



## Ohio Association of Student Councils Middle Level Summer Leadership Workshops

On behalf of our entire OASC Workshop Staff, we are excited that you have chosen to attend a Middle Level Summer Leadership Workshop! You will receive a post card in the mail by June 5<sup>th</sup> confirming your registration and providing specific drop-off information for your selected workshop. Should you have questions, the best way to reach me is via e-mail: [connie.miley@oasc-oh.org](mailto:connie.miley@oasc-oh.org). You may also reach me by phone: (937) 751-8530.

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 make 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** complete and print the Health Form and bring that with you to your selected workshop site. We will not be able to register you without that form complete – including signatures, phone numbers, etc.

We look forward to seeing you at your OASC Summer Leadership Workshop soon!

In the OASC Spirit,

Connie Miley

Executive Director

Ohio Association of Student Councils

## **Ohio Association of Student Councils Middle Level Summer Leadership Workshops**

### **Program Sequence:**

First ML Summer Leadership Workshop – DELEGATE

Second ML Summer Leadership Workshop – ALT (Advanced Leadership Training)

Third ML Summer Leadership Workshop – ML3

Please be certain that you have registered for the correct workshop experience! Note that you **MUST** observe the stated sequence.

### **Arrival & Check-In**

- Plan to arrive at your selected site to check-in between 2:00 and 3:00 p.m. If you are unable to arrive during this time, please contact either Krysten Bonacci (330-212-2903) or Anthony Paletta (440-382-6922). Krysten and Anthony serve as OASC's Middle Level Coordinators.
- We ask that you do not arrive early as our staff will be involved in final preparations, etc.
- Our first meal on Sunday is not until 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. BRING ONLY YOUR COMPLETED HEALTH FORM and PAYMENT (if applicable) when you come inside. Once you have received your name tag, room key, and meal bracelet, our staff will assist you in moving your belongings into your room.
- We will not collect the \$40.00 key deposit upon registration. However, if you lose your key, you will be asked to pay the \$40.00 before you leave on Thursday. Please plan ahead for this.

### **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 dress code.
- We do have a talent show during the week, so please bring any costume needs if you plan to participate.
- There is a costume party on Monday evening, so bring a creative costume!
- We have a beach party on Tuesday, so be sure to bring a swimsuit, beach towel, etc!
- Please note that all of our indoor facilities are air conditioned. You may wish to bring a sweat shirt or light jacket.
- We recommend you bring an umbrella... just in case!

## 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)
- We intentionally house students in a room with someone from another school. We do not make exceptions to this policy. We recognize that student may feel unsure at first, but interacting with others is central to our workshop objectives. We encourage parents to assist their students in overcoming any anxiety associated with this component of our workshop.
- Please be sure to bring bedding (pillows, sheets, blanket, sleeping bag). They are not provided by the university.
- You will also need to bring towels, washcloths, etc. along with all of your needed personal items.
- Again, 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

- All of your meals (beginning with dinner on the first day thru breakfast on the last day) are provided. We eat in a university dining hall, so students have a wide array of meal options. Each site is capable and willing to provide for any dietary restrictions.
- There are generally snack and beverage machines in the residence hall, so you might want to have some change on hand.
- Rooms *may* have a small refrigerator and/or microwave, so you may wish to bring other snacks with you as well. Remember – you will be sharing space with your roommate.

## MEDICAL FACILITIES

- Our campuses are located near hospitals 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. Please be sure to include any common OTC medications that your child may need during the week (aspirin, Tylenol, etc.) on the Health Form.
- Again, it is very important that your Health Form be completed accurately. 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.
- Books with inspirational thoughts, quotes, etc. may come in handy. If you keep a quote journal, you’ll want to have it along so you can add to it during 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!
- There will be small fund raising projects throughout the week. Students may wish to bring a small amount of cash for these. We recommend a maximum of \$25.00.

## **PICK-UP**

- Workshop participants should be picked up at the assigned Residence Hall
- Pick-up time is 12:30 p.m. for Middle Level workshops.

## **SAFETY & SECURITY CONCERNS**

- The safety of all workshop participants is of prime importance to us.
- Throughout the day, 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. OASC, nor the host facility, 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.
- Campus Safety officers are on call 24 hours a day.

## **CANCELLATIONS**

- If you are unable to attend the workshop for which you registered, you must notify the OASC Office, in writing, at least 10 days prior to the start date. The best way to do this is via e-mail: [connie.miley@oasc-oh.org](mailto:connie.miley@oasc-oh.org)
- 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 \$150.00 deposit is non-refundable.
- We appreciate your courtesy in notifying us of your need to cancel, arrive late, etc.

**Please Do Not Forget This Form! You Will Not Be Permitted to Register Without It!**  
**Please Print or Type Neatly!**

**Name of Student** \_\_\_\_\_

**School** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**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 Ohio Association of Student Councils during their workshop week at Wright State University and will not institute any negligence or other claim against Wright State 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 Wright State 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 OASC & Wright State University guidelines and regulations. We understand photographs will be taken during the workshop that may be used in OASC publications. We understand that students will be assigned a room in the residence hall facility at Wright State 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.

**Insurance Provider:** \_\_\_\_\_ **Policy #** \_\_\_\_\_

**Will the above named student be taking any medication during workshop?**

(circle one)      **YES**                      **NO**

**Should the above named student’s activity be restricted in any way during workshop?**

(circle one)      **YES**                      **NO**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #** (\_\_\_\_\_) \_\_\_\_\_ **Alternate Phone #:** (\_\_\_\_\_) \_\_\_\_\_

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Summer Leadership Workshops**

**GUIDELINES**

1. Name tag and wrist band (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 on site.
5. Participants who drive cars must park in the designated area. You are not permitted to be in your car at any time during the workshop. A \$10.00 parking pass must be obtained at registration.
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. Wright State University and OASC assume no responsibility for your damaged or missing property. It is recommended that you not bring expensive jewelry, electronics, etc. to workshop.
9. 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.
10. Room assignments are final. Participants are not permitted to change his/her assigned room.
11. 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.
12. Male participants are not – **AT ANY TIME** – permitted in the residence rooms of female participants.
13. Female participants are not – **AT ANY TIME** – permitted in the residence rooms of male participants.
14. You will be charged a \$40.00 fee for lost keys.
15. Replacement meal bracelets are \$15.00.
16. Workshop is a full week of activities. We begin early in the mornings and finish up late at night. We expect all participants to be in his/her assigned room with lights out at the designated time.
17. Realize that living as part of a residence hall community requires that you respect others and their property at all times. Please treat others as you wish to be treated and always be considerate.

I understand that I will be expected to abide by all OASC and host campus guidelines and regulations. I understand that my failure to comply could result in my being sent home immediately at personal expense.

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**(Participant Signature)**

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**(Date)**

**Ohio Association of Student Councils**  
**Middle Level Summer Leadership Workshops**

**Packing Check list**

- Medical Form - completed and signed by my parent(s)
- Guidelines – read thoroughly and signed by participant
- \$40.00 – fee for lost key
- Bedding items (sheets, pillow, etc)
- Towels/Washcloths
- Personal items
- Clothing for the week (extras are always a good idea)
- Athletic Shoes
- Rain jacket or umbrella
- Costume for our Costume Party
- Swimsuit & Beach Towel
- Notebook/pen/markers
- Note paper
- Quote books, inspirational books (optional)
- Items needed for the Talent Show (optional)
- Spending Money
- Change for vending machines
- Camera
- Snacks and/or drinks for your room

## **OASC Contact Information**

1. Connie Miley, Executive Director  
937-751-8530  
[connie.miley@oasc-oh.org](mailto:connie.miley@oasc-oh.org)
2. Krysten Bonacci, Middle Level Coordinator  
330-212-2903  
[krysten.bonacci@oasc-oh.org](mailto:krysten.bonacci@oasc-oh.org)
3. Anthony Paletta, Middle Level Coordinator  
440-382-6922  
[anthony.paletta@oasc-oh.org](mailto:anthony.paletta@oasc-oh.org)