



lindsey
meyer
teen
institute

2009 YAC Training Attendance Policy and Procedure

2009 YAC Training Dates:	ATTENDANCE POLICY
<p style="text-align: center;"> April 18 (10am-4pm) May 16 (10am-4pm) June 19-20 (7pm-12noon) July 18 (10am-4pm) August 8 (10am-4pm) </p> <p style="text-align: center;"> <i>All trainings at Rutherford Congregational Church 251 Union Avenue Rutherford, NJ 07070</i> </p>	<p>Attendance at each of the trainings is <i>critically</i> important to the success of the YACs. We expect that every effort will be made to attend <i>all</i> trainings. However, we do understand that conflicts may arise and therefore will allow all YACs one (1) excused absence, provided that you follow the procedure detailed below. Beyond that, any additional absences will be reviewed by the LMTI staff on a case by case basis.</p>

MISSED TRAINING PROCEDURE (NON EMERGENCY)

In a non-emergency situation (i.e. family vacation, sports game, etc), please adhere to the following procedure:

1. Prior to the training (**cannot** be the day of the training), email or write the LMTI staff informing them of the training that you will be missing and the reason for the absence. You **MUST** email/write; phone message will not be accepted.
2. The LMTI staff will respond and acknowledge the absence and will let your YAC Coordinators and Action Group Advisor know.
3. Your YAC Coordinator(s) will contact you with any assignments, instructions, or information.

We would appreciate at least 7 days notice if you must be absent from a training. This allows us time to adjust the training accordingly and to communicate properly with your YAC Coordinator(s) and Action Group Advisor.

****Even if you have previously informed the LMTI staff of a conflict (either verbally or on your application), you must follow the above steps to confirm the absence.****

MISSED TRAINING PROCEDURE (EMERGENCY)

In an emergency situation (family emergency, illness), please adhere to the following procedure:

1. As soon as possible, notify the LMTI staff of the circumstances via phone or email.
2. The LMTI staff will contact your Action Group Advisor and YAC Coordinator(s).
3. Your YAC Coordinator(s) will contact you with any assignments, instructions, or information.
4. At the next training, please provide a note from a parent/guardian. If you miss the last training, please bring this note to the Staff Training immediately preceding the Summer Leadership Conference.

LMTI CONTACT INFORMATION:	19 FRANKLIN PLACE SUITE 103 RUTHERFORD, NJ 07070	(201) 696-0368 info@lmteeninstitute.org www.lmteeninstitute.org
--------------------------------------	--	--

