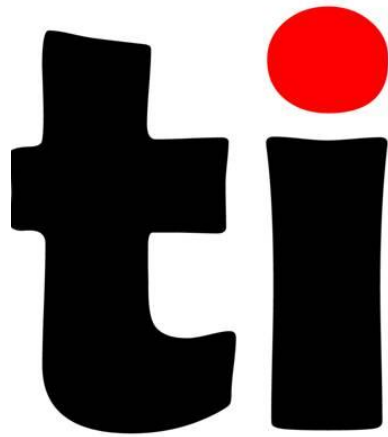


2010 PARENT HANDBOOK



lindsey
meyer
teen
institute

Everything You Need to Know About Sending Your Son or Daughter to the Summer Leadership Conference

The Lindsey Meyer Teen Institute
19 Franklin Place
Suite 103
Rutherford, NJ 07070
(201) 696-0368 p
(201) 298-1618 f
www.lmteeninstitute.org
info@lmteeninstitute.org



→→→IMPORTANT INFORMATION←←←

CONFERENCE LOCATION:

YMCA CAMP RALPH S. MASON
23 Birch Ridge Rd. Hardwick, NJ 07825
Phone: (908) 362-8217
Fax: (908) 362-5767
www.campmason.org

**EMERGENCY 24-HOUR CAMP CONTACT NUMBER:
(908) 362-8245**

STAFF CONTACT INFORMATION:

Director: Jamie Sierfeld jamie@lmteeninstitute.org
Director, Conferences & Events: Sean O’Beirne sean@lmteeninstitute.org

SUMMER LEADERSHIP CONFERENCE DATES:

Sunday, August 22 (Staff Training)
Monday, August 23 – Friday, August 27

OFFICE LOCATION:

19 Franklin Place, Ste. 103
Rutherford, NJ 07070
Phone: (201) 696-0368
Fax: (201) 298-1618
www.lmteeninstitute.org

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Welcome to the Lindsey Meyer Teen Institute!

The Lindsey Meyer Teen Institute is a program of the Lindsey Meyer Memorial Foundation, a non-profit 501(c)(3) organization. We are dedicated to providing young people with opportunities to become strong leaders. At LMTI, we firmly believe that middle and high school students are not the leaders of tomorrow, but rather they are the leaders of today. New Jersey students know best what challenges exist in their schools and communities; they are the ones who walk through the hallways and down the streets each day. Accordingly, they must be the ones to create change.

Through LMTI, students learn to look at challenges not as roadblocks to be feared or ignored, but as opportunities to be embraced and overcome. Furthermore, students are given the chance to work in a climate that puts them in control with adults there as guides and advocates for their vision. Students leave LMTI programs with a sense of confidence, purpose, and motivation that continues on throughout the school year and also throughout their lives.

Our Mission:

“Our mission is to reduce the frequency of teenage alcohol, tobacco, and other drug use by guiding students to realize their leadership potential, learn new skills, and to become empowered to create change in their schools and communities.”

Our History:

Teen Institutes are comprehensive programs designed to train, mobilize and empower youth to prevent the illegal use of alcohol, tobacco and other drugs and self-destructive behaviors in themselves and their peers. Teen Institutes emphasize peer leadership and positive life skills development. There are Teen Institute programs for middle school and high school age youth, and the model also has been applied to elementary and college aged youth.

Teen Institutes have been in the United States since 1965, and in New Jersey since 1986. In 1986, TI's first pilot program was launched at Camp Mason for 60 high school students. The program quickly gained momentum and since that initial year, thousands of high school students have participated in the Teen Institute. LMTI is currently New Jersey's largest Teen Institute program. In 2005, TI underwent a major structural change when it became a program of the Lindsey Meyer Memorial Foundation, which was formed in 2001 to honor the memory of Lindsey Rose Meyer.

Lindsey Meyer was a Teen Institute participant in 1998, and a youth staff member in 1999 and 2000. A student at St. Mary High School in Rutherford, NJ, Lindsey was also the President of her school's prevention group. Lindsey lived each day with the debilitating disease Cystic Fibrosis, which greatly affects the respiratory and digestive systems of the body. Lindsey never allowed her illness to stand in the way of what she wanted to achieve. In addition to her work with Teen Institute, Lindsey was well known for leading support groups during her numerous hospital stays, helping younger patients cope with their illness and learn from Lindsey's experiences.

On February 8, 2001, Lindsey lost her long and fiercely fought battle with Cystic Fibrosis. In her life, Lindsey gave tirelessly to others and reminded everyone to look at life as a challenge to be embraced, not feared. Lindsey embodied the spirit of Teen Institute and laughingly taught others to not only take from life, but to also give back as much as possible. We are honored to carry on Lindsey's messages of strength, hope, passion, and laughter through LMTI.

Summer Leadership Conference: What to Expect

Each year, LMTI works with hundreds of students through various trainings and conferences. The Summer Leadership Conference is the cornerstone of the LMTI experience and we are excited that your son or daughter will be taking part in this unique opportunity.

The LMTI kicks off with a five-day Summer Leadership Conference at Camp Ralph Mason in beautiful Hardwick, NJ. The program, however, is a 10 month commitment for participants & advisors, as well as the LMTI staff. The goal of the Summer Leadership Conference is to provide "Action Groups" (3-20 students from the same school/community) with the tools and knowledge necessary to develop and successfully implement peer-focused prevention strategies to reduce risk factors identified by the Center for Substance Abuse Prevention (CSAP). The LMTI staff will work closely with participants throughout the school year to provide support as needed. In addition, several supplemental events, such as a statewide Reunion, a statewide Lock In, and networking meetings give participants the opportunity to stay motivated throughout the school year.

Here are descriptions of just some of the activities that LMTI participants will enjoy:

Action Planning Sessions

- ➡ At least once a day, participants will meet with the students from their own school/community to develop a prevention plan to implement back home. Students will have the chance to candidly identify risk and protective factors in their school/community.

Challenge Course

- ➡ One of the teambuilding highlights of the LMTI is participation in an ASE (Action Socialization Experience) low ropes challenge course. This unique experience will help foster group cohesion and individual self discovery amongst each Action Group.

Free Time & Other Activities

- ➡ Each day of the conference is packed with activities designed to facilitate personal growth and information gathering; but there is also time, just about each day, to relax, swim, play games, and participate in both structured and unstructured fun activities.

Keynote Presenters

- ➡ LMTI keynote presenters have been carefully selected to insure the highest levels of quality, creativity, and effectiveness. Participants will have the opportunity to see and interact with national as well as local presenters who are known for their unconventional and non-traditional presentation styles. Don't expect any lectures – get ready for dynamic and enthusiastic comedians, musicians, and actors who address topics such as leadership, diversity, self-esteem, and alcohol, tobacco, and other drugs.

Networking

- ➡ Student leaders at LMTI are given the chance to meet and learn from other prevention leaders throughout the state. Participants can share ideas for prevention programming in an exciting and energized environment.

Small Group Discussions

- ➡ All LMTI participants will be randomly placed into small group discussion groups called "Process Groups". This enables student leaders to meet new people and to openly discuss topics that are presented during the course of the LMTI week. These discussions are facilitated by adult volunteers

and/or trained college staff and are designed to build skills, friendships, and self-esteem while encouraging networking among youth from diverse backgrounds and other areas of the state.

Workshops

- ➔ Workshop sessions have been carefully developed to introduce advisors and participants to additional skills and resources to enhance their current prevention efforts. Many of these workshops feature evidence-based curriculums and programs. Participants and advisors gain access to all materials needed to utilize these programs in their schools and communities. Participants leave these experiential workshops with increased knowledge as well as tools to utilize in their Action Groups.

Staff:

LMTI has both full time and part time staff members that prepare and implement the Summer Leadership Conference annually. We also are happy to welcome adult Action Group Advisors, adult volunteers, college age staff, and youth staff as part of our team. All staff members participate in training sessions prior to working with students. College and youth staff members undergo an intensive application, selection, and training process to prepare them for their unique roles. LMTI also contracts with two registered nurses who remain on grounds and accessible 24-hours a day to all participants. In addition to the LMTI staff, we also consider Camp Mason staff as part of our extended team, and we work closely with the camp to insure a successful and safe program. Camp Mason hires teaching specialists for activities such as swimming and adventure based programming. Camp Mason support staff work in the office, kitchen, and at maintenance. Thoughtful hiring, training, and shared experience create a collaborative staff at LMTI that is energized, dedicated, and focused on providing an exceptional experience for your son or daughter.

The Lindsey Meyer Teen Institute is committed to creating a safe environment for our participants. We adhere to stringent hiring procedures when selecting both paid and volunteer staff. All adult staff members, including college students, undergo routine criminal background checks prior to their participation in the Summer Leadership Conference. The Lindsey Meyer Teen Institute holds a Youth Camp License from the New Jersey Department of Health and Senior Services and our safety standards and procedures are reviewed annually.

Facilities:

Camp Mason offers a beautiful, natural setting for the Lindsey Meyer Teen Institute Summer Leadership Conference. Facilities that LMTI utilizes include numerous recreation lodges, an arts center, playing fields, basketball/volleyball courts, heated swimming pool, low ropes courses, and miles of hiking trails.

Most activities occur in an outdoor setting so that participants can enjoy the beauty of Camp Mason. LMTI rents a large event tent under which most group activities occur. Smaller group activities take place in various lodges and other rooms.

Sleeping Arrangements

Cabins are simple and comfortable. Most cabins are duplex buildings that sleep approximately 12-14 individuals on each side. Each cabin has electricity and full dormitory-style bathrooms. Participants and staff sleep in sturdy bunk beds in the main cabin area. Each cabin is chaperoned by an adult staff member, a college staff member, and at least 2 youth staff members. Students are purposefully placed into cabins with participants from other schools to allow them the opportunity to get to know more people. Boys' cabins are located in one area of camp and girls' cabins are in another. Boys and girls are not permitted into each other's cabins unless it is during a structured group meeting supervised by a staff member. Lights out occurs at approximate 11:00pm each evening, at which point the LMTI staff does a security sweep to make certain that everyone is accounted for. The nurse and LMTI Staff are available 24 hours a day via radio and all staff members are trained to know what to do in the event of an emergency at night.

Dining Arrangements

Everyone at camp eats together in the dining hall and on nice days, participants are encouraged to also eat outside at picnic tables. All meals are served buffet style by the experienced Camp Mason food staff. The kitchen is equipped to deliver healthy meals in sufficient quantity. Camp Mason recycles its food service and all participants will be taught proper recycling methods in the dining hall. Lunch and dinner offer a full salad bar in addition to meal options. All meals offer vegetarian options as well. Please alert the LMTI Staff of any food restrictions or allergies, such as peanut allergies, so that we can talk to the kitchen staff prior to our arrival.

YMCA Camp Mason is accredited by the American Camp Association (www.acacamps.org). The camp complies and is licensed with all state and local health authorities and is inspected annually by the local health department.

****Please note**** All meals will be provided by Camp Mason. Please do NOT send any additional food with your son/daughter, unless they have specific health requirements that merit this (if this is the case, you must notify the nurse). Food attracts animals into cabins and we do not want that!

Suggested Packing List

What to Bring

- ➔ **Bedding & Towels:** a sleeping bag and/or bed linens and a blanket; pillow; towels & washcloths
- ➔ **Clothes:** shorts, jeans, t-shirts, sweatshirts, socks, light weight jacket, waterproof jacket or poncho, sturdy sneakers; pajamas (weather can vary- please be prepared for very hot, cold, and/or rainy weather)
- ➔ **Toiletries:** toothbrush & toothpaste; shampoo, soap; personal items; tissues
- ➔ **Miscellaneous:** flashlight; sunscreen
- ➔ **Optional:** bathing suit; flip flops for the shower; backpack; bug spray; water bottle; camera; musical instrument for Open Mic sessions

What **NOT** to Bring

- ➔ **Cell Phones:** Participants will not be permitted to use cell phones (including texting) while at LMTI and there is also very poor reception. Don't run the risk of losing a cell phone while at Camp Mason. Participants will be permitted to use the Camp Mason phone in the event of an emergency only.
- ➔ **iPods, Notebook computers, or any other portable electronic devices:** We do not want participants to lose these valuables during LMTI. In addition, due to an extremely full schedule, there will be no time to utilize these items.
- ➔ **Food/Snacks:** All meals will be provided at LMTI. Bringing food and/or snacks can attract animals into cabins.

Conference Rules

The safety of your children is of the utmost importance to us while they are at the LMTI Summer Leadership Conference. Please review these rules with your son/daughter before they attend the conference to make sure that you are both aware of our policies. Any rule violation may cause a participant to be sent home. If a participant must leave the conference for any reason, the parent/guardian is responsible for transportation home.

- ➔ Alcohol, tobacco, and other drugs are not allowed.
- ➔ All prescribed medication must be turned into the Nurse upon arrival and will be dispensed by the Nurse as required. All medication must be in an original bottle with a clearly legible label.
- ➔ No one may leave Camp Mason unless he or she has been authorized to do so by the LMTI Staff.
- ➔ Use of phones, including cell phones, is not permitted. The LMTI Summer Leadership Conference is held at a camp and therefore, telephone access is limited. Please use the phone number **908-**

362-8245) only **for emergency situations**. We ask that you do not require your child to call home upon arrival. Our staff will review a complete list of participants and if any discrepancies arise, you will be contacted. Thus, you should not expect to hear from your child during the week.

- ➡ Participants must attend and be on time for all activities, including meals.
- ➡ Aside from scheduled group meetings, boys and girls are not permitted in each others' cabins without permission.
- ➡ Portable electronic equipment devices (iPods, Nintendo DS, notebook computers, etc.) are not permitted.
- ➡ All automobiles must be parked in designated areas and kept locked.
- ➡ Participants must respect Camp Mason by cleaning up any areas they use and disposing of all garbage in appropriate receptacles.
- ➡ No participant is permitted out of his/her cabin after lights out. Youth staff may only leave their cabins if given permission to do so by their cabin chaperone in the event of an emergency.
- ➡ Name tags **must** be worn at all times.

Registration Information

Full participant applications must be completed in order for us to admit your child into the Summer Leadership Conference. We unfortunately cannot make any exceptions to this policy. Copies of these documents are available in PDF format on our website.

Arrival

All students must arrive at Camp Mason between 10:00am and 12:00 noon on Monday. Youth staff must be present for Staff Training on Sunday and will receive arrival time instructions at their last training in August. Please be sure to check with your school/community group's advisor for transportation information if they are providing a bus. If you are dropping off your son/daughter, please enter the parking lot but do not park in the center as we need to keep that space free so that buses can maneuver.

Upon arrival, approach the registration area under the tent at which point, you will be guided through the process by a staff member. If you have any questions at that time, we encourage you to approach our knowledgeable staff who will be happy to answer your questions.

Health Services

Our Health Services staff includes two Registered Nurses at all times. In case of emergency, we use Newton Memorial Hospital, which is twenty minutes from camp. When your child arrives at camp, he or she is required to check-in with the Nurse. The nurse will check your child's Health Form and ask for any necessary clarification. If you are not present and the Nurse has any questions, s/he will contact you.

All medication must be turned in to the nurse upon arrival. This includes prescriptions, over the counter medications, and vitamins. **All prescription medication must be brought to the nurse in the original container, from the pharmacy, with the participant's name and the proper administration directions on the label.** Our medical staff can administer over-the-counter products with a parent's permission and instructions, as indicated on the health form. Medications for your child not following these requirements cannot be accepted or administered. Medications will be returned on Friday at Friends & Family Day.

Daily Schedule

Each day at the LMTI Summer Leadership Conference is different, but there is an overall structure and flow that exists throughout the week. The schedule is packed with activities, presentations, and discussions that are designed to engage participants in a truly experiential learning process. Each day has a different focus and so the agenda builds upon itself as more topics are addressed and students become more familiar with the format of the conference.

All staff begin their day at 7:30 with a staff meeting in which the agenda is reviewed and questions are answered. All participants begin their day at 8:00am with breakfast. On any given day, there is at least one Action Group meeting, one Process Group meeting, 1-2 General Sessions, 1 workshop session, and free time. There are also other fun activities such as a mid week dance and fun celebrations on our last evening. Each evening ends with a presenter or fun activity and lights out is at 11:00pm.

Our Telephone Policy

At LMTI and at Camp Mason, we work to develop strong, independent young people who can function on their own during their stay with us. Our staff members are ready to assist campers in dealing successfully with any challenges that arise during their stay with us. Cell phone usage by campers is counter-productive to this process. It takes away from the development of confidence in a community setting, removes the opportunity to resolve conflicts, and deters our ability to provide guidance within a given situation. Please encourage your son/daughter to leave their cell phone at home. If you must get an important message to your participant, we will pass it along. The camp office is open from 9:00 AM to 5:00 PM every weekday, and the 24-hour Emergency Number is listed on the first page of this manual.

OUR OFFICIAL CELL PHONE POLICY: Cell phone use by participants is not allowed. This includes texting. Thank you for helping us to provide your child with the opportunity to be a confident, independent participant in this experience.

Communicating with the LMTI Director:

The LMTI Director is available through the camp office or by the provided 24 hour number in case of emergency. The staff is also able to access email while at the conference, so please send any questions to jamie@lmteeninstitute.org.

Communicating With Your Participant

Letters: It is just five days, but who doesn't like to receive some mail from home? If you'd like to send mail to your son/daughter while they are at the Summer Leadership Conference, please address it to:

YMCA Camp Mason
23 Birch Ridge Rd.
Hardwick, NJ 07825
ATTN: Your participant's name, School

Laundry

There are no provisions for doing laundry at the conference, so please be sure to send a sufficient supply of clothing, as per the packing list. Please make sure that all clothing and luggage are well labeled.

Lost and Found

We cannot urge you strongly enough to mark or tag all of your child's belongings. Lost and found is kept for one week after the end of the conference and then donated to a local charity. Please instruct your son/daughter to check the lost and found area under the tent prior to departing from the conference.

LMTI Store

The LMTI Store will be open on Friday during Friends & Family Day. Items such as t-shirts and other clothing, conference DVDs, keychains, stickers, and other merchandise will be available for purchase at this time. For a frame of reference, a t-shirt costs \$15. Parents are encouraged to bring money with them on Friday so that students do not have to worry about holding it during the week.

Friends & Family Day and Departure

On Friday, the Summer Leadership Conference ends with our Friends & Family Day celebration. We strongly encourage you to attend this event to get a full perspective of the LMTI experience. The celebration begins at 2pm and concludes at 3pm with ice cream.

It is extremely important if you are transporting your son/daughter home that you arrive on time. Camp Mason must prepare the camp for an incoming group and we want to give them as much time as possible so that others can enjoy the wonderful accommodations that we've had the privilege of enjoying.

Homesickness:

Homesickness is a normal and healthy response to being away from home. Our staff members are well-trained in techniques that help participants develop coping skills for overcoming the challenges of separation from home and family. These skills often lead to more confidence and independence, a key outcome of the LMTI experience. If you do end up talking to your son/daughter while they are at LMTI, resist the temptation to include phrases that would lead them to believe you or other family members are missing them or that your child is missing out on important things at home. Keep your conversation positive and supportive if you speak to them- let your child know how proud you are that they are facing this challenge. And finally, feel free to call the LMTI Director at any time if you still have concerns. In our experience, putting participants on the phone with parents seriously compounds homesickness issues and typically makes the situation more difficult; however our staff is always willing to speak with you regarding your son/daughter's experience. We can also get you in touch directly with their school/community group advisor.

Refunds and Cancellations:

🚩 Participants

- ➡ A full refund will be provided upon request in writing/email up until July 31st. **After this date, no money will be refunded.**
- ➡ Any individual student replacement or substitutions may be made with no penalty before August 11th. **If a substitution cannot be made after this date, no money will be refunded.**

🚩 Youth Advisory Council (YAC)

- ➡ A partial refund of \$150.00 will be given if a student is unable to serve as a YAC for any reason up until the overnight training in June.
- ➡ If a student is unable to serve as a YAC for any reason after the overnight training, **no money will be refunded.**

Donation Opportunities

As a charitable organization, the Lindsey Meyer Teen Institute is dependent on contributions to maintain the quality of our programs. Gifts to the Lindsey Meyer Teen Institute help provide tuition assistance for the Summer Leadership Conference, fund programs, support staff development, and assist in creating other exceptional leadership opportunities for staff and participants. Online giving is available by visiting our website at www.lmteeninstitute.org.

Lindsey Meyer Teen Institute Professional Staff:

Jamie Sierfeld	LMTI Director	Jamie@lmteeninstitute.org
Sean O'Beirne	Director, Conferences & Events	sean@lmteeninstitute.org
Tanya Washington	Training Director	tanya@lmteeninstitute.org
Matthew Olsson	Project Advisor	matt@lmteeninstitute.org

Directions

Camp Ralph S. Mason **23 Birch Ridge Road, Hardwick, NJ 07825**

Camp Mason is located north of the Delaware Water Gap, in rural Warren County. It is about 1.2 hour from the George Washington Bridge, and 2 hours from North Philadelphia, traffic expected.

To reach Camp Mason, take the most direct route to Interstate 80, near the New Jersey, Pennsylvania border. From the New York area, take I-280, I-287 or the GSP to I-80. From the shore, take the GSP to I-287 or I-280 to I-80. From Trenton/east Philadelphia routes 31 or 206 north to I-80. From west Philadelphia, or Bucks County rt. 611 N or the N.E. extension to 78/22, east to rt. 33 then North to I-80 East.

From Interstate 80 West Bound (NYC & New Jersey)

1. Take exit #12, Blairstown/Hope. Proceed North off the ramp on 521, towards Blairstown
2. At the T-junction with Rte. 94, turn left (The Forge restaurant is on corner)
3. Proceed $\frac{1}{4}$ mile to Sunoco and Valero gas stations on left. Turn right, opposite gas stations, and then another quick right onto Main Street
4. Follow "From Blairstown" directions below

From Interstate 80 East Bound (Pennsylvania and Del Water Gap)

1. Take exit 4C (Blairstown, Rte 94 North)
2. Follow Rte. 94 North to Blairstown (approx. 7 miles)
3. You will pass A& P center and go through one traffic light. At Valero gas station (on right) turn left and then immediately right onto Main Street
4. Follow "From Blairstown" directions below

From Blairstown

1. At the old mill with stone arches (waterfalls and park behind) bear left and go up short, steep hill.
2. At top of hill, bear left at split, and proceed towards Millbrook, on Millbrook Rd. (multi-camp signs on corner)
3. Stay on Millbrook Rd. for about 3 miles. Just past Princeton Camp, watch for Birch Ridge Rd., a right turn. YMCA Camp Mason sign is on a tree on the corner.

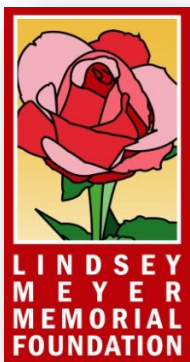
Pass one house. Camp Mason sign and driveway are on the left. Proceed to the end of driveway. Proceed to the tent for registration and/or Friends & Family Day.

For More Information...



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Also, please visit these websites to learn more about our organization and partners:



www.lmmf.org



www.teeninstitute.org



www.campmason.org