



# American Youth Foundation Miniwanca

## NATIONAL LEADERSHIP CONFERENCE Participant Handbook



**2019**

My own self, At my very best, All the time

Dear Conference Participant:

Welcome to the 2019 National Leadership Conference! The American Youth Foundation has been operating since 1925, and now serves more than 6,000 young people like you a year. By enrolling in this conference you have chosen to develop yourself and build leadership skills in a supportive and encouraging environment. High school and college student leaders from across the nation will be joining you this summer at Camp Miniwanca in Michigan. When you leave the AYF National Leadership Conference, you depart with new skills and tools and an appreciation for your own inherent strengths and abilities that will increase, in addition to forming new friendships that will last a lifetime.

As you prepare for this summer, you may have questions. This handbook and the online participant forms contain all of the information you need to prepare for the National Leadership Conference. Please study this handbook and the forms carefully. Then complete and submit **all** forms so the AYF will have all the information needed to prepare for your attendance.

A key part of the preparation for conference is a review of Participant Forms. The online forms can be accessed through the registration portal <https://nlc.campbrainregistration.com/>. As a reminder, all forms must be submitted to the Miniwanca Registrar, Cassidy Cisneros, by **May 15<sup>th</sup>, 2019**. If you are registering after May 15<sup>th</sup>, 2019, please submit all forms immediately.

If you have any questions regarding tuition and payments please call or email Cassidy Cisneros at [ccisneros@ayf.com](mailto:ccisneros@ayf.com) or 231-539-6607. If you have any questions regarding the program, scholarships, or travel logistics please contact the Cat Marconi the NLC Administrator, at [cmarconi@ayf.com](mailto:cmarconi@ayf.com) or 603-539-6607.

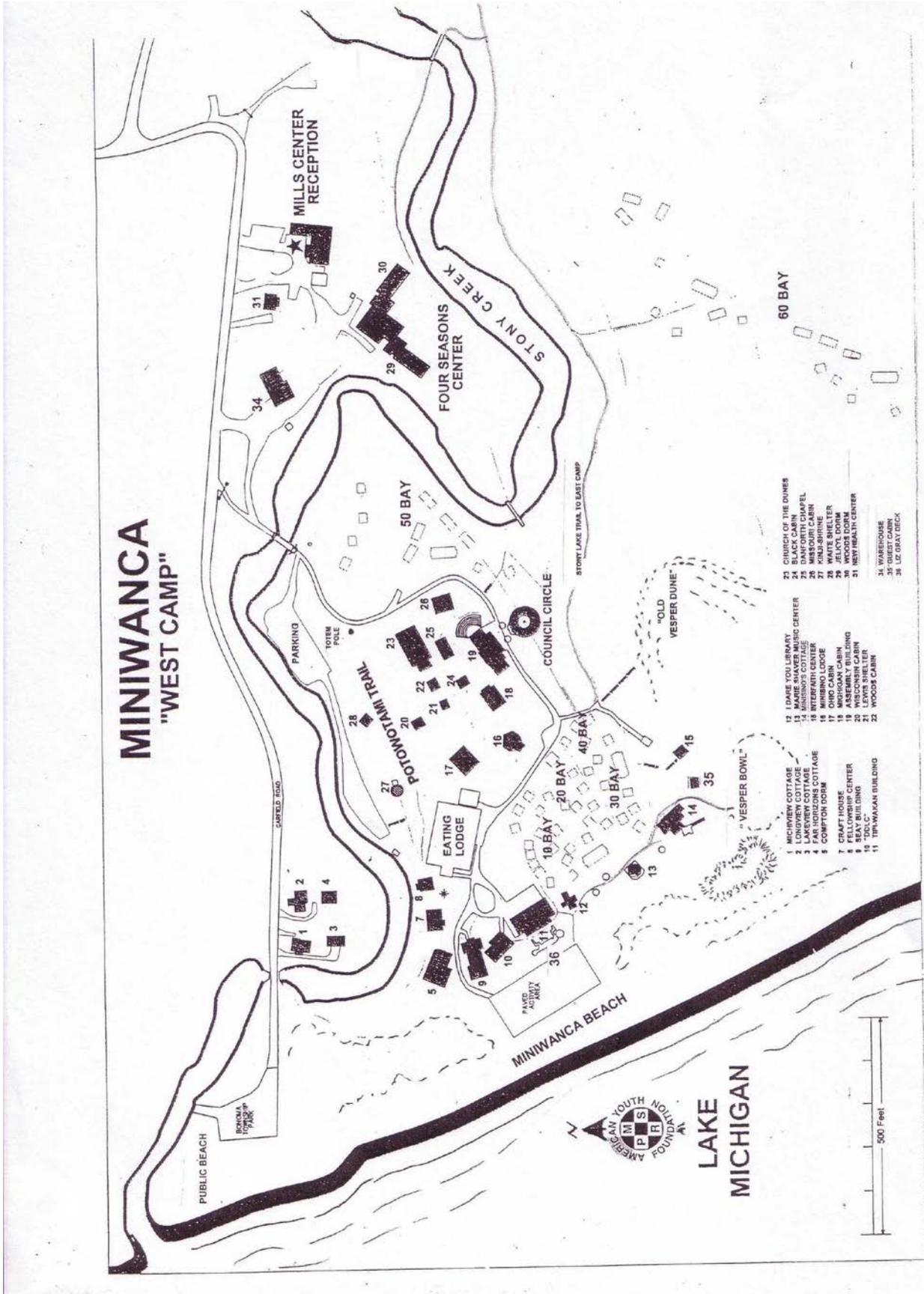
We look forward to seeing you this summer!

Sincerely,

A handwritten signature in blue ink that reads "Joe Baty". The signature is stylized and cursive.

Joe Baty  
National Leadership Conference Director

# MAP OF MINIWANCA



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# AMERICAN YOUTH FOUNDATION OVERVIEW

## AYF Mission

The American Youth Foundation (AYF) inspires people to discover and develop their personal best, to seek balance in mental, physical, social, and spiritual living, and to make a positive difference in their communities and in the wider world.

## AYF Motto

**My own self, At my very best, All the time**

This motto is the framework for discovery and growth within our programs as well as the basis for all of our interactions during the program. We hope to create an environment in which each individual feels welcome to be their own self, and are encouraged to discover more about who they are and what they are capable of. Participants will be challenged to unlock their highest potential and realize that they have unique gifts that can positively affect the world around them. We invite participants to be mindful of the impact of what they do and say has on themselves, the people around them, and the world around them. All the time is about the best they can bring to any given moment, and to recognize when they are not at their best so they can strive to do better next time.

## Core Values

Inclusion	We seek to build <b><i>inclusive communities</i></b> where we awaken, educate, and empower our staff and participants to work for <b><i>equity and social justice</i></b> .
Safety	We commit to creating <b><i>safe environments</i></b> in which all people can boldly take emotional and physical risks as a way to discover more about themselves and their capacities.
Respect	We seek to engage people from diverse cultures, identities, and perspectives and to impart <b><i>respect</i></b> for others by developing cultural competency.
Responsibility	We strive to instill <b><i>responsibility</i></b> to act for the good of others and to develop a greater understanding of the impact of our actions on the world around us.
Stewardship	We recognize the <b><i>interconnectedness</i></b> of the world's communities and will strive to be responsible in our use of environmental and human resources.

## The Organization

For over 90 years the American Youth Foundation has been developing leadership in young people and the adults and institutions that serve them. We are committed to ensuring that staff and participants come from diverse and multicultural backgrounds. Collectively, participants and staff represent every state and several countries and a variety of economic, ethnic, and religious backgrounds. AYF is a national, not-for-profit youth development organization with regional centers in Shelby, Michigan; Center Tuftonboro, New Hampshire; and St. Louis, Missouri.

## The AYF and National Leadership Conference Staff

Capable, tireless, and committed to serving youth, the conference staff are personally invested in the AYF mission and philosophy, and in providing the highest quality programming. The National Leadership Conference staff is comprised of individuals representing varying ages and professions, such as high school and college education, business professions, social and human services, and the arts. The AYF strives for a staff as diverse as the people we serve. Many conference staff members are graduates of the program and all staff volunteer for the entire

length of the eight-day conference, in addition to attending four days of staff training in order to provide a quality and unique experience.

### **Who the AYF Serves**

The AYF National Leadership Conference brings together people from all states in the U.S. and many countries around the world. The community is diverse in background, experiences, and identities. Although having differences, we all share a common bond – the aptitude and motivation for leadership, and positive youth development. For eight days we will build an intentional community that focuses on discovering new lessons about ourselves and learning new ways to create communities based on leadership, personal commitment, respect, and affirmation. The AYF Leadership Conference provides a unique opportunity for individuals to experience leadership training in an intentional community to then bring this new knowledge home to their schools and communities.

As an open enrollment program young people come to the conferences through a variety of ways:

- National Leadership Award recipients who are selected to receive the *I Dare You!* Scholarship
- Corporations, organizations or individuals can sponsor individuals, groups or teams of students
- Participants may pay their own tuition
- Participants may apply for financial aid

### **Our Commitment to Equity and Inclusion**

The American Youth Foundation invites all people to be their own best selves, and we seek to create communities where no one should be excluded intentionally or otherwise because of who they are. We enthusiastically welcome staff and participants with diverse backgrounds, experiences and identities. AYF seeks to continually assess our practices through a broad lens of cultural competency and is committed to taking action and changing for the better of all.

We value each person's right to fully experience our programs free from prejudice and harassment based on race, ethnicity, gender identity and expression, sexual orientation, religious affiliation, or other aspects of their identity. We believe the diversity within our program communities enriches the learning for all, provided all feel safe to be their own best self.

All reasonable efforts will be made to accommodate participants with different conditions, strengths and abilities. Our goal is to include as many participants as possible; however, we are limited in what we can provide in terms of medical care. We partner with families in a thorough medical review process to determine if we can safely serve their child.

### **Miniwanca: The Program Site for the National Leadership Conference**

The National Leadership Conference is held at Miniwanca, one of two program centers operated by the American Youth Foundation. Located in Shelby, Michigan, Miniwanca boasts 300 acres of forested dunes along one mile of Lake Michigan beachfront. Meandering trails, a variety of wildlife, as well as an inland lake and shallow creek, compliment this beautiful landscape. This natural setting away from busy towns and roads sets up Miniwanca as a place to reconnect with one's self. There is also unique architecture at Miniwanca, most notably a large bonfire and performance circle made by stone-masons in the early 1930s called the Council Circle. Various program buildings also dot the landscape providing an ideal setting for learning and growth. Miniwanca is a rustic camp facility, yet provides everything a person needs to truly develop into one's best self.

## NATIONAL LEADERSHIP CONFERENCE OUTCOMES AND OBJECTIVES

At the National Leadership Conference, we want participants to have a fun, safe experience in our programs. Through our programs we impact the lives of youth by helping them to achieve the following outcomes, rooted in leadership development skills:

1. **Best Self** – Participants recognize the unique qualities they already possess and take time to further develop their own personal best. They will:
  - Value themselves as unique, capable individuals making self-confident decisions that have an impact on their lives.
  - Demonstrate respect for self, others and their environments.
  - Approach life with clearly defined goals and take initiative to accomplish these goals.
2. **Balanced Living** – Participants have the opportunity to practice balancing the mental, physical, spiritual, and social aspects in a variety of situations. They will:
  - Try new activities and challenges that provide opportunities for self-development and growth.
  - Adapt their thoughts and actions to changing conditions and different perspectives.
  - Increase their awareness of the choices they make and how those choices relate to creating a balanced life.
3. **Positive and Inclusive Community Relationships**
  - Actively participate in creating a positive community culture and empower others to build healthy relationships with a wide variety of people and places.
  - Work effectively with a group to achieve a common goal.
  - Immersion in an intentional community allows participants to gain a greater understanding of the positive difference they can make.
4. **Making a Positive Difference in their community and the wider world**
  - Utilize interpersonal and leadership skills including trust, cooperation, compromise, and problem-solving in their interactions with others.
  - Make connections between camp and home to develop an understanding of how their actions each day have the power to make a positive difference in their communities and the world around them.

### NLC objectives over four years

Upon completion of the four-year NLC program, participants will:

- Be able to facilitate a discussion among their peers
- Effectively present in front of a group
- Lead a group through a healthy decision-making process to accomplish a task
- Expand their ability to take effective roles in groups
- Develop relationships with peers who have diverse opinions and backgrounds
- Understand avenues and methods available to them to create positive, sustainable change
- Be able to create and develop an inclusive community
- Internalize values of best self, balanced living, service to community, respect, diversity and sustainable environment

## FREQUENTLY ASKED QUESTIONS AND ANSWERS ABOUT THE PROGRAM

### A Typical Day at Camp

The National Leadership Conference follows the AYF's core curriculum while taking advantage of the uniqueness of the site and staff. Below is a basic outline of the daily schedule:

#### *Morning*

- Rise early – around 7:00 AM
- Personal & cabin cleanup
- Optional Polar Bear Swim
- Call to community:  
Morning reflection  
& Journal writing
- Breakfast
- Leadership Development  
Session

#### *Afternoon*

- Personal time
- Lunch
- Community activities
- Interest groups
- Community forums

#### *Evening*

- Personal time
- Dinner
- Night's doings:
  - Fun large or small  
community activities
- Evening Reflections
- Cabin time
- Lights out around 10:30 PM

### Cabin Living

At Miniwanca, each cabin has bunk beds and can accommodate up to eight people. The cabins are rustic with centralized restrooms and shower houses. There is **no** electricity in the cabins. Cabins are an opportunity to make connections, and we intentionally mix participants from different backgrounds in order to help build our community. We ask that only those assigned to a cabin are ever in that cabin or cabin area. Expect to step out of your normal routine and adopt a simpler lifestyle for the duration of the conference.

### Challenge By Choice

All activities follow the "challenge by choice" philosophy. As a participant, you are empowered to choose your level of participation in any particular activity. The AYF's expectation is that you will participate, but you get to determine how. The Leadership Conference staff is trained to help participants in assessing their ability.

### Participation

Full participation in all components of the conference and acceptance of conference policies are expected. We all must minimize outside influences so we can concentrate on the conference's rigorous and demanding program. ***Any items such as cell phones, iPods, or any other of our personal electronic devices prevent you from realizing the true potential of your conference experience and we ask that they are placed in safekeeping during registration.***

### Weather in Michigan

It is not unusual for the weather to vary during the week of the conference. At Miniwanca it is usually warm during the day (75°-95°F), cool in the evenings (50°-60° F), and chilly at night (40°-60° F). To assist you in preparing for the conference, we have included a very specific packing list.

### Clothing

Clothes worn at camp receive hard wear – avoid bringing costly items and be sure that clothes and swimsuits are comfortable and functional for active, outdoor programming. Also please note that clothing should reflect our camp values by leaving clothes with inappropriate slogans or images at home.

### Behavior Expectations

To create a healthy, respectful, inclusive, and supportive community, we challenge you to see and expect the best in yourself and others. Your conference community needs your immediate and constant commitment, trust, and support for living and learning. The community expects you to value, be inclusive, and be accepting of others. We are confident that if you maintain a high standard for yourself and follow the behavior guidelines as outlined in this handbook, you will have an outstanding conference experience.

## LOGISTICAL QUESTIONS AND ANSWERS ABOUT THE PROGRAM

### Alcohol, Tobacco and Illegal Drugs

We prohibit all forms of tobacco, alcoholic beverages, and illegal drugs for reasons of safety, insurance, state laws, courtesy, and concern for health. **Violations will result in dismissal and the participant will be sent home at the expense of the parent(s).** Our Dismissal Policy is also outlined in this handbook.

### Cell Phones

One of the crucial elements of the National Leadership Conference is to give participants the opportunity to disconnect from technology and focus on being in community and in nature. Because of this we do not allow participants to keep cellphones or any other connected devices with them at conference (digital cameras are okay). Participants have the option to check them into Safekeeping during registration, and can check them out for use during designated times. Should a phone call to your family be necessary, please seek out a staff member, and together make arrangements for a phone call.

### Dating/Exclusive Relationships

One of our intended outcomes of the National Leadership Conference is to provide an environment that offers you a chance to develop friendships that are lasting and wide-ranging. We ask that you take this time meet new people, to build relationships with the conference community.

### Email

Email access is not available to conference participants.

### Fires/Flammables

No matches, lighters, candles, or lanterns are allowed in the cabins, bays, or living areas.

### In Case of Emergency

In case of an emergency at home, parents/guardians may call **231-861-2262, during normal business hours.** If there is no answer or if you call during non-business hours, you will be instructed on how to activate the emergency paging system. Please leave a message, stating the name of the participant, the nature of the emergency, along with contact information for the person the participant should contact if necessary. Please be aware that participants in program are not centrally located; however, we will reach them as soon as possible.

### Immunization

The American Youth Foundation requires that Miniwanca participants are immunized in accordance with the state of Michigan camp licensing requirements. If during program there is an outbreak of a communicable disease for which a participant is not immunized, parents/guardians are responsible for immediately removing their child from program until AYF determines it is safe for them to return.

### Lost and Found

Mark clothing and personal items with your name in clear letters. Personal items left at conference at the close of the session will be forwarded via UPS at the owner's expense if the owner's name is readable. Unclaimed or unmarked items will be donated to a local charity.

### Lost Items

Our site is located in the dunes, making it hard to locate items lost in the sand. Please leave any jewelry, irreplaceable keepsakes, and other expensive items at home. **AYF is not responsible for valuables left in cabins and common areas.**

### Luggage

You will need enough clothing for the entire conference since there is no laundry service; however, bring essentials only as cabin space is shared with others.

If you are travelling on any AYF Transportation, either one way or round trip, please note: **you may bring only one suitcase or duffel bag plus your sleeping bag and pillow and a school-size backpack.**

Additional or heavy luggage that cannot be brought to camp with the participant should be shipped prepaid at least two weeks in advance. We suggest that your shipments be insured. You may also arrange to have luggage shipped home via UPS/COD approximately one week after the close of the conference.

**AYF is not responsible for luggage lost en route to and from the conference; we will do our best to help you locate anything misplaced during the conference.**

#### **Mail**

Postal Mail is the best way to maintain contact with family and friends. Bring some stationery from home or purchase stationery, stamps, and postcards from the Miniwanca Store.

#### **Meals/Food**

We provide three well-rounded, nutritious meals per day. Additionally, there will always be a snack station located in the dining hall to be used by participants who need a little something more for the day. Please do not bring food with you to camp due to allergies of participants who may be living with you and to keep rodents and animals away from the cabin area.

The National Leadership Conference's standard menu offerings do not include tree nuts. A vegetarian option is offered at each meal, as are rice and soy milk. It is essential that we have detailed information regarding any special dietary needs well in advance to determine if the NLC Food Program staff can meet your child's needs, what foods NLC will provide and what, if any, foods we may need the family to provide

#### **Motor Vehicles**

If you drive to the conference, you **must** register your car during check-in and turn in your car keys for safekeeping until the end of conference. You are never to use your car during the conference.

#### **Name Tags**

When you register at the beginning of conference, you will receive a bolo name tag. This bolo is to be worn at all times and assists us in building our community.

#### **Personal Electronics**

Radios, televisions, cell phones, E-Readers, iPods, video games, blow dryers, or curling irons are not needed during the conference. If you are traveling with any electronic devices they should be checked into Safekeeping during registration for the duration of the conference. You will be able to check them out for programming purposes. **Should a participant wear or have a personal music player on them they will be asked to return it to their cabin or safekeeping.**

#### **Pets**

Pets are not allowed on our site.

#### **Photographs**

The AYF will document the entirety of the conference program with photographs and videos to be used for a program slideshow. Many of these photographs could also be used for marketing, educational or grant reporting pursuits by the AYF. If you or your parents have any objections to AYF photographing you for publicity or promotional purposes, please make note on the Permission to Release Information Form.

#### **Remaining on Site**

You must remain on the site for the duration of the conference unless you are part of an authorized activity in the company of conference staff. **Failure to abide by this rule will result in dismissal from the conference.**

### **Safekeeping of Valuables**

For your own protection, check in items such as money, plane tickets, passports, car keys, cell phones, iPods, and jewelry upon your arrival at the conference or during registration. Your valuables will be locked and secured in safekeeping in the office. When you wish to make purchases or use items, you may retrieve such items from Safekeeping and then replace them in Safekeeping when you are finished using them. **AYF is not responsible for items left in cabins and common areas.**

### **Safety/Security**

You will be given a nametag bolo during registration. We ask that you wear these AT ALL TIMES to ensure that everyone on our site is a welcomed, invited individual. Please seek out a staff member if you see anyone without this item on their person.

### **Spending Money**

There is very little need for money while at NLC. Optional items that may be purchased during conference include such things as a class t-shirt (\$15-\$25). **Note:** Participants receiving AYF Transportation to and from conference should bring adequate funds to cover meal expenses during their travels.

### **Telephone Calls During Conference**

As already stated, we do not allow use of cell phones and other personal electronic devices during the conference. **We ask that all cell phones be turned into safekeeping at registration because they are a distraction and unnecessary during program.** However, if pre-arranged with parents/guardians and the AYF Staff, participants may call home. We ask that phone conversations be kept short and the number of calls is kept to a minimum.

### **Traveling To and From Camp**

Participants have several options available to them to arrive at Camp Miniwanca. They may drive their own car or ride with someone directly to camp; they may fly into Gerald R. Ford International Airport in Grand Rapids and be met by an AYF Van or Charter Bus which will transport them to camp; they may ride a commercial bus to the Greyhound Terminal in Grand Rapids and be met by an AYF Van or Charter Bus which will transport them to camp; or they can ride the Lake Express Ferry to Muskegon, Michigan and be met by an AYF Van or Charter Bus which will transport them to camp. For participants living in or around St. Louis, MO or Cleveland, OH there are official AYF charter buses that can be taken to and/or from Camp Miniwanca.

### **Visitors**

No visitors during the conference please. Because time is limited the conference experience needs all your attention.

### **What to Bring with You**

A clothing and equipment list is provided for you in this handbook. In addition, we welcome you to bring other things from your cultural and religious traditions, such as music or books, to be used in programming. The conference is filled with opportunities to share what is important to you. We encourage you to bring any items, games, stories or portable musical instruments so that you may showcase your talents.

### **What to Leave at Home**

**Fireworks, guns, rifles, knives, hatchets, etc. (Anything that could be used as a weapon) are not permitted on conference property and will be confiscated.** Possession of any of these items is grounds for immediate dismissal.

## PARTICIPANT HEALTH CARE

Excellent health care is a priority for our participants. At our facilities, we maintain a well-equipped health center staffed by certified health officers. A doctor is on call for consultation and emergencies. Hospital facilities are available nearby. Our Health Center staff follows the standards of the American Camping Association and the Michigan Department of Consumer and Industry Services.

The Chief Health Officer will contact parents/guardians in the event of any injury or illness requiring:

- a) Outside medical assistance
- b) Prescription medication
- c) Treatment for more than four days

**In order to provide the best care for each participant, it is imperative that the Health History Form contains accurate and current information on the participant's physical and mental health.**

### Prescription Drugs/Medication

Due to the cabin/community arrangements and in accordance with Michigan State Law, **all medications** MUST be held in the Health Center and be distributed by a health officer. Prescribed drugs and over-the-counter medications must be turned in at the time of registration to the health officer, who will administer them as prescribed or needed.

Please note:

- All medications must be in their original prescription bottle for AYF staff to be able to administer them.
- AYF Staff will distribute medications at meals and before bed unless otherwise noted on the health history documents.
- The AYF Health Center is stocked with over-the-counter medications; therefore, parents or participants do not need to send such medications as Tylenol, aspirin, Sudafed, etc.
- In the event that a participant needs a prescription for illness during the conference, arrangements will be made with the parent/guardian to secure payment for the prescription before departing from the conference.

### Participant Insurance

The Health History Form **must** contain family health plan information and **a copy of the family's insurance card (front and back) must be uploaded to the Campbrain registration platform.** If necessary, family insurance information will be given to the healthcare provider. Full payment is the responsibility of the participant and his/her family. If the family does not have insurance, the parent(s)/guardian(s) will be billed directly by the hospital or provider.

### Release Policy

In the event of an injury or illness during the conference requiring the departure of a participant, the Health Officer and/or Conference Director will contact the parent(s)/guardian(s) to obtain written permission and to make travel arrangements for departure from the site. Parent(s)/ guardian(s) are responsible for all travel costs. If a participant is released due to injury or illness, there will be a pro-rated refund.

State law requires that we **have in writing**, the name(s) of person(s) with whom a participant under the age of 18 may leave the conference site at the end of conference if they are departing by some means other than a commercial carrier or AYF Transportation. This permission must include the signature of a parent or guardian. (See Travel Form.)

## BEHAVIOR GUIDELINES

The National Leadership Conference will challenge you to be your best. The conference challenges you mentally, physically, socially and spiritually. In order for you to maximize this opportunity and to take advantage of everything the conference can give you, you are expected to be aware of and abide by the following guidelines for behavior in the conference community:

### 1) Full Participation

- a. Arrive on opening day and leave on the final day.
- b. Abide by the conference schedule. We expect participants to take part in all conference activities and to honor all scheduled sleep and quiet time periods. This means getting up with the morning bell, participating in the program, and being in bed at the specified time.
- c. Take opportunities to reach out to people you have not met yet. Our conference is stronger when we are brought together through multiple connections between all members of our community.
- d. Remain on grounds at all times, unless taking part in an authorized activity off the premises with conference staff.
- e. Be present in the conference community. We ask that cell phones, which can present a barrier to connecting and being present with the community around us, are kept away from conference activities, and recommend that they are stored in Conference safe keeping.

### 2) Respect for Others

- a. Respect other people's ideas, values, and behaviors even if different than your own. Prejudice has no place in our conference community. Please read our equity and inclusion statement below.
- b. Respect the property of other people.

### 3) Respect for the Environment and Conference Facilities

- a. Be sensitive to the fragile environment of the site. Please keep all foot and other traffic on designated trails and walkways.
- b. Leave the buildings and grounds in better shape than when you arrived.

### 4) Respect for the Health and Safety of Self and Others

- a. The possession and/or use of tobacco, alcoholic beverages, or illegal drugs are prohibited.
- b. Fireworks, guns, rifles, hatchets, knives, etc. that could be used as weapons are not allowed.
- c. Abide by safety standards provided by the staff. Your health and safety is our primary concern.
- d. Report any illness or injury immediately to conference staff.

### ***Equity and Inclusion Statement***

*The American Youth Foundation invites all people to be their own best selves, and we seek to create communities where no one should be excluded intentionally or otherwise because of who they are. We enthusiastically welcome staff and participants with diverse backgrounds, experiences and identities. AYF seeks to continually assess practices through a broad lens of cultural competency and is committed to taking action and changing for the betterment of all. We value each person's right to fully experience our programs free from prejudice and harassment based on race, ethnicity, gender identity and expression, sexual orientation, religious affiliation, or other aspects of their identity. We believe the diversity within our program communities enriches the learning for all, provided all feel safe to be their own best self.*

## DISMISSAL POLICY

The reasons for a participant's dismissal from conference generally fall into three categories:

- Behavior issues: Those behaviors that compromise the physical or emotional safety of self or others.
- Failure to abide by the Covenant.
- Unprepared physically, mentally, socially, or emotionally for the conference.

The dismissal process is outlined below:

- Though we attempt to provide positive intervention, to make sure a participant has the opportunity to change or respond to the issue(s), the AYF reserves the right to dismiss and remove a participant immediately from the conference.
- Expectations for conference behavior stem from the idea that a participant's actions, statements, and attitude should demonstrate respect for self, others, and the world around them. Our staff makes every effort to create an environment that helps participants understand and meet these expectations.
- If a participant's actions, statements, or attitudes negatively impact the community or if the participant is physically, mentally, socially, or emotionally unprepared for the conference program, AYF staff will intervene. The conference staff and/or conference director will meet with the participant to discuss the issue(s), outline more appropriate behaviors, and set goals.
- If the issue(s) continue to have an impact on the participant or conference community, parents/ guardians will be contacted. Conference staff will inform them of the situation and ask for any suggestions they may have to improve the behavior or address the issue. Parents/guardians will then have the opportunity to talk with their child about the situation. Parent/guardian involvement is often a key to helping a participant succeed at conference. Parents/guardians will assist in setting specific goals for behavior and outline consequences. Both the participant and his/her parents/guardians will be advised if dismissal is a possible consequence at this time.
- If the issue or inappropriate behavior continues, the participant will be dismissed. Parents/guardians will be contacted to make travel arrangements for their child's immediate departure from conference.  
**Parents/guardians are responsible for all travel costs should your child be dismissed.**
- The possession and/or use of tobacco, alcohol, illegal drugs, or dangerous weapons are grounds for immediate dismissal. In addition, any participant who behaves in such a manner that his/her own safety or the physical or emotional safety of others is jeopardized will be immediately dismissed from the conference.
- Due to the areas listed above, there is no refund for dismissal.



# SUGGESTED CLOTHING AND EQUIPMENT LIST

National Leadership Conference 2019

Reminder: If you are taking AYF transportation at any point during your travel to or from the conference you may bring only one suitcase or duffel bag plus your sleeping bag and a school-size backpack.

## CLOTHING – *Casual and Comfortable*

- 2 long sleeve shirts
- 8 t-shirts/tops
- 2 **white** t-shirts/casual tops (for class presentation)
- 1 long-sleeve heavy sweater/fleece
- 1 warm jacket
- 1 windbreaker
- 2 pairs of pants/jeans
- 3 pairs of shorts
- 1 set of pajamas (Remember you're sleeping in open-air cabins)
- 8 sets of underwear
- 8 pairs of socks
- 1 swimsuit
- 1 set of waterproof rain gear (poncho or rain jacket with rain pants)
- 1 pair of shower sandals
- 1 pair of sports sandals (**front and back straps required**)
- 2 pairs of sneakers/running shoes
- 1 hat for sun protection

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## EQUIPMENT

- 1 **warm** sleeping bag or sheets and blanket
- 1 pillow
- 1 flashlight/headlamp with extra batteries
- 1 bath towel
- 1 washcloth
- 1 shower towel
- Toiletry kit: toothbrush, toothpaste, body wash, shampoo, hairbrush, etc. (Keep it simple!)
- Insect repellent
- Sunblock
- Small backpack for carrying program materials
- 2 notebooks – one for leadership materials and notes; the other for use as journal (if you already keep a journal please bring it)
- 1 water bottle
- Watch or battery powered alarm clock

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## OPTIONAL

- Stationary and stamps
- Camera (we recommend disposable or inexpensive ones)
- Musical instrument
- Sports equipment
- Hobby materials
- Portable chair (e.g. crazy creek)
- Travel mug (for coffee/tea)

When traveling, please carry our phone number (231) 861-2262, so you can advise us if there is a change in travel plans



**National Leadership Conference  
TRAVEL INFORMATION  
2019**

## NOTES ON ARRIVALS

*Please locate your method of travel below and carefully read all requirements*

### **Charter Bus** *(from Cleveland and St. Louis)*

- **Charter bus arrivals to camp are for 1<sup>st</sup> and 2<sup>nd</sup> Year participants only.**
- AYF chartered buses are chaperoned by AYF staff.
- Upon arrival at the location listed above, participants should check in with AYF staff.
- Participants causing any damage at the pickup/drop off location or on while the bus will assume full responsibility for any related charges.
- There will be up to two stops for food along the trip. Participants should bring ample money to cover the cost of two meals at fast food restaurants.
- Luggage space requirements: Participants are allowed one (1) suitcase/duffel bag, one (1) small carry-on bag, a sleeping bag and pillow **ONLY**. Baggage storage on the buses is limited. No footlockers, please.

### **Plane** *(arriving to Grand Rapids, MI)*

- The Gerald R. Ford International Airport (GRR) in Grand Rapids, Michigan, is the only airport from which AYF will transport participants.
- Please call Miniwanca at 231-861-2262 if you experience ANY change to your submitted itinerary.
- Upon arrival at the airport, proceed to the baggage claim area, gather all of your baggage, and meet an AYF staff member in the baggage claim area.
- If you arrive at the airport by 12:30 PM, you will depart on a 1:00 PM shuttle.
- If you arrive at the airport between 12:30 PM and 4:00 PM, you will depart on a 4:30 PM shuttle.
- **NO FLIGHTS SHOULD BE SCHEDULED TO ARRIVE AT THE AIRPORT AFTER 4:00 PM The AYF cannot guarantee your transfer to Miniwanca if you schedule a flight to arrive at the airport after 4:00 PM**
- Should your flight be delayed due to unforeseen circumstances that are out of your control, AYF will still provide transportation to Miniwanca; however, if the delay requires you to arrive into Grand Rapids extremely late in the evening, it may become necessary for AYF to make arrangements on your behalf for an overnight stay in a local hotel at your expense. AYF will not expose participants or its drivers to the additional risk of transporting so late in the evening.
- Please contact your airline for any specific rules they have for travelers under the age of 16.

### **Car**

- If you are arriving by car, please arrive at Miniwanca no earlier than 1:30 PM and no later than 4:00 PM to provide ample time for registration. If you are under the age of 18, you must have written permission from your parent(s)/guardian(s) on file in order to travel to Miniwanca via car. If you transport anyone under the age of 18, they must also have written permission from their parent(s)/guardian(s) on file.
- Upon arrival, please park your car in the West Camp Parking Lot. There will be a staff member present to direct you to the parking lot and provide assistance with your luggage, which will be transported for you from the parking lot to your cabin.
- It is expected that you turn in your car keys at registration. You will not be allowed access to your car or use of your car for the duration of the program.
- If you are arriving at camp after 4:30 PM, please follow the signs to the West Camp Parking Lot. Once your car is parked, please walk and follow the signs to registration.

### **Ferry** *(arriving to Muskegon, MI)*

- The Lake Express is a car/passenger ferry that runs between Milwaukee, Wisconsin and Muskegon, Michigan.
- AYF Transportation will be available to meet **the 4:00 PM ferry arrival only.**
- You must book your trip directly with the Lake Express High-Speed Ferry at 1-866-914-1010.

- **Note:** please check the Ferry policies regarding minors as you will be responsible for providing your own chaperone if need be.

**Commercial Bus** (*arriving at Greyhound Terminal in Grand Rapids*)

- The Greyhound Bus Terminal in Grand Rapids is the only bus terminal from which AYF will transport participants.
- Please call Miniwanca at 231-861-2262 if you experience ANY change to your submitted itinerary.
- Upon arrival, gather your belongings. An AYF staff member will arrive at the bus station to pick you up shortly thereafter.
- If you arrive at the bus station by 12:00 PM, you will depart on a 1:00 PM shuttle.
- If you arrive at the bus station between 12:00 PM and 4:00 PM, you will depart on a 4:30 PM shuttle.
- AYF cannot guarantee your transfer to Miniwanca if you schedule an arrival to the bus station after 4:00 PM.

**Arrival Information – June 13<sup>th</sup>, 2019**  
3<sup>rd</sup> and 4<sup>th</sup> Year Participants Only

Arrival Method & Origination Location	AYF Pick Up Location	Travel Date	Time participant should arrive at pick up location	Time transportation is departing from pick up location	Cost
<p>Due to the nature of their leadership development curriculum, coupled with their responsibilities to the participant community, <b>all 3<sup>rd</sup> and 4<sup>th</sup>-year Participants should plan to arrive on Thursday, June 13<sup>th</sup>, 2019.</b></p>					
<b>Plane</b> <i>Grand Rapids</i>	Gerald R. Ford International Airport (GRR) Grand Rapids, MI	6/13/19	1 <sup>st</sup> Shuttle-12:30 PM 2 <sup>nd</sup> Shuttle-4:00 PM	1 <sup>st</sup> Shuttle-1:00 PM 2 <sup>nd</sup> Shuttle-4:30 PM	One-way: <b>\$55</b> Roundtrip: <b>\$100</b>
<b>Car</b> <i>Miniwanca</i>	n/a	6/13/19	Arrive at camp: 1:30-4:00 PM	n/a	n/a
<b>Ferry</b> <i>Muskegon</i>	Lake Express Muskegon Terminal 1918 Lakeshore Drive Muskegon, MI 49441 <b>Phone: 866-914-1010</b>	6/13/19	4:00 PM Ferry Arrival ONLY	4:15 PM	One-way: <b>\$35</b> Roundtrip: <b>\$60</b>
<b>Commercial Bus</b> <i>Grand Rapids</i>	Greyhound Bus Co. The Rapid Central Station 250 Grandville SW Grand Rapids, MI 49503	6/13/19	1 <sup>st</sup> Shuttle-12:30 PM 2 <sup>nd</sup> Shuttle-4:00 PM	1 <sup>st</sup> Shuttle-1:00 PM 2 <sup>nd</sup> Shuttle-4:30 PM	One-way: <b>\$55</b> Roundtrip: <b>\$100</b>

**Arrivals June 14, 2019**  
1<sup>st</sup> and 2<sup>nd</sup> Year Participants Only

<b>Arrival Method &amp; Origination Location</b>	<b>AYF Pick Up Location</b>	<b>Travel Date</b>	<b>Time participant should arrive at pick up location</b>	<b>Time transportation is departing from pick up location</b>	<b>Cost</b>
<b>Charter Bus</b> <i>Cleveland</i>	Lakewood High School 14100 Franklin Blvd Lakewood, OH 44107	6/14/19	6:00 AM	6:30 AM	One-way: <b>\$150</b> Roundtrip: <b>\$200</b>
<b>Charter Bus</b> <i>St. Louis</i>	St. Louis County Library- Headquarters 1640 S Lindbergh Blvd, St. Louis, MO 63131	6/14/19	5:30 AM	6:00 AM	One-way: <b>\$150</b> Roundtrip: <b>\$200</b>
<b>Plane</b> <i>Grand Rapids</i>	Gerald R. Ford International Airport (GRR) Grand Rapids, MI	6/14/19	1 <sup>st</sup> Shuttle-12:30 PM 2 <sup>nd</sup> Shuttle-4:00 PM	1 <sup>st</sup> Shuttle-1:00 PM 2 <sup>nd</sup> Shuttle-4:30 PM	One-way: <b>\$55</b> Roundtrip: <b>\$100</b>
<b>Car</b> <i>Miniwanca</i>	n/a	6/14/19	Arrive at camp: 1:30-4:00 PM	n/a	n/a
<b>Ferry</b> <i>Muskegon</i>	Lake Express Muskegon Terminal 1918 Lakeshore Drive Muskegon, MI 49441  <b>Phone:</b> 866-914-1010	6/14/19	4:00 PM Ferry Arrival ONLY	4:15 PM	One-way: <b>\$35</b> Roundtrip: <b>\$60</b>
<b>Commercial Bus</b> <i>Grand Rapids</i>	Greyhound Bus Co. The Rapid Central Station 250 Grandville SW Grand Rapids, MI 49503	6/14/19	1 <sup>st</sup> Shuttle-12:30 PM 2 <sup>nd</sup> Shuttle-4:00 PM	1 <sup>st</sup> Shuttle-1:00 PM 2 <sup>nd</sup> Shuttle-4:30 PM	One-way: <b>\$55</b> Roundtrip: <b>\$100</b>

## NOTES ON DEPARTURES

*Please locate your method of travel below and carefully read all requirements*

### **Charter Bus** (to Cleveland, St. Louis)

- Charter Bus departures are open to all participants.
- AYF chartered buses are chaperoned by AYF staff.
- Participants causing any damage at the pickup/drop off location or while on the bus will assume full responsibility for any related charges.
- There will be up to two stops for food along the trip. Participants should bring ample money to cover the cost of two meals at fast food restaurants.
- Chartered buses will leave soon after they are loaded, around 10:30 AM from Miniwanca.

### **Plane** (departing from Grand Rapids, MI)

- The Gerald R. Ford International Airport (GRR) in Grand Rapids, Michigan, is the only airport to which AYF will transport participants.
- AYF Transportation will leave soon after they are loaded, around 10:30 AM from Miniwanca. In order to account for any traffic delays or other unforeseen circumstances, AYF plans to arrive at the airport at 12:30 PM **We cannot guarantee on-time arrival for any flight departing the airport before 2:00 PM**
- Flights should depart from Grand Rapids no earlier than 2:00 PM
- Please contact your airline for any specific rules they have for travelers under the age of 16.

### **Car**

- If you are departing by car, please plan to depart from Miniwanca no earlier than 10:00 AM and no later than 11:00 AM AYF staff are on a tight timeline to close the program and depart as well and **will not be able to supervise participants after 11:00 AM**
- You will be able to retrieve your car keys from the Main office after breakfast on the last day.
- If you are under the age of 18, you must have written permission from your parent(s)/guardian(s) on file in order to depart from Miniwanca via car. If you plan to transport anyone under the age of 18, they must also have written permission from their parent(s)/guardian(s) on file. NO EXCEPTIONS.

### **Ferry** (departing from Muskegon, MI)

- The Lake Express is a car/passenger ferry that runs between Milwaukee, Wisconsin and Muskegon, Michigan.
- AYF Transportation will drop off participants in time to depart on the **10:15 AM ferry only**. Please do not schedule any other ferry trip unless you can provide your own transportation from Miniwanca.
- If you chose this option, you will have to leave the conference *before* the Closing Assembly. If staying for the Closing Assembly is important to you, please find a different method of transportation.
- You must book your trip directly with the Lake Express High-Speed Ferry at 1-866-914-1010.
- **Note:** please check the Ferry policies regarding minors as you will be responsible for providing your own chaperone if need be.

### **Commercial Bus** (departing from Greyhound Terminal in Grand Rapids)

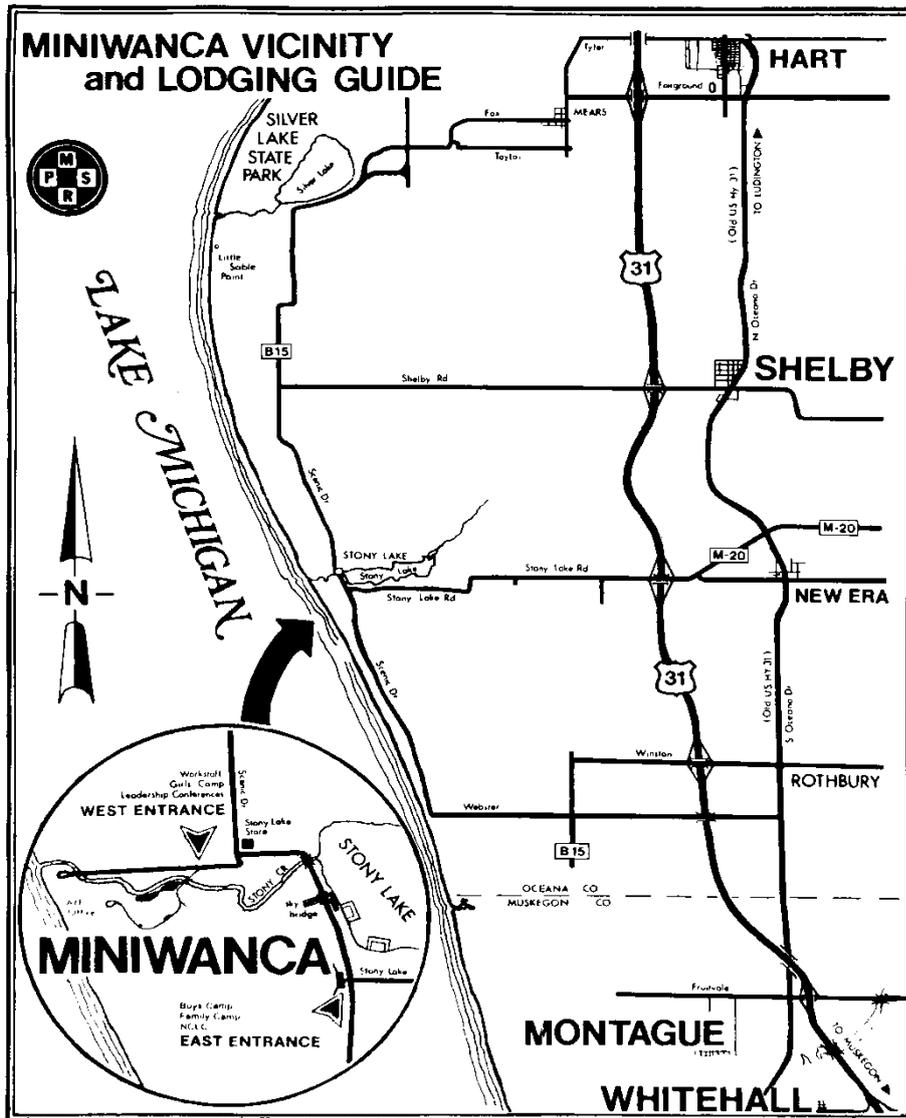
- The Greyhound Bus Terminal in Grand Rapids is the only bus terminal to which AYF will transport participants.
- AYF Transportation will leave soon after they are loaded, around 10:30 AM, from Miniwanca. In order to account for any traffic delays or other unforeseen circumstances, AYF plans to arrive at the bus terminal at 1:45 PM We cannot guarantee on-time arrival for any bus departing the terminal before 2:30 PM
- Bus itineraries should depart from Grand Rapids no earlier than 2:30 PM

## Departure Information – June 21<sup>st</sup>, 2019

### ALL Participants

Departure Method & Destination	Location where AYF will drop off participants	Travel Date	Arrival Time at Drop Off Location	Notes	Cost
<b>Charter Bus</b> <i>Cleveland</i>	Lakewood High School 14100 Franklin Blvd Lakewood, OH 44107	6/21/19	6:00-7:00 PM	n/a	One-way: <b>\$150</b> Roundtrip: <b>\$200</b>
<b>Charter Bus</b> <i>St. Louis</i>	St. Louis County Library- Headquarters 1640 S Lindbergh Blvd, St. Louis, MO 63131	6/21/19	6:00-7:00 PM	n/a	One-way: <b>\$150</b> Roundtrip: <b>\$200</b>
<b>Plane</b> <i>Grand Rapids</i>	Gerald R. Ford International Airport Grand Rapids, MI	6/21/19	<b>Plane departures should be scheduled AFTER 2:00 PM EST</b> <i>(AYF Transportation will arrive at the airport around 12:30 PM)</i>		One-way: <b>\$55</b> Roundtrip: <b>\$100</b>
<b>Car</b> <i>Miniwanca</i>	n/a	6/21/19	Depart from camp 10:30 AM	<i>All participants must vacate campus by 11:00 AM</i>	n/a
<b>Ferry</b> <i>Muskegon</i>	Lake Express Muskegon Terminal 1918 Lakeshore Drive Muskegon, MI 49441 <b>Phone:</b> 866-914-1010	6/21/19	10:15 AM Ferry Departure ONLY	n/a	One-way: <b>\$35</b> Roundtrip: <b>\$60</b>
<b>Commercial Bus</b> <i>Grand Rapids</i>	Greyhound Bus Co. The Rapid Central Station 250 Grandville SW Grand Rapids, MI 49503	6/21/19	<b>Commercial Bus departures should be scheduled AFTER 2:30 PM EST</b> <i>(AYF Transportation will arrive at the station around 1:45 PM)</i>		One-way: <b>\$55</b> Roundtrip: <b>\$100</b>

## MAP OF MINIWANCA AND VICINITY



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### Travel by automobile to AYF/Miniwanca:

1. Take US 31 to the New Era exit.
  - a. From the south, go north from Muskegon about 35 miles and take the New Era exit. Turn left (west) onto Stony Lake Road.
  - b. From the north, go south from Ludington about 35 miles and take the New Era exit. Turn right (west) onto Stony Lake Road.
  
2. From the New Era exit, heading west on Stony Lake Road, go approximately 5 ½ miles west to Scenic Drive and turn right (there is a stop sign here). Follow Scenic Drive about ½ mile along Stony Lake until you come to a T in the road. On the right corner is the Stony Lake Store; on the left corner is a park with a baseball diamond. Turn left at the T and follow the road around the curve to the right. Go past the Miniwanca sign with the stone base to the second driveway on the left with the West Camp sign over the entrance. Make a left into the drive and proceed across the bridge. Someone will be at the bridge to direct you.

## GUIDE TO LODGING in the vicinity of Miniwanca

For the information of AYF/Miniwanca families and friends, we list the housing facilities available near Miniwanca, so that any inquiries and arrangements may be made directly with them.

### SILVER LAKE (10 miles north of camp)

Silver Sands	8446 W. Hazel	Mears, MI 49436	231/873-3769
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### HART (15 miles northeast of camp) PENTWATER (20 miles northwest of camp)

Budget Host	4143 Polk Road	Hart, MI 49420	231-873-1855
Candlewyck House	436 E. Lowell Street	Pentwater, MI 49449	231/869-5967
Comfort Inn	2248 N. Comfort	Hart, MI 49420	231/873-3456
Gateway Motel	3781 N. Oceana Dr.	Hart, MI 49420	231/873-2125
Hart Motel	715 State Street	Hart, MI 49420	231/873-2151
Pentwater Abbey	85 W. First Street	Pentwater, MI 49449	231/869-4094
Pentwater Inn	180 E. Lowell Street	Pentwater, MI 49449	231/869-5909
Rooms at the Inn	515 State Street	Hart, MI 49420	231/873-2448

### WHITEHALL AND MONTAGUE (20 miles southeast of camp)

Glaser's Glenn	6900 Hill Street	Whitehall, MI 49461	231/894-6657
Lake Land Motel	1002 East Colby Street	Whitehall, MI 49461	231/894-5644
Michillinda Lodge	5207 N. Scenic Drive	Whitehall, MI 49461	231/893-1895
Montgomery Inn	10233 N. US 31	Montague, MI 49437	231/894-4339
Ramada Inn of Whitehall	U.S. 31 at Whitehall/Montague	Whitehall, MI 49461	231/893-3030
Super 8 Motel	3380 Colby Street	Whitehall, MI 49461	231/894-4848
Weathervane Inn	4527 Dowling Street	Montague, MI 49437	231/893-8931
White Swan Inn (B&B)	303 S. Mears	Whitehall, MI 49461	888/948-7926

### MUSKEGON (35 miles south of camp)

Alpine Motel	4262 Airline Road	Muskegon, MI 49444	231/733-1323
Bel-Aire Motel	4240 Airline Road	Muskegon, MI 49444	231/733-2196
Best Western Park Plaza	2967 Henry Street	Muskegon, MI 49441	231/733-2651
Comfort Inn	1675 E. Sherman	Muskegon, MI 49440	231/739-9092
Days Inn	3450 Hoyt Street	Muskegon, MI 49441	231/733-2601
Pines Motel	1507 Whitehall Street	Muskegon, MI 49445	231/744-3640
Seaway Motel	631 W. Norton Street	Muskegon, MI 49441	231/733-1220
Snug Harbor Motel	3492 Memorial Drive	Muskegon, MI 49445	231/744-3440
Super 8 Motel	3380 Hoyt Street	Muskegon, MI 49444	231/733-0088

### LUDINGTON (35 miles north of camp)

Days Inn	5095 W. US 10	Ludington, MI 49431	800/329-7466
Four Seasons Lodge	717 E. Ludington	Ludington, MI 49431	231/843-3448
Holiday Inn Express	5323 W US 10	Ludington, MI 49431	231/845-7004
Ramada Inn	4079 W US 10	Ludington, MI 49431	231/845-7311
Super 8 Motel	5005 W US 10	Ludington, MI 49431	231-843-2140

### CAMPGROUNDS

Claybanks Township	6125 W. Stony Lake Road	New Era, MI 49455	231/861-5957
Hideaway	9671 W. Silver Lake Road	Mears, MI 49436	231/873-4428
Jellystone Park	8239 W. Hazel Road	Mears, MI 49436	231/873-4502
Silver Lake State Park	W. Hazel Road	Mears, MI 49436	231/873-3083
Silver City II	1786 N 34 <sup>th</sup> Street	Mears, MI 49436	231/873-7199
Stony Haven	8079 W. Stony Lake	New Era, MI 49446	231/861-520

# Notes

# Notes



**American Youth Foundation Miniwanca**

8845 West Garfield Road  
Shelby, MI 49455

(p) 231-861-2262 (f) 231-861-5244

[www.ayf.com](http://www.ayf.com)