



2024 Youth Leadership Summit Planning Document

Thank you for your interest in sending students to the 2024 Youth Leadership Summit! This planning document outlines all the essential information and steps you need to secure slots for your students and prepare for the event. Please remember that you *must* secure slots to be eligible to complete the remaining steps.

To learn more about the Youth Leadership Summit and how to prepare, [register](#) for the **Youth Leadership Summit Office Hours** on May 2th, 2024, from 2:00-3:00 pm Eastern Time.

Check out last year’s video and see student’s testimonials on the [NCCEP website](#).

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Step 1: Secure Slots – Due March 15

The most crucial step in the Youth Leadership Summit is securing slots to bring your students. Slots are selected based on the time the form was submitted and to curate a geographically diverse student cohort. Once we have closed the slot request form, you will receive an email from NCCEP informing you of your selection status.

You must respond to NCCEP by **Friday, March 15 by 5:00 pm Eastern Time** to secure the number of slots granted for your GEAR UP program.

Unfortunately, if we do not hear from you by **5:00 pm Eastern Time**, we will release your slots and award them to another program.

Step 2: Select Students

If your grant receives slots, the next step is choosing the students who will attend the Youth Leadership Summit. NCCEP seeks to create a geographically diverse cohort of students and encourages programs to choose students from different schools. The Youth Leadership Summit is a 3.5-day, national training program that involves travel, overnight stays in a hotel, peer-to-peer learning, and experiential learning.

When thinking about what students to select, please keep in mind the following.

- There will be public speaking.
- There will be very long hours.
- There will be a lot of group work.
- Choose students who are not overcommitted. We want to ensure that all selected students can come and actively participate.

It is of the utmost importance that the students who attend the Youth Leadership Summit are actively engaged and willing to participate in the 3.5 days of learning. We want to ensure that all students have a great time.

Eligible students must be rising 9th, 10th, 11th, or 12th graders, or rising college first-year students who are eligible for GEAR UP services as of July 2024.

Cancellation Policy: All registration (made with credit card, check, or purchase order) cancellations must be made in writing via email to events@edpartnerships.org. Cancellation requests must be received no later than **June 14, 2024**, and will incur a \$250.00 cancellation fee. Cancellations for paid registrations received on or before this date will be refunded less a \$250.00 cancellation fee. If you cancel prior to submitting your payment, you will receive a \$250 invoice which is due upon receipt. Cancellations received after **June 14, 2024**, and no-shows are *not* eligible for refunds, and are responsible for paying the full registration fee. NCCEP will issue refunds by September 2024.

Refunds are not granted for failure/inability to attend, late arrival, or early departure. NCCEP is not responsible for state or district travel restrictions; medical or weather-related cancellations; or for airfare, hotel, or other costs associated with the conference that impact

attendance. Purchase orders are accepted as a courtesy and are considered a guarantee of payment. Any cancellation of a registration guaranteed with a purchase order will be subject to the same cancellation policy.

Substitutions can only be made in coordination with NCCEP on or before **June 14, 2024**. All new student information and forms must be submitted within **five days** of the substitution.

Step 3: Select Chaperones

Another crucial part of planning for the Youth Leadership Summit is securing chaperones for the students who are selected to attend.

Chaperones can be parents, directors, advisors, etc. Chaperones do not need to be registered for the conference *unless* they plan to attend the events. Please note, if chaperones are not registered, **they are not granted** access to Wednesday's Plenary Presentation, during which time students will present.

Chaperones will perform the following responsibilities while at the conference.

- Registering student(s) on the first day of the conference. Making sure student(s) has name tag and other materials.
- Checking student(s) in and out all 3.5 days of the conference.
- Being available via cell phone if we need to contact them about their student(s).

To create an efficient check in/out process, we recommend that you have a core group of chaperones who can check out any of the students you bring to the Youth Leadership Summit.

A great option for chaperones that requires registration is the [Family Leadership Institute](#). This bilingual (English/Spanish) Institute is an opportunity for family members attending the NCCEP/GEAR UP Annual Conference to explore college and career readiness, their role in supporting students, and create community among attendees.

Step 4: Complete the Enrollment Form – Due May 9

The next step is completing the enrollment form for your students. **One representative** from each GEAR UP grant is responsible for submitting the Enrollment Form **with all participant information and documents**. Enrollment forms are **due May 9th, 2024**.

Please read the questions below carefully prior to [completing the enrollment form](#).

1. ENTER GEAR UP GRANT INFORMATION
 - Your first & last name
 - Your title
 - Your email address
 - Name of GEAR UP program
 - City and State of program
 - First & last name of the GEAR UP director

- GEAR UP director's email
 - GEAR UP director's office and cell phone number
2. ENTER NUMBER OF STUDENTS YOU WILL REGISTER FOR THE YOUTH LEADERSHIP SUMMIT.
- See the approval email you received from NCCEP to select the correct number of students.
3. ENTER REQUIRED INFORMATION FOR EACH STUDENT YOU WILL REGISTER
- First and Last Name
 - Gender Identity/Preferred Pronouns- This question is optional.
 - Grade (as of September 2024)
 - Age (as of July 2024)
 - Name and Address of Current School
 - Personal Mailing Address
 - Personal Email (Please enter a valid email address that the student will check during the summer months. NCCEP will reach out to students with important information regarding the program.)
 - Cell Phone Number
 - Access to phone
 - T-shirt Size
 - Grade Point Average (GPA)
 - Special Dietary Requirements
 - Medical Conditions
4. ENTER CHAPERONE INFORMATION
- First and Last Name
 - Title
 - Cell Phone Number
 - Email Address
 - Mobile Phone
 - List of student or students by full name for whom the Chaperone is responsible.
5. UPLOAD PARENT/GUARDIAN APPROVAL FORMS FOR EACH STUDENT (2 forms per student). Forms are available in English and Spanish.
- [Parent-Guardian Consent Form](#) / [Formulario de Consentimiento del Padre / Guardián Legal](#) (1 per Student)
 - [Media Release Form](#) (for Videotaping Sessions and Taking Photos) / [Formulario de Autorización](#) para Sesiones de Grabación de Video y Toma de Fotos (1 per Student)

6. UPLOAD STUDENT PLEDGE (1 form per student). Students must submit a signed pledge, agreeing to follow the rules, expectations, and requirements for participation in Youth Leadership Summit.
 - [Student Pledge](#) / [Student Pledge \(Español\)](#) (1 per student)

7. UPLOAD GEAR UP DIRECTOR APPROVAL FORMS (2 forms per GEAR UP grant). For students to participate in the Youth Leadership Summit, you must obtain permission from your GEAR UP director. Forms should be signed by the director of the GEAR UP program, even if you are the director completing this application.
 - [GEAR UP Director Student Approval Form](#) (1 per grant)
 - [GEAR UP Director Chaperone Approval Form](#) (1 per grant)

8. PARENT / GUARDIAN CONTACT INFORMATION. Please include parent/guardian information for each student if they are NOT listed as a chaperone.
 - Full name
 - Relationship to student
 - Cell phone
 - List student for whom the parent/guardian is responsible.

The representative who submits the enrollment form must include all student information and upload all completed forms at once. If you are unable to complete the online application or would like to complete a paper application, please send an email to yls@edpartnerships.org.

Step 5: Register Students & Chaperones for the Conference – Due May 30

It is required that you register each student for the [NCCEP/GEAR UP Annual Conference](#), and any chaperones you would like to participate in the conference.

The registration fee is **\$1,050 per student**. Register students by **Thursday, May 30th, 11:59 pm Eastern Time**.

Conference registration is **separate** from the Enrollment Form. Registration is scheduled to open in early May.

Step 6: Register Students & Chaperones for Youth Leadership Summit Orientations

The next step before the conference is for students and chaperones to attend their respective orientation sessions. The orientations will take place via Zoom and information will be sent to the email addresses submitted in the Enrollment Form.

We will offer **two orientation sessions for students**. While GEAR UP staff are welcome to attend the student orientation, understand that this virtual “meet & greet” is meant for students and **not** chaperones.

We will offer **two orientation sessions for chaperones**, one in English and one in Spanish. The information offered will be the same, so a chaperone only needs to attend one orientation session. GEAR UP staff are welcome to attend both to support parents, as needed.

Orientation provides students and chaperones with the information they need to prepare for the Youth Leadership Summit. It is also designed to be a time to ask any unanswered questions.

Step 7: Prepare for the Conference

There are a variety of steps that are important as you prepare to bring your students to the Youth Leadership Summit.

1. Make sure to book all group travel as soon as possible to ensure that students, staff, and chaperones travel together.
2. Book rooms in the conference hotel (reservation link to open in May 2024). The conference hotel books up quickly, so if you are interested in staying as a group, it is imperative that you book as soon as it opens.
3. Provide students with our dress code list and travel checklist to help them prepare and pack for the conference. Both are below for your reference. We will also send them out as we get closer to the conference.
4. Chaperones are responsible for providing dinner for students on **Sunday and Monday**. We advise planning in advance and securing reservations.

See the next page for checklists you can share with students and chaperones.

DRESS CODE:

<p>Wear:</p> <ul style="list-style-type: none">• Button-down Oxford shirts or polos (tucked in)• Dress blouses & dresses of a conservative length• Dress slacks or skirt• Dress shoes, flats, or loafers• Sweaters & cardigans (conference rooms can be cold!) <p><i>Note – blazers, suit jackets, and ties are not required</i></p>	<p>Avoid:</p> <ul style="list-style-type: none">• T-shirts & tank tops• Shorts• Any items with explicit or offensive content• Flip flops and high heels• Sunglasses & hats (except for religious purposes)
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TRAVEL CHECKLIST:

<p>Important Items:</p> <ul style="list-style-type: none">• Valid ID (driver’s license, passport, etc.)• Printed travel documents (boarding passes)• Prescribed medications in original containers• Reusable water bottle• Facemasks, as desired	<p>Clothing:</p> <ul style="list-style-type: none">• 4 business casual outfits• Socks and undergarments for 4 days• Casual clothing for travel• Gym attire / comfortable clothes for activities
<p>Toiletries:</p> <ul style="list-style-type: none">• Toothbrush & travel sized toothpaste• Deodorant• Feminine hygiene products• Any other products used daily – make sure, they are travel sized! (3.4 oz) <p><i>Note: Hotels will provide some items</i></p>	<p>Personal Items (Optional):</p> <ul style="list-style-type: none">• Cellphone & charger• Headphones• Camera• Umbrella• Gum / mints• Glasses or contact lenses, if needed