TO: Delegates and Chaperones  
2014 Illini Summer Academies

RE: Orientation Packet

We are so excited that you will be joining us for the 2014 Illini Summer Academies (ISA).

The enclosed materials are your “guidebook” for the upcoming event. (Adult chaperones are also receiving a copy of the Delegate Orientation Guide.) Details are included relating to travel, registration, arrival, clothing, our community service activity, and more. **Please read through carefully.** You won’t want to miss any pertinent details. The 2014 ISA will be held at the University of Illinois, Urbana/Champaign campus. **On-site registration on Sunday, June 22 is scheduled for 3:00 – 4:30 p.m.**

Both Adults and Youth have Orientation Teleconferences offered during the next two weeks. **These calls are at no cost to you** and will provide LOTS of information regarding the upcoming Illini Summer Academy. Please plan to attend the appropriate session:

- **ADULT ORIENTATION** – This teleconference is offered on **Wednesday, June 11 at 7:00 p.m.** The ISA Headquarters staff will be covering lots of details in relationship to your duties as a chaperone for this event. The phone number, access code and password are at the top of the agenda on the first page of your Orientation Handbook. Dial either the local 217-area code number or the 1-800# and follow the instructions to attend a meeting. Please have both the Adult and Delegate Orientation Handbooks with you at the session.

- **YOUTH DELEGATE ORIENTATION** – One teleconference is offered on **Tuesday, June 17 at 7:00 p.m.** We will be covering lots of information related to living in the dormitory, safety issues, and **special details for your academies.** Several of the ISA Planning Committee members will be helping me lead this session. The phone number, access code and password are at the top of the agenda on the first page of your Orientation Guide. Dial either the local 217-area code number or the 800# and follow the instructions to attend meeting. Please have your Delegate Orientation Handbook with you.
Can’t attend either of the Orientation sessions? Don’t worry -- the sessions will be recorded. Just dial the same phone number and follow the instructions to listen to a *recorded* program. You will need the same access code and password as the meeting, as well as the date of the original session.

If you have any other questions, please feel free to contact the State 4-H Office. You may ask for Deb Stocker or me – we’ll try to answer your questions and help prepare you for this great four days of learning, fun, career exploration, campus living and new friends!

We look forward to seeing you in Champaign-Urbana!

Sincerely,

 Dan Boomgarden  
 State 4-H Event Manager  
 4-H Youth Development  
 [boomgrdn@illinois.edu](mailto:boomgrdn@illinois.edu)
Welcome to the 2014 Illini Summer Academies Delegate Orientation Guide

June 22-25
Florida Avenue Residence Halls
University of Illinois
Urbana - Champaign
Teleconference Facilitator: Deb Stocker

Welcome & Introductions
   Headquarters Staff: Dale Stocker, Carol Ann Tibbs
   Conference Committee: Shelby Ledbetter; Annie Pisciotta
   State 4-H Staff: Dan Boomgarden, Deb Stocker
   State 4-H Staff Student Worker: Lauren Denby

Purpose of Orientation

Academy Program Overview: Deb
   Academy Concept
   ISA Activities
      Sunday: Mixers, Picnic, Opening Session, Hypnotist -Shelby
      Monday: Junkdrawer Monday, Rec Night -Annie
      Tuesday: Celebration Banquet, Dance/Games -Shelby
      Wednesday: CampusTown, Lunch, Closing -Annie

Clothing Guidelines: Deb

Academy Management: Dan
   Florida Avenue Residence Halls
      Rooms
      What You Need to Bring

Delegate Responsibilities: Dan
   Code of Conduct
   Floor meeting
   Curfew

Delegate Health & Safety: Dan
   Medications
   Attendance Checks
   Campus & Dorm Safety

Questions…. 
Welcome to the 2014 Illini Summer Academies!

We are excited that you will be joining us. This orientation packet will hopefully provide you with the information needed for you to have a great time at this event. Read it thoroughly - and ask questions if you have them!!

You will want to attend the Delegate Orientation Teleconference that has been scheduled JUST FOR YOU! The phone call is FREE - just dial the phone number appropriate for your area code and follow the instructions to “attend a meeting”. The numbers and code you will need are listed at the top of the agenda on the first page of this Delegate Orientation Guide. The call will last about 60 minutes and will provide you with LOTS of information to make the best of your experience on the University of Illinois campus. And you (and your parents) will be able to ask questions. Can’t make it to the teleconference? The session will be taped, so you can call in and listen later - We’ll invite you to a box.com recording that you can connect to via your computer.

Our “home base” for the Illini Summer Academies will be the Florida Avenue Residence Halls on the University of Illinois campus in Urbana, IL. We will be staying in Oglesby Hall, the west tower. The map included with this guide has the dormitories circled in red on the lower right section of the page. That is where you will start with Registration on Sunday, June 22.

Registration is scheduled from 3:00 - 4:30 p.m. on Sunday. You will need to register individually in order to get your name tag, room key, bathroom key, meal pass, and registration packets. You will also need to recheck your Emergency Medical Forms and make any necessary changes in medications or health status. You will also pick up your ISA t-shirt - this year everyone gets a t-shirt!

Name tags are required to be worn around the neck at all times. Each Academy will have it’s own lanyard color for easy identification of delegates. HOLD ON to your room key and meal pass. Lost room keys or bathroom keys will cost $25 each. Most rooms should be available for you to move into; however with a change-over in camps, some rooms may not be available until later in the day. We will have secure luggage storage for those participants this may affect.

Following registration and moving into your room, come on down to the front of the dorm. We’ll have 4-H Youth Leadership Team members leading mixers so that you can start to get to know the other teens who are attending.

More details and instructions on that first day and the rest of your stay will be provided on the Teleconference, with your registration packet, and at the Opening Ceremony.
How Do I Get to Campus and FAR?

Here are directions to get to the Florida Avenue Residence (FAR) Halls, 1001 College Court, Urbana, IL 61802.

When you arrive, you may park in front of the dorm in the metered spaces until you unload. (You will need to bring quarters to feed the meters!) **Do NOT park at the bagged “4-H” meters!** Once unloaded, if your car is staying, you need to get a parking permit from the dormitory office and move your car to the FAR parking lot across Florida Avenue to the southwest of the dorm. **A Parking Permit will cost you $13/day** - you will need to pay for the entire time when you pick up your permit. Remember, you may NOT drive your vehicle during the Academies.

**From the South:** Take I-57 to the Monticello Road exit. Turn right (east) at the top of the ramp. Stay on Monticello Road until it comes to a "T" at Rt. 45 and continue to Champaign. Turn right at Florida/Kirby Avenue (McDonald's and Walgreens will be on your left). Kirby Avenue turns into Florida Avenue. Go under RR Tracks. Go straight through 3 stop lights. At the 4th stoplight, turn left onto Lincoln Avenue. Florida Avenue Residence Halls are on your left. Turn left onto College Court.

**From the West (Springfield, Decatur):** Take I-72 to Champaign. I-72 becomes University Avenue. At the second stoplight - Mattis Avenue, you will turn right. Stay on Mattis Avenue until Kirby Avenue (3rd stoplight - two small shopping areas on either corner). Turn LEFT onto Kirby Avenue. Take Kirby Avenue until you reach the University of Illinois campus (after crossing Neil Street). Once you are on campus, you will pass the Assembly Hall and Memorial Stadium and 1st and 4th Street stoplights. The next stoplight will be Pennsylvania Avenue. Go through the stoplight and turn right on College Court, between Pennsylvania Avenue Residence Halls and Florida Avenue Residence Halls.

**From the North (Kankakee, Chicago):** Take I-57 to I-74 East. Take I-74 East to the Lincoln Avenue exit (Urbana); turn right onto Lincoln Avenue. Stay on Lincoln through several stoplights. You will be on the east edge of campus and will pass the Campbell Alumni Center, Lincoln Avenue Residence Halls, and Illini Grove. The next stoplight will be Pennsylvania Avenue. Go through the stoplight and turn right on College Court, between Pennsylvania Avenue Residence Halls and Florida Avenue Residence Halls.

**From the East:** Take I-74 to Urbana to the Lincoln Avenue exit. Turn left (south) onto Lincoln Avenue. Stay on Lincoln through several stoplights. You will be on the east edge of campus and will pass the Campbell Alumni Center, Lincoln Avenue Residence Halls, and Illini Grove. The next stoplight will be Pennsylvania Avenue. Go through the stoplight and turn right on College Court, between Pennsylvania Avenue Residence Halls and Florida Avenue Residence Halls.
**Living in the Florida Avenue Residence Halls**

After you have registered, hopefully you can move into your room and unpack. You will be staying with one other Academy delegate. There are elevators available. We will be in Oglesby Hall on the 4th through 8th floors. Remember that you are only allowed on the floors housing the same gender!

Bedding will be provided but if delegates wish to bring their own pillow or an extra blanket, they are encouraged to do so. The rooms are air-conditioned, however AC controls are only accessible in a few of the rooms, so you may not be able to control the temperature in your room. **DO NOT** stack or loft your beds. **DO NOT** open your dorm room windows. This could set off the fire alarm and sprinklers.

There are community bathrooms on each floor. Due to campus safety requirements, all bathrooms are locked and you will be provided with a key. Keep your bathroom key with your room key - with you at all times! Bring your own toiletries and a carrier for your things. Be sure to have clothing to wear to and from the restroom. You will need to bring some hangers. Towels and washcloths will be provided but it is recommended delegates bring their own since the dormitory towels are somewhat small in size.

Please look over your room carefully before you settle in. If you notice any damage (broken hooks/towel bars, etc.) report it **IMMEDIATELY** to your dormitory floor supervisor. Rooms will be checked by chaperones before you leave, and you will be billed for any damages in the room.

**Lock your doors every time you leave the room.** It is not safe to leave your dormitory doors propped open - even if you are just going down the hall to see some friends. Money and valuables should not be left in the rooms. We are not the only group in the dormitories and while someone must have a key to gain access to the dormitory wing, there is no way to block off the dormitory floors from other groups also housed in the same wing.

Male delegates are not to be on the floors of the female delegates' rooms and vice versa. There are lounges in the first floor lobby area for getting together to socialize. This is for everyone’s safety and protection. It is listed in the Academy regulations and may be grounds for sending delegates home.

Delegates are expected to be in their own rooms at the required times; **LIGHTS OUT** means just that!! Be respectful of other Academy delegates - quiet hours are from 10:00 p.m. until 7:00 a.m. We realize that you will be excited about the Academy activities and meeting new friends, but to get the most from the sessions, you will need some rest.

**What to Bring to ISA**

You may want to bring:

- Comfortable shoes (NO flip-flops! LOTS of walking!)
- Appropriate clothing - [Check the Clothing Guide](#)
- Special items for your Academy (listed elsewhere in this guide)
- Extra towels/washcloth
- Sweater or light jacket, umbrella
- Personal toiletries and carrier
- Hangers, Alarm Clock!
- Required Medications
- Camera (labeled with your name)
- Money -- Travel meals; Wed. Lunch, pizza, etc.
- Mirror (No mirrors are in the rooms.)
- Extension cord or power strip

**NOTE:** No Skateboards or Rollerblades are allowed at ISA!

ISA Staff cannot dispense medications. You will be responsible for taking your own medications as needed.

Refrigeration will be available ONLY if it was requested; Please contact the State 4-H Office if refrigeration is needed.
CLOTHING GUIDE

Delegates to the Academies are representing the University of Illinois. Neat and appropriate dress will give a positive image, both to the college instructors and the general public. Participants will be involved in a wide variety of different activities. Here is the recommended attire:

**Sunday, Monday, Tuesday, Wednesday “Day” Activities** - (Registration, Opening Ceremony, Junkdrawer Monday, Academies, Closing Ceremony) - Casual is appropriate: nice shorts (no “short-shorts” or cut-offs), shirts, jeans are acceptable. Clothing should not have holes or ragged hems. Well-broken in, comfortable shoes are recommended as you will be walking across campus. **NO flip-flops!** See Clothing Notes on the next page for specific recommendations for each Academy and specific Junkdrawer Monday sessions.

**Sunday and Monday Evening Recreation** - Comfortable, casual attire is recommended. Clothing should not have holes or ragged hems. **For your safety,** athletic shoes are requested - **NO flip-flops.** If you wish to bowl on Monday night and have your own bowling shoes, you may bring them along.

**Tuesday Evening Celebration Dinner, Program & Dance** - Because we will be having special guests and donors at this event, we ask that you step up your attire a notch. **Business Casual attire** is requested for the Banquet. **NO JEANS or shorts!** For the gentlemen - button down shirt or nice polo shirt; nice dress slacks; jacket is optional. Ladies - dresses, pant suits, blouses with skirts or nice slacks. Dresses, skirts, and tops/blouses should not expose the midriff, back or cleavage. Strapless dresses are not appropriate. (**NOTE:** If weather permits, you will be walking several blocks to this event - be prepared with appropriate footwear!)

**Special Notes Regarding Your Attire:**
- Due to safety reasons, **flip-flops are NOT allowed at ISA** except on the dorm floors in shower facilities.
- T-shirts or hats with inappropriate language and/or graphics are NOT acceptable attire at any time during the Illini Summer Academies. This includes items advertising alcoholic beverages, tobacco products or other inappropriate activities.
- **Hats or caps are not to be worn while inside buildings during general sessions, academies, or meals or banquets.** Academy personnel may require specific head attire for safety reasons.
- See-through or muscle shirts are not permitted. No shirts with torn-out sleeves.
- Dresses, skirts, shorts and tops/blouses **should not** expose the midriff, back or cleavage. Tops with openings that fall down off the shoulders are not appropriate unless another shirt with straps is worn underneath. Shorts and skirts must be at least fingertip length. **Straps on tops or dresses should be two finger widths unless worn with a jacket or sweater.**
- Undergarments are meant to be undergarments and should not be seen.
Special Attire or Items for Academies:

-Aerospace Engineering - Closed-toe shoes are required. Bring sunscreen and a scientific calculator. Recommend layers of clothes - delegates will be moving between inside air-conditioning and outside.

-Art & Design - comfortable shoes, sunscreen, a hat and a jacket.

-Creative Writing – No special attire requested.

-Crop Science - Be prepared for field trips - Bring sunscreen, hats/visors, and shoes (NO flip-flops!) that you don’t mind getting dirty!

-Electrical & Computer Engineering - Closed-toe shoes are required. Lab rules require long pants and long sleeve shirts. No loose jewelry; Hair should be tied back.

-Human Development & Family Studies - No special attire requested.

-Leadership - Closed-toe athletic shoes and sunscreen for Amazing Illini Race. Digital camera OR phone w/ camera (for Amazing Race). May wish to have umbrella for inclement weather.

-Molecular & Cellular Biology - Closed-toe shoes are requested. Lab coats will be provided if needed.

-Natural Resources & Environmental Sciences - Clothes that can get dirty, closed toed shoes, long pants, hat, water bottle, sunscreen, insect repellant, and a bandana. Bring a photo/magazine cutout/drawing of favorite natural space.

-Technical Systems Management - closed toed shoes.

Veterinary Medicine - Closed-toe shoes are required. Jeans (not shorts) are recommended. Most facilities are air-conditioned and cool so may want to bring a jacket/sweater.

### ILLINI SUMMER ACADEMY PROGRAM SCHEDULE

**Sunday, June 22**

1:30 p.m. Adult Chaperone Orientation

3:00 – 4:30 p.m. Registration

4:30 p.m. Dorm Floor Meetings

5:00 p.m. Picnic Dinner

6:30 p.m. Opening Ceremony

7:30 p.m. Mixers/Activities

9:30 p.m. Floor Meeting – Meet your Chaperone

10:30 p.m. Curfew

**Tuesday, June 24**

7:00 a.m. Breakfast

8:30 a.m. Academies

12:00 p.m. Lunch

11:00 p.m. Floor Meeting

11:30 a.m. Curfew

**Monday, June 23**

7:00 a.m. Breakfast

8:00 a.m. Junkyard Monday Activity

11:30 a.m. Lunch

1:00 p.m. Academies

5:00 p.m. Dinner

6:30 p.m. Rec Night @ Illini Union

8:00 p.m. Hypnotist Performer at FAR Dorm

10:00 p.m. Floor Meeting

**Wednesday, June 25**

7:00 a.m. Breakfast

8:00 a.m. Academies

11:30 a.m. Lunch On Your Own & Free Time - CampusTown

1:15 p.m. Campus Tours

2:30 p.m. Closing Ceremony

5:00 p.m. Head Home
Special Attire or Items for Junkdrawer Monday Sessions:
While most of the Junkrawer Monday sessions do not require special attire, we do have some suggestions for those of you assigned to some of them. IF your assigned Junkdrawer session(s) are not included in the mailing with this booklet, it will be emailed to you within the next week. Be on the lookout for it!

Adobe Illustrator and/or Photoshop 101— The computer labs can sometimes be cool. You may wish to bring along a sweater or light jacket to wear in the labs (especially if you will be attending both of these workshops!)

Teambuilding I & II— This will include ACTIVE games, so athletic wear—especially athletic shoes—is recommended. Plans are to have these sessions outdoors, weather permitting, so you may want to bring sunscreen and insect spray.

Sustainable Student Farm or S.H.A.R.E.— You will be working outside, weather permitting. Sunscreen and insect spray are recommended. Plan to wear clothes that you do not mind getting dirty—really dirty! Work gloves are recommended. We are planning to get you back to the dorm early enough so that you will have time to change clothes. (S.H.A.R.E. participants— You will also be sent special forms that are required to be returned prior to ISA if you wish to participate in this activity! Be sure to get the appropriate signatures and mail those back as soon as possible!

Filmmaking— You will be filming outside—sunscreen is highly suggested!

Rock-Climbing— Appropriate athletic wear is required—shoes, shorts/pants, shirts must cover the midriff. No cell phones—you’ll want to leave them locked in your dorm room during this activity! You were also sent special forms that are required to be returned prior to ISA if you wish to participate in this activity! Be sure to get the appropriate signatures and mail those back as soon as possible!
Academies
You have registered for a specific Illini Summer Academy and you are expected to attend those sessions during the scheduled times. For some sessions, van transportation may be provided - that information will be posted in your final program book. **NOTE:** Walking across campus is an accepted college activity - transportation will only be provided to some groups because of tight time schedules. Plan to bring comfortable, well-broken in shoes. *(No flip-flops!)* This includes walking in bad weather - we strongly recommend bringing a jacket and umbrella in case of rain!

A campus map is provided with this guide. FAR (our dorm) is circled in red. Purple squares denote “general activity” buildings. We also plan to have signs posted at various locations directing you to events. Green squares note buildings specific to academies.

You’ll want to bring a pen/pencil and paper to all of the academies to take notes. Depending upon your academy, you will receive a pocket folder or binder to keep handouts and information. The Leadership Academy is designed to provide you with training sessions and activities that you can take home and teach others. Other Academies are providing you with specific class and career information - don’t be afraid to ask questions!

**Wednesday Lunch in CampusTown**
Wednesday after your Academies, everyone will be walking to or driven to CampusTown for lunch “on your own” and free time. We will provide a listing of area restaurants and shopping locations within a restricted 2 block area. At **1:45**, we’ll need everyone to meet at the Alma Mater. Then at 2:00, everyone will head to our closing ceremony at Lincoln Hall. Following the Ceremony, delegates will walk back to FAR to move out of your dorm rooms and head home.

**In Case of Emergency….**
In case your parents or guardians need to reach you for an emergency, you can be reached by calling the following numbers: *(Remember, YOUR cell phones are supposed to be turned off during sessions! No texting either!)*

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Boomgarden, State 4-H Staff</td>
<td>217/649-6910</td>
</tr>
<tr>
<td>Debra Stocker, State 4-H Staff</td>
<td>217/649-5137</td>
</tr>
<tr>
<td>Dale Stocker, ISA Headquarters Staff</td>
<td>217/369-7273</td>
</tr>
<tr>
<td>Carol Ann Tibbs, ISA Headquarters Staff</td>
<td>217/899-1471</td>
</tr>
<tr>
<td>Florida Avenue Residence Halls</td>
<td>217/333-0840</td>
</tr>
</tbody>
</table>

*(ask to get a message to ISA Headquarters in Oglesby Lounge 442)*

**Late Night Snacks**
Ordering late night snacks is a college “tradition” that some delegates enjoy participating in. **Just remember that all orders must be RECEIVED before curfew.** When you call a company to place your order - make sure they will guarantee your order to be delivered 15 minutes prior to curfew so you have enough time to be able to pick it up in the lobby and still get back to your room in time. *(HINT - This also means that the pizza should be ordered by folks in the same room!)* Chaperones should not be waiting down in the lobby for deliveries for their delegates.

- Domino's - 217/355-0717
- Jimmy Johns - 217/328-3100
- Papa John's - 217/355-5858
- Pizza Hut - 217/344-2218
As a participant in the Illini Summer Academies, you have the responsibility of representing the University of Illinois Extension/4-H program to the public. You are expected to conduct yourself in a manner that will bring honor to you and your family, as well as to the University. This Code of Conduct has been approved for use by the University of Illinois. Delegates and their parents are expected to sign the registration form indicating that they will abide by this code and agree to the actions that may possibly be taken.

ALL delegates to the Illini Summer Academies are responsible for their conduct to University of Illinois Extension personnel and/or volunteers supervising the event. This responsibility is necessary for the health, safety, and welfare of the participants, and will be rigidly adhered to and uniformly enforced.

The following conduct is not allowed and is subject to disciplinary action:

**Category 1**

1) Possession, use, or distribution of alcohol and other drugs, including tobacco products. *(Prescription drugs must be listed on the participant’s Emergency Medical Form.)*
2) Willful theft and destruction of public or private property. *(Delegates will be responsible for paying for any damages to hotel and/or personal property.)*
3) Involvement in sexual misconduct or harassment. *(Delegates may not be in a room housing members of the opposite sex. They are expected to exhibit dignified and restrained actions in expressing affection toward other delegates.)*
4) Possession or use of dangerous weapons or materials, including fireworks.
5) Fighting or other acts of violence that endanger the safety of yourself or others.

In addition, University representatives reserve the right to inspect rooms and items brought to rooms by delegates, such as back packs, purses, luggage, etc., when there is reason to believe Category 1 violations have been committed. Such inspections will be conducted in a reasonable manner and limited in scope to such areas or items necessary based upon the information leading to the inspection. Delegates and their parent/guardian consent that the delegate’s room and personal items may be inspected by University of Illinois officials, as a condition of participating in this University of Illinois Extension/4-H program and agree to cooperate with such inspections.

**Category 2**

1) Willfully breaking curfew. *(Delegates are to be in their own rooms by the stated curfew.)*
2) Unauthorized use of vehicles. *(Delegates cannot use their vehicles once the convention has started without specific written permission from the 4-H Headquarters Staff.)*
3) Participating in gambling.
4) Unauthorized absence from the planned program or site of the event. *(Delegates are to attend all sessions of the convention. Some workshops may involve leaving the campus area; however, this will be done in groups and is not to be done by individuals.)*
5) Intentionally interfering with or disrupting the event.
6) Use of profanity and/or abusive language.
7) Disregard for public or personal property.
8) Public displays of affection or other inappropriate actions.
9) Failure to comply with direction of Extension personnel, including designated adults acting within their duties and guidelines.

(continued)
Consequences

The University of Illinois Extension reserves the right to restrict participation in future activities for those individuals who have been removed from an activity for behavior, as outlined in Category 1 or Category 2. In all cases, the participant will be responsible for retribution of any damages incurred by his/her actions.

Category 1

1. When notified of any of the actions under Category 1, the adult in charge, will ascertain the relevant facts, and, with concurrence from University of Illinois staff, will notify the affected participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations and, if necessary, law enforcement officials will be notified. While facts are being verified, the participant will be removed from the activity/event and be under direct supervision of an adult chaperone.

2. The parent/guardian will also be notified of the actions of the participant, and upon finding the allegations to be true, must immediately remove the participant from the activity, at the parent/guardian’s expense.

3. Documentation must be completed on an “Incident Report Form.”

Category 2

1. When notified of any of the actions listed under Category 2, the adult in charge will ascertain the relevant facts, and, with concurrence from University of Illinois staff, will notify the affected participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations. While the facts are being verified, the participant will be removed from the activity/event and be under direct supervision of an adult chaperone.

2. The parent/guardian of participants who violate curfew or use vehicles without authorization, as outlined in Category 2, a. and b., will be notified of the actions of the participant, and must immediately remove the participant from the activity, at the parent’s or guardian’s expense. Participants who willfully disobey conduct as described in Category 2, c. through i., will receive a verbal warning for the first commission and the adult in charge will make a written notation of the warning (initialed by the adult and the participant.) Upon receiving a second warning, the parent or guardian will be notified of the behavior and must make arrangements for removal of the participant from the activity, at the parent’s or guardian’s expense.

Additional Notes Regarding Conduct at the Illini Summer Academies:

- During “general program times”, delegates should be in the location of that program. Delegates may be allowed to go up to their rooms to change clothes during break times between activities. Adult chaperones may be asked to serve as hall monitors during these times.

- During free time, delegates should not be on dormitory floors visiting with delegates of the opposite sex. Male delegates should not be on the females’ floors and vice versa. Main lobby lounges should be used for co-ed meetings.

- Delegates should not be using cell phone during ISA events or Academies (exceptions are the Monday evening Rec Night and Tuesday night dance). *That includes texting.* We ask the adult chaperones to help monitor their behavior and ask that phones be turned off or at least put away during our program.
Illini Summer Academy Emergency Procedures

At your first chaperone/delegate meeting, notify the young people in your care of the assigned location for your group to meet in case of fire or other dormitory evacuation. Dormitory Floor Supervisors will work with you to take attendance at these locations should an emergency occur. Assigned locations at FAR:

Staff, YLT, & Assistants — Across College Court Ave., by bus stop
Female Delegates & Chaperones — Grassy area on East side of FAR
Male Delegates & Chaperones — Basketball Court on West Side of FAR

FIRE EMERGENCY PROCEDURES

-- REMAIN CALM --
If you discover a fire or heavy smoke, your responsibilities are:
1. Activate nearest fire alarm pull station.
2. Call Emergency (9-911 on campus phones); identify yourself, and give the fire's location. FAR is located 1005 College Court, Urbana.
3. Leave the building quickly by the nearest exit.

-- FIRE EVACUATION PROCEDURES -- REMEMBER, SECONDS COUNT! --
When a fire alarm sounds participants shall:
1. Leave in an orderly manner by the nearest exit. Exit the building completely.
2. DO NOT USE ELEVATORS.
3. DO NOT JUMP!
4. If you have to go through a smoky area, stay as low to the floor as possible.
5. If you encounter a hot doorknob, DO NOT open that door.
6. Chaperones and delegates meet at their assigned location outside FAR.

ACCIDENT OR INJURY PROCEDURES

-- CONFINE - COMFORT - CALL --
A basic first aid kit will be located in the ISA Headquarters Office with band aids and antiseptic.

ISA Headquarters will be located on the 4th Floor Lounge of Oglesby Dormitory. You may also contact the front desk of the dormitory.

In case of injury:
1. Do not move the delegate.
2. Contact ISA Headquarters Staff for assistance UNLESS the injury is extensive and a life/death emergency. In that case, contact 911 (9-911 on campus) first and then contact ISA Headquarters.
3. Headquarters staff, depending upon the injury, will transport the delegate to the hospital OR call an ambulance for assistance. They will secure the delegate’s medical form and accompany the delegate to the hospital. The delegate’s chaperone and Dormitory Floor Supervisor will be contacted. The delegate’s parent/guardian will also be contacted.
EMERGENCY TELEPHONE NUMBERS

All Emergencies - Dial 911 (or 9-911 if campus phone)
Pro-Ambulance 217/337-2911  
(Campus Police 217/333-8911)
Provena Covenant Medical Center Emergency Room 217/337-2131

GENERAL PERSONAL SAFETY

1. Keep your room door locked whenever you are gone or when you are sleeping. Do not prop it open. Remember to take your key when you go to the shower.
2. **Always determine the identity of a caller before opening your door.**
3. Report suspicious persons to the front desk of the dormitory and ISA Headquarters.
4. The loss of any room key should be immediately reported to the front desk. **There is a $25 charge for lost keys ($65 on the weekends)**
5. Do not leave money, jewelry, or valuables out when leaving room.
6. Any losses should be reported immediately to ISA Headquarters and the front desk of the dormitory. Theft report forms are available.
7. Do not walk around campus alone. Be sure you are in groups of at least 3 people. Take your campus map with you at all times!

TORNOADO PROCEDURES

From March through October is "Tornado Season" in Illinois. There is a greater likelihood of such storms occurring during these months, but tornadoes can occur anytime. The following terms are used by the media and emergency agencies when referring to tornadoes:

**TORNOADO WATCH:**

Tornadoes are possible in the present weather conditions. Be alert to the changing weather conditions and prepared to seek shelter should an announcement be made of a tornado warning.

When there is a **TORNOADO WATCH**, the front desk will be notified. When a notice is received, ISA Headquarters will be contacted and participants notified.

**TORNOADO WARNING:**

A tornado has been sighted in the area. In the dorm, delegates and adults will be notified of a **TORNOADO WARNING** by one or more of the following:

- One three-minute blast from the E.S.D.A. warning siren.
- Radio news bulletin

Upon receiving such notice, delegates and adults should take cover immediately. Close room windows and drapes to avoid flying glass and water damage.

Seek protection from window areas. **DO NOT GO OUTSIDE**

Close room door and evacuate to the nearest designated shelter area, the Multi-Purpose Room on the lower level of the dormitory. **DO NOT USE THE ELEVATOR.**

Assume seated position and await notification that the danger is passed.

An “ALL CLEAR” is noted after 30 minutes if siren does not sound again.
Name badges will be the ticket into all ISA programs. The University will also issue an electronic meal identification card for delegates. Name tags should be worn **around your neck** at all times. Switching of name tag and/or meal tickets is not allowed for health and safety reasons. Lost name tags will cost $3.00 to replace; Lost keys are $25 EACH.

Attend all sessions in the planned program. This includes academy sessions and all evening activities. If delegates are feeling ill, they should find a chaperone or report to ISA Headquarters. Headquarters is located in the Oglesby Dormitory 4th floor lounge, Room 442.

A full program has been planned. In order to participate fully in all workshops and activities, delegates need to be awake and rested. Curfew will be specified in the program. Participants should take advantage of this time to relax and prepare for the next day’s activities.

Dormitory rooms are pre-assigned. **No room switching is permitted** so that everyone can be easily located in case of an emergency. We will try to accommodate roommate requests; however, there are only 2 beds in each room, so no guarantees can be made.

**DO NOT** move any furniture in the dorm rooms, i.e. create lofts or bunk beds, take furniture out of closets, etc. It is a risk to safety and if caught, parents will be notified. You may also be charged a fine by the University Housing Department.

Use language and manners that will bring respect to delegates and the University of Illinois. Delegates are responsible to know what language and behavior are appropriate.

Respect the rights and privacy of others. We are not the only group in the dormitory and other guests may not have the same hours of program. Delegates and chaperones are expected to be quiet on the room floors from 10:00 p.m. - 7:00 a.m. Males are not permitted on female floors nor females on male floors AT ANY TIME (as per the Code of Conduct). Use main floor lounges for co-ed meetings. The ONE exception will be males needing to get to the 4th floor ISA Headquarters - ONE hallway will be accessible to males to get to Headquarters. (No delegates will be housed on that hallway, only staff.)

Delegates **are NOT allowed to drive their vehicles during ISA**; nor should they ride in non-ISA-sponsored vehicles. Vehicles can be parked in the adjacent University of Illinois parking lot; however parking permits must be paid for and picked up during registration ($8/day) and placed in the vehicle. University vehicles will be used to transport those delegates participating in Academies a long distance from the dormitory. Information will be in the final program book.

**Cell phones should be turned OFF during all general sessions, academy sessions, banquets, and planned activities.** If cell phone calls disrupt any activity, ISA staff reserve the right to confiscate the phone until after the activity. **Text messaging is also inappropriate during all planned activities.** Phones should remain put away.

Delegates should not be walking around campus alone. Delegates should walk in groups of four or more people for safety reasons, especially returning to the dorm on Monday evening and Wednesday in CampusTown. During breaks and free time, delegates may walk around campus (in groups), but must be present for all academy events. Outside doors to the dorm are locked at 5 p.m.

Floor meetings with your chaperones will be held all 3 nights. Delegates are required to meet with their chaperone or dorm floor supervisor to review the day’s activities and cover details for the next day.

Recognize the Illini Summer Academy is for registered delegates and special invited guests only.