



# **The Leadership Academy for Girls**

## Parent-Participant Manual

2009



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

# Table of Contents

<b>About Us</b> .....	3
Leadership Academy .....	3
Mission .....	4
Staff .....	4
<b>Things You Should Know</b> .....	6
McFarlane Resident Hall .....	6
Drop Off and Pick Up .....	6
Meals .....	7
Cell Phone Policy .....	7
Spending Money .....	7
<b>Things to Bring to Campus</b> .....	8
<b>Things NOT to Bring to Campus</b> .....	9
<b>Rules and Procedures</b> .....	10
General Courtesy .....	10
Curfew .....	10
Participant Responsibility .....	10
Damage to Room and/or Public Areas .....	11
Campus Housing Regulations .....	11
Smoking/Tobacco Products .....	12
Visitors .....	12
<b>Safety and Emergencies</b> .....	13
Emergencies .....	13
Fire Drills .....	14
Medications .....	14
Safety Procedures .....	14



# ABOUT US

## LEADERSHIP ACADEMY

*An on-campus residential experience for teen girls, ages 12-15  
July 19-25, 2009*

### **Discover** yourself

*Leadership isn't always about being the boss or giving speeches. Leadership starts with understanding who you are, what you have to offer and how you can be most effective. Our program begins with an assessment of each individual's personality style and an understanding of how different personalities can work together to achieve great things.*

### **Develop** your dreams

*Self-awareness is the first step in building self-confidence -- the power to turn dreams into reality. Our combination of teambuilding exercises, classroom workshops and recreational activities will help create focus so you can develop a personal leadership style.*

### **Explore** new worlds of opportunity

*Your life, your world, your future. Whatever mountains you want to climb, when you come to a college campus, you get the gear, you meet a guide and you find your paths.*

### **Connect** with the college experience

*Living in a college residence hall, eating in campus dining halls and restaurants, exploring a new place that can take you anywhere...how much FUN do you think that might be...just ask us!*

All of our programs meet or exceed rigorous inspection standards administered by the New York State Department of Health. The counselor to participant ratio is maintained at a 1:8 minimum at all times. Counselors and interns receive extensive orientations and training on the supervision of minor children, as well as advanced training in First Aid Responding to Emergencies and CPR for the Professional Rescuer. The safety, security and general well being of our young visitors is our number one priority, followed closely by number two: having fun in an awesome, inspiring experience that will be remembered and valued for years to come.

Participants stay in modern residence halls and have access to most of the facilities, services and amenities offered on a college campus, including our award winning Dining Services—rated #1 in the State University system for the past 15 years.



## MISSION

Summer Camps and Conferences is administered by Brockport Auxiliary Service Corporation, a 501c3 not for profit organization, whose mission is to foster student success, enhance the quality of campus life and support the strategic initiatives of the College .

Summer Camps and Conferences' mission is to promote life-long learning by providing unique educational opportunities and new recreational experiences to individuals and groups of all ages and backgrounds. We value the strength of a diverse environment and seek to build character and commitment in our students today, while challenging and engaging our campus community to develop the leaders of tomorrow.

## STAFF

**Chaley Swift** is an Assistant Director with Brockport Auxiliary Service Corporation, on the campus of the College at Brockport and is the primary liaison in charge of all Summer Camps and Conferences at the College. She has been involved in leadership roles since high school and understands the importance of developing these skills at a young age. Ms. Swift was the president of her high school band, and the vice-president of her sorority in College.

Since coming to The College at Brockport twelve years ago, she has introduced thousands of young people to the campus experience, working closely with organizations such as, the Hugh O'Brian Youth Leadership program, Empire Girls State, the New York State Summer School of the Arts, and many more. Additionally, Chaley has served on numerous campus-wide committees and has learned what it takes to work with a diverse population. She is excited about working with young people and helping them realize their potential in preparation for college and beyond—and honored to be chosen to lead our Leadership Academy.

**Lauren Davis** is from Syracuse, New York. She is a junior at The College at Brockport, majoring in Organizational Communications. She minors in Brockport's Recreation and Leisure Studies program and plans to attend graduate school prior to pursuing a career in Organizational Programming and Event Management. Currently, she is a student manager and program director coordinator with Brockport Auxiliary Service Corporation.

Lauren considers the Leadership Academy a wonderful opportunity and has learned the value of leadership through personal involvement in a number of programs. She held various leadership positions in high school, participating in several sports and activities and served as president of her senior class. Additionally, she has worked part time throughout high school and college in a number of positions and as an intern in Senator Hillary Clinton's office. Ms. Davis has gained experience as a mentor for girls, as a member of the Delta Academy and as a



volunteer for the Big Brother, Big Sister program. She is a recipient of the Academic Achievement Award in Business Law and the Syracuse University Book Award.

***Tiffany Collazo*** is from Brooklyn, New York, and will graduate from the College at Brockport this May with a degree in Communications. She intends to pursue a career in Event Planning and Management.

As an undergraduate, Ms. Collazo minored in Recreation and Leisure Studies and acquired a strong interest in leadership programming. She has served as a programming coordinator on campus for the Association of Latin American Students, where she created workshops in team-building and leadership, as well as social and recreational activities. Tiffany has extensive volunteer experience with the Sweden/Clarkson Recreation Center and the YWCA.

She brings a wealth of experience and enthusiasm to her role as program director for the Leadership Academy. When she heard about the opportunity, she was the first to apply and said, “This is exactly what I want to do!” That is exactly the kind of person we wanted and we are thrilled to have her on our team.



# Things You Should Know

## MCFARLANE RESIDENT HALL

All Leadership Academy participants will be assigned to a guestroom in McFarlane Hall. The following are rules that participants need to be familiar with:

- ☆ Leadership Academy participants are not allowed on other floors in the building at any time unless accompanied by a counselor, nor are other guests allowed in the Leadership Academy wings.
- ☆ College student/staff housing is off-limits to Leadership Academy girls at all times.
- ☆ Living in a “residence hall” means living in a community where respect, courtesy, and understanding are the rules.
- ☆ General rules of courtesy and consideration mandate that you enter the room of another person only after having knocked and been invited in.
- ☆ Radio speakers may never be placed toward the windows in the room.
- ☆ There should be no excessive noise in the Resident Hall at any time.
- ☆ Participants are allowed to use the vending machines, but only during free time.

## DROP OFF AND PICK UP

**Drop Off:** All parents/guardians must sign in their child when they are dropped off for camp.

**Pick Up:** All parents/guardians must sign out their child when departing from camp.

**Authorization:** Only those listed on your **Authorized Escort Form** will be allowed to pick up your child. Please explain to any individual whom you have listed as being authorized to pick up your child that he or she **MUST** present a valid Driver's when picking up your child, this includes parents/legal guardians. If the individual says he/she has left their I.D. in the car they will be asked to go get their I.D.

If a person other than those listed on this form is to pick up your child, a phone call will be made to either you or your alternatives for verification. Additionally, we **MUST** have written notice from you giving permission to allow another individual to pick up your child.



If an individual arrives to pick up your child and their name is not on your list, they have no identification, or cannot be verified, we will NOT release your child to them.

To some this may seem harsh; however, it is our responsibility to keep your child safe. If at any time, someone (other than staff) requests to visit with a participant, that individual will be asked for identification. If that person is someone other than the parent or legal guardian of that participant, a Counselor or Staff member will remain in the area for your child's safety.

## **MEALS**

We feel that it is important for participants to eat every meal. Counselors will check attendance at each meal. All meals will be provided by Dining Services at The College at Brockport. At meals, food and drink are to be consumed in the dining room only. If you have special dietary needs or any food restrictions please inform the Camp Medical Director and be sure to clearly state those restrictions on the **Medical Form**.

## **CELL PHONE POLICY**

Participants are allowed to bring cell phones to the Leadership Academy. However, girls will be required to keep their cell phone off during camp activities. Phones may be used during any free time given during the program. Cell phones are not required and thus are the responsibility of the child. The Leadership Academy, Brockport Auxiliary Service Corporation, and The College at Brockport are not responsible for the loss, damage, or theft of any cell phone during the program.

## **SPENDING MONEY**

We recommend that participants bring some spending money for purchases in the vending machines, on the walking field trip, or the college bookstore. All cash will be collected at time of Registration to ensure its safety. Participant's spending money will be placed in an envelope with their name and the amount deposited on it. Participants may withdraw/deposit any amount of money into/out of their "account" at any time during the camp session. The Leadership Academy is not responsible for any money once it has been taken out the participant's "account".



# Things to Bring to Campus

- |   |  |
|---|--|
| <input type="checkbox"/> Alarm Clock                        | <input type="checkbox"/> Shampoo           |
| <input type="checkbox"/> Bed Linen                          | <input type="checkbox"/> Shirts            |
| <input type="checkbox"/> Bug repellent                      | <input type="checkbox"/> Shorts            |
| <input type="checkbox"/> Coat (seasonally appropriate)      | <input type="checkbox"/> Sneakers (2 pair) |
| <input type="checkbox"/> Conditioner                        | <input type="checkbox"/> Soap              |
| <input type="checkbox"/> Deodorant                          | <input type="checkbox"/> Socks             |
| <input type="checkbox"/> Fan                                | <input type="checkbox"/> Spending Money    |
| <input type="checkbox"/> Formal Outfit for Etiquette Dinner | <input type="checkbox"/> Sunscreen         |
| <input type="checkbox"/> Hair Brush/ Comb                   | <input type="checkbox"/> Sweatpants        |
| <input type="checkbox"/> Hair Spray                         | <input type="checkbox"/> Sweatshirts       |
| <input type="checkbox"/> Hairdryer                          | <input type="checkbox"/> Swimsuit          |
| <input type="checkbox"/> Jeans                              | <input type="checkbox"/> Toothbrush        |
| <input type="checkbox"/> Pajamas                            | <input type="checkbox"/> Toothpaste        |
| <input type="checkbox"/> Reading Book                       | <input type="checkbox"/> Umbrella          |
|   | <input type="checkbox"/> Underwear         |



# Things NOT to Bring to Campus

The Leadership Academy for Girls, Brockport Auxiliary Service Corporation, and The College at Brockport will not be held responsible for any damage, loss or theft of any personal belongings.

- ☆ Candles
- ☆ Cigarettes
- ☆ Drugs /Alcohol
- ☆ Electronic Games
- ☆ Jewelry of any value
- ☆ Lap-top Computers
- ☆ Large Sums of Money
- ☆ Mini-TV's
- ☆ Mini Fridge
- ☆ Pets
- ☆ Skateboards or Rollerblades
- ☆ Weapons



# Rules and Procedures

## GENERAL COURTESY

The Leadership Academy does not tolerate the harmful and dangerous behaviors of cheating, stealing, and physical or mental harassment among its participants. There will be consequences for such behavior. Additionally, profanity will not be tolerated during the leadership program.

## CURFEW

Because wake-up time throughout the program will be no later than 8:00 am, we are concerned that anyone not getting enough sleep will be tired and unable to participate fully. The only extension to these curfews will be when the group is involved in a scheduled, chaperoned activity.

Sunday through Wednesday nights: Participants must be in their assigned rooms by 10:00 PM. **Lights out will be at: 10:30 pm.**

Thursday and Friday nights: Participants will have an extended curfew to be determined by Camp Staff.

## PARTICIPANT RESPONSIBILITY

Housekeeping services will be provided for care of floors, bathrooms, corridors and stairways during the girls stay in McFarlane Hall. Please clean up after yourself once you have used the facilities. Participants are expected to keep their rooms clean and their possessions in good order. Room inspections may be made periodically at unannounced times and on dates selected by the camp staff.

The Leadership Academy is not liable for the loss of, or damage to, personal property. All keys are the property of McFarlane Hall and BASC. Duplicate keys are not to be made for any reason. All keys must be returned to your counselor at the end of the session. (Replacement keys are \$25.00 each: if you lose your key, you must pay this amount.)

Prohibited possessions include: air conditioners, televisions, cooking appliances, heavy electrical appliances, pets of any kind, firearms, ammunition, firecrackers or similar explosives (including smoke bombs), alcohol and drugs of any kind.

**VIOLATION OF THESE RULES COULD RESULT IN EXPULSION**



## FROM THE LEADERSHIP ACADEMY

### DAMAGE TO ROOM AND/OR PUBLIC AREAS

Participants are responsible for the general condition of the premises assigned to them, including damages, defacement and general order. A staff member will complete room inspections at time of check-in and checkout. Both the room occupant and the staff member will sign the inspection sheets. The staff of The Leadership Academy and the Brockport Auxiliary Service Corporation will assess charges for damage and defacement. You will be billed for any necessary repairs.

Occupants of McFarlane Hall are responsible for damages, which may occur in their respective rooms. When damage occurs in any area of McFarlane Hall, that damage must be reported to one of The Leadership Academy resident staff, who will in turn report directly to the Camp Director. All damage reports will be recorded by The Leadership Academy.

### CAMPUS HOUSING REGULATIONS

Due to fire regulations, no occupant or visitor will be permitted to collect or assemble any amount of flammable material which would constitute a fire hazard, anywhere within the resident hall area; nor will any occupant or visitor be allowed to kindle any type of fire. Candles are considered open flames and are prohibited.

Any participant who falsely pulls the fire alarm or causes a fire alarm to be set off in any manner, will be subject to prosecution and/or expulsion from the Leadership Academy.

Tampering with fire extinguishers is a serious offense, and may result in expulsion from The Leadership Academy.

Rooms and doors may be decorated in any manner that is not destructive to the property or bothersome to other residents and guests. DO NOT attach nails, tacks, contact paper, glue or tape to walls.

- ☆ All room furnishings must remain in their assigned places and may not be moved for any purpose.
- ☆ Furnishings assigned to other areas of McFarlane Hall may not be moved into the rooms.
- ☆ All furniture must remain assembled.

The volume of radios must not disturb other residents. A conversational tone must be maintained in all areas of the campus housing facility. Radios are not permitted in the lobby or lounge areas.



## **SMOKING/TOBACCO PRODUCTS**

The College has banned smoking in all of the public buildings. Medical evidence continues to show that smoking endangers the lives of both smokers and those in the vicinity. Smoking will not be allowed at any group activities, on or off campus. The use of other forms of tobacco (smokeless) is prohibited as well.

## **VISITORS**

Visitors during camp hours can be disruptive to the program in progress. We ask that you please refrain from visiting the camp, except when necessary. We also ask that if a visit is required that you please call ahead (a day before would be preferable), so that arrangements can be made to have your child available.



# Safety and Emergencies

## EMERGENCIES

Participants should contact their counselor for assistance. If parents or guardians need to contact their child or a camp staff member in an emergency the following numbers will be useful:

Name	Location	Phone / Pager Number
University Police Non-emergencies	SUNY Brockport Lathrop Hall	
University Police Emergencies Only	SUNY Brockport Lathrop Hall	
_____ Center Staff	Reception Desk M - F 8am-4pm	
_____ Camp Director	Programming Office	
Camp Staff:	Programming Office	
_____ Medical Director	Programming Office	



## **FIRE DRILLS**

According to the New York State Department of Health, a fire drill must occur within 48 hours of the beginning of each camp session. This is to ensure that participants can reach safety during a real fire. Camp staff will explain the procedure for the drill, and then perform a drill.

If a participant should falsely pull a fire alarm, she may be subject to fines and prosecution. In addition, her parents will be immediately notified and the participant will be dismissed from The Leadership Academy.

## **MEDICATIONS**

All medications including, over-the-counter drugs (OTC's), prescription medications, and vitamins must be turned into the Medical Director upon registration at camp.

Due to New York State Health Department regulations, all medications must be in their original containers (ex. Pills, cough syrups, vitamins, aspirin, inhalers, etc.)

## **SAFETY PROCEDURES**

Should your child be involved in an accident or become ill while at camp, we will follow the procedures listed below:

If the participant does not require immediate medical attention:

1. First Aid will be administered by the Medical Director or another qualified staff person.
2. The incident will be recorded by the Medical Director.
3. A call may be placed to the parent.

If the participant requires immediate medical attention:

1. A call will be placed to University Police.
2. The participant will be transported to the hospital.
3. The parent and/or family physician will be contacted.

All Leadership Academy staff are Red Cross trained and certified in Responding to Emergencies (first aid) and CPR for the Professional Rescuer. We will administer first aid and CPR in any accident or illness situation that may occur. Although accidents can occur at camp, we at The Leadership Academy will take every precaution to prevent incidents from occurring.

