – NOTE THAT THIS FORM MUST BE NOTARIZED!</i> | |

RESERVATIONS

Reserve slots for the number of students your chapter will send to the Spirit of America Youth Conference at Freedoms Foundation at Valley Forge by sending the following information to the National Office or to your National Americanism Chairman as soon as possible but not later than 1 March: chapter name and number; number of slots; and contact information for your chapter POC. This advance reservation information will greatly assist your National Americanism Committee in planning a successful Youth Conference.

Contact information for the National Americanism Chairman will be posted on the National Sojourners website following the Mid Winter Meeting.

MAILING ADDRESS FOR FORMS: Freedoms Foundation
Attn: National Sojourners Youth Conference
P.O. Box 706
Valley Forge, PA 19482-0706

CHAPERON INFORMATION

The goal is a chaperone/student ratio of 1:8. Chapters are encouraged to send chapter members or parents as chaperones or more appropriately, *Adult Counselors*. Cost of room and board is \$440 per counselor. Although staying at Freedoms Foundation is preferred, some counselors elect to reside in a local motel and pay a small per meal charge. Adult Counselor expectations are summarized below (provide each Adult Counselor a copy of these expectations):

RESPONSIBILITIES OF YOUTH PROGRAM ADULT COUNSELORS

Adult counselors have an extremely important role to play throughout the conference as your enthusiasm and participation contribute to the overall success of a given program. It is important for all counselors to know that they are expected to participate in the entire conference, which is a demanding challenge. During the conferences, counselors function as a helping hand to the Foundation Staff. They also need to be available at all times to the group participants. Below are some simple guidelines to better help you understand your role.

Adult Counselors shall:

1. At no time leave the campus to go shopping, take trips to places of individual interest, or to visit friends or relatives. In case of emergency, please check in with a Foundation staff member before leaving the campus.
2. At no time have alcohol on campus. **ALCOHOL is NOT ALLOWED** on campus during a youth program.
3. Familiarize themselves with rules governing conference activity.
 - a. The Program Director is in charge of the Conference. Everything must be reported to and run by the Program Director
 - b. Students must attend all sessions
 - c. No smoking in the buildings
 - d. No males in the female dorm and vice versa
 - e. Lights Out Policy – Students must be in their rooms with lights out and quiet.
 - f. Food is allowed in the classroom, but trash must be picked up.

4. **Meet with all Foundation Staff Members involved with the program**
5. **Whether residing on or off campus, remain on campus during the entire length of each day as required by the program agenda.**
6. **Participate in all tours; helping to maintain order and account for all conference participants.**
7. **Assist with the morning wake-up and with evening activities including late night.**
8. **Assist in maintaining order in the residence halls, dining room and elsewhere as required.**
9. **Draw the attention of the Foundation Staff to unusual occurrences, unacceptable behavior, or other problems that may affect the conference.**
10. **Help keep track of students and be able to verify their whereabouts.**
11. **HAVE FUN!!!!!!**

The Freedoms Foundation places a great value on the help and support of adult counselors. We look forward to having you participate in the conference. It is a unique opportunity not only for the educational value, but also for the personal fulfillment in working with the students. We encourage you to get to know the students in order to make yours and theirs a memorable experience. Finally, we encourage you to utilize us before, during and after a conference. We are all here to facilitate an educational and encouraging environment. Please join with us in ensuring that these expectations are met.



Planning Your Chapter's Participation: The Spirit of America Youth Leadership Conference at Freedoms Foundation – Valley Forge

NOW is the time to begin your chapter's planning to "*Teach young Americans about America*" through our Spirit of America Youth Leadership Conference at Freedoms Foundation – Valley Forge. Below are five easy steps to get your youth outreach program underway:

STEP 1: Make a chapter commitment to participate in the program and send youth to a YLC! This is a KEY step --- your chapter must first establish a goal to participate and do it early enough to allow time to work the details...

STEP 2: Appoint chapter chair or committee! The chairman or committee will be responsible to the chapter President to follow through on the commitment, raise the funds, identify the students and make the arrangements.

STEP 3: Raise the funds! Raising the requisite funds can be done if you start early enough. Here are some fund raising ideas: Call on the membership for a \$25 donation to the chapter's youth education fund; seek Blue Lodge support for full or partial scholarships for local Masonic youth; and/or approach local civic groups and corporations for support. Note that North Carolina Chapter #97 has enjoyed great success seeking support from their local Wal-Mart Store Managers for matching grants of up to a \$1000 (contact your National Americanism Chairman for details).

STEP 4: Identify the students! Chapters have used many approaches to identify worthy students and extend to them a YLC scholarship opportunity. Some simply look for first come first serve candidates selected from family and friends of

Masons, Masonic Youth, local high school recommendations, ROTC and JR ROTC Units, Boy and Girl Scout organizations, etc. Others have used the annual National Sojourner Essay Contest to competitively select candidates. Regardless of the selection method used, there are many youth worthy of our consideration.

STEP 5: Reap Master's Wages! Join with your chapter members in celebrating the successful accomplishment of that part of our purposes focused on "...supporting all patriotic aims and activities in Masonry, for developing true Patriotism and Americanism throughout the Nation..." by having reached out to young Americans and provided them an opportunity to attend America's premier school for citizenship education--Freedoms Foundation at Valley Forge. It is suggested that chapter sponsored students who have completed the YLC Program be invited to a chapter meeting to give a report on their experiences at Freedoms Foundation.

In summary, our Spirit of America Youth Leadership Conference program represents a wonderful opportunity to reach out to youth --- but it will only remain an opportunity unless each National Sojourner chapter brings it to life! Join your National Americanism Committee in "*Proudly Serving the Cause of Patriotism*" by sponsoring one or more young Americans to improve their leadership skills and learn more about this great experiment in democracy that each of us has pledged our life to preserve, protect and defend. NOW is the time...

If you require additional assistance, please contact the National Americanism Committee.