2013 Leadership Institute Registration

The Tavis Smiley Foundation's 2013 Leadership Institute is scheduled for July 26-29, 2013 at UCLA in Los Angeles. To assist you, we have provided this checklist and FAQs to assist you as you prepare for the application process**.** You can also download the FAQs from this page. Please note when you register you will leave the Tavis Smiley Foundation website to access the registration website at http://www.rsvpbook.com/LeadershipInstitute

Application Procedure & Frequently Asked Questions

WHERE WILL THE INSTITUTE BE HELD?

The Institute will take place on the campus of UCLA in Los Angeles, CA. Please visit www.ucla.edu online to get information about the university. Our sessions will be held in the DeNeve Plaza and Sproul Hall – 351 Charles E. Young Drive West, Los Angeles, CA 90024-1314.

WHEN WILL THE INSTITUTE BE HELD?

Registration opens at 10 AM Friday, July 26 with student move-in, a UCLA campus tour and college workshops. **All students must arrive by 1 PM at the latest.** The Institute will begin officially with the Delegate Orientation at 3 PM and conclude at 10 AM Monday, July 29. Delegates must be present for the entire Institute, including overnight.

WHAT IS THE COST?

The registration fee is $450. The final deadline is July 20. **Save $50 when you register by June 30 and pay only $400.** Students will be selected on a first-come, first-served basis as space is limited.

HOW WILL I GET FROM THE AIRPORT TO UCLA?

The Tavis Smiley Foundation will arrange for shuttle service to and from UCLA from Los Angeles International Airport. **To ensure your name is listed for airport pickup, please return the travel itinerary information to us via the registration website by JULY 8, 2013.**

WHERE SHOULD I GO WHEN I ARRIVE?

You should report to the DeNeve Plaza. Each student will receive a complete schedule of events upon check-in. See map here.

WHAT IS THE PROGRAM OBJECTIVE?

The Institute program is designed around our motto: You can't lead the people if you don't love the people. You can't save the people if you won't serve the people. We are interested in meeting and training young leaders who want to develop their individual leadership potential and use their gifts and talents to positively

impact the world. The workshops on project planning, youth advocacy, volunteerism and civic engagement are designed with that motto in mind. Additionally, because we believe education is an important part of leadership, we will offer sessions related to college admissions and planning.

HOW ARE STUDENTS SELECTED?

We will select delegates based on the application which includes a letter of recommendation and an essay question. Once you have completed the application you will receive an email notifying you that you have been selected. You will then complete registration for housing, workshops, and receive the final conference schedule. You can access the application at http://www.rsvpbook.com/LeadershipInstitute

TIPS BEFORE YOU BEGIN THE APPLICATION

- You should contact the person providing your recommendation
- You must answer an essay question and provide a list of activities you're involved in
- There are two categories of attendees: First Time Delegate and Alumni Delegate. First time delegates must complete an essay and submit a recommendation letter. Alumni delegates only have to complete the essay.

WHAT IS THE ESSAY QUESTION?

Who in your life so far has been your biggest influence and why?

INSTITUTE WORKSHOPS AND ACTIVITIES

The Leadership Institute will include speakers, panel discussions and hands-on activities on leadership, issues facing young people, college, etc. At the close of the Institute students will be asked to engage in a community service project of their choosing to undertake within 3-6 months of the Institute to make a difference in their school, community, church, or other area where they have identified a need. The program also includes a dance, a talent show and a closing awards banquet.

WHAT ARE THE ACCOMMODATIONS LIKE?

All students and chaperones will be housed in air-conditioned dormitory rooms which accommodate two per room. Males and females will reside on separate floors and youth of the same age and same sex will be paired together. Efforts will be made to house youth who are part of a group together if desired; however registrants may share a room with a person he/she does not know. We encourage youth to room with someone they don't know as one of the objectives is to develop new relationships and networks.
The dorms are not hotels! Each dorm room includes 2 twin beds, 2 dressers, 2 desks and closets. Linens are provided.

MEALS

All meals will be held at the DeNeve dining hall. The food is standard American fare all you can eat. Meals will begin with lunch on Friday, July 26 and end with breakfast on Monday, July 29.

SUPERVISION

Adults will supervise students' activity and behavior throughout the conference. During the overnight hours adults will serve as dorm monitors. UCLA campus security will provide support throughout the conference as well. Youth will be matched with chaperones upon arrival at registration.

CONFERENCE CODE OF CONDUCT

All youth who been selected to attend this Institute were selected because of their demonstrated capacity for leadership. We expect that as leaders all youth and adults will abide by the Institute rules and regulations. **A violation of any sort will result in an immediate dismissal from the Institute.**

The following are expressly prohibited: use or consumption of alcohol or drugs, fighting, use of profanity, disorderly conduct, disturbing the peace, gambling, violations of the dress code, sale of merchandise, smoking, possession of weapons, destruction and damage to property, unauthorized visits to dorm rooms and stealing. See also the Code of Conduct included in this packet.

WILL I NEED MONEY?

Yes, you should bring money if you want to purchase souvenirs or if you need personal items during the 4 days. Also if you are traveling and will check bags be sure to bring money for the airline baggage cots. **DO NOT BRING EXPENSIVE ITEMS THAT MIGHT GET LOST OR STOLEN. PEOPLE STEAL.**

IF NECESSARY, HOW MAY I BE CONTACTED DURING THE INSTITUTE?

Parents, friends, and family members are discouraged from calling students during the Institute due to the disruption caused to panels and activities. In case of emergency, parents will be provided with the telephone number of the Institute office as well as after-hours numbers. Students will be allowed to have their cell phones with them but will be asked to turn them off during workshops and other sessions. The Institute is a closed conference, we will not allow outside observers or visitors as a safety precaution.

YOUTH/CHAPERONE DRESS CODE

All youth/chaperones should be dressed in a manner that is not distracting to guests. Dress in a manner that will allow you to feel both comfortable and respectful as you interact with youth and adults from around the country. For workshop sessions, except where indicated below, the attire is casual.

Men and Women Should Bring the Following:

Comfortable shoes or sneakers and socks
T-Shirts that express positive messages or images
Jeans/Khakis and casual clothing
Walking shorts
Business attire for the Teen Town Hall Meeting and Youth Reception
A dressy outfit (not formal) for the dance and awards banquet: shirt and tie, dress, skirt, pantsuit
No revealing tank tops, halter tops, sagging pants, short skirts or shorts will be allowed

PACKING CHECKLIST

Undergarments	Shower Shoes
Toiletries	Sunscreen
Feminine Products	Any Prescription Medicine
Blanket/Pillow	Snacks for the Airplane Ride
Towels/Washcloth	Robe/Pajamas

WHAT IS THE REFUND POLICY FOR CANCELLATIONS

Cancellations received after July 1, 2013 and no shows are not subject to refunds. Cancellations must be in writing and will include a $100 processing fee. Refunds will be issued by August 30, 2013.

WHOM MAY I CONTACT SHOULD I HAVE ADDITIONAL QUESTIONS? Additional questions or concerns should be directed to Vonda Paige at 323-290-1888, ext. 229 or vpaige@tavistalks.com