

California YMCA Youth & Government Advisor Duties

This letter is to inform your delegation of their assigned duties for Sacramento. All delegations will have at least one duty per advisor (based on registration forms.) However, at the MLC, there are more duty positions than there are advisors, so some delegations will have an additional assignment. Most duties are about one hour long. I would to thank everyone in advance for their help and cooperation; I know that that it is difficult to miss seeing your kids in action. We could not do this without you.

Description of Duties

1. All assigned duties must be completed. If you are unable to fulfill your assigned duty, **you must find a replacement**. Please make sure you are on time!
2. If your delegation does not fulfill one of its duties, it will be a negative mark on your delegation's status as a Delegation of Distinction.
3. If you are assigned to either social event (bounce house or dance), make sure you check-in with the Production Services staff at the beginning of your shift. If you do not check in, we will not have a record of you fulfilling your duty. For floor and elevator duty, the Deans will be making rounds to see if you are at your post.
4. **Elevator Duty-**
 - a. **1st floor (Sheraton/Hyatt)-** you must stay in the lobby and keep the area in order. Do not allow the delegates to overload the elevators. Overloading the elevators causes them to shut down and costs Y&G a substantial repair. When non Y&G guests arrive to use the elevator, you are to lead them to the elevator that is reserved for them only. **To aid traffic flow all Y&G participants will board elevators on the first floor at the Hyatt and on the 2nd floor at the Sheraton. Participants will exit the elevators on the 2nd floor of the Hyatt (when descending) and the first floor of the Sheraton.**
 - b. **2nd floor (Sheraton/Hyatt)-** Makes sure delegates are exiting (or entering depending on the hotel) in an orderly fashion.
 - c. **Elevator Operator-** This person stays on the elevator and operates the buttons, making sure delegates do not hold the elevator to wait for friends in the rooms and down the hall. As delegates are entering the elevator, check them for proper attire and badges. Any delegate violating dress code, or who is not wearing their badge, should be sent back to their room.

- 5. Floor Duty-** It is your responsibility to maintain decorum on the floor. Make sure delegates are not running, playing, sitting, or doing something they should not be doing in the halls. Check any rooms that are loud and unruly and make sure doors are not propped open.
- 6. Capital & Supreme Court Door Duty-** You must check-in with the Staff Person in charge before you start your duty. Make sure delegates go to the correct door and are in proper attire and wearing their badges. Make sure you support the efforts of the Capitol Sergeants who will also be regulating entry into these buildings.
- 7. Starbucks Duty-** Advisors are to monitor the lines, make sure no one is cutting, and that everyone is behaving. 15 minutes prior to session starting, cut off the line. At 10 minutes prior to session, everyone needs to clear out, unless they have ordered a drink and are waiting for it.
- 8. Hotel Services-** One of the ways we help keep hotel costs down is by running the hotel supply area during peak hours. Advisors on Hotel Services duty will be in the supply area, handing out extra towels/pillows/blankets as needed. We limit the amount of spares to 2 per room. Delegates/advisors will need to come down to your area to pick-up the items. The hotel front desk will be able to point you to where you'll be stationed.
- 9. ALL ADVISORS-** We are EXTREMELY fortunate to be able to use the Capitol, Court facilities, even the Convention Center and the hotels. Please help us maintain our well deserved reputation of one of the best groups that visits Sacramento. If you see ANY delegates misusing the facilities, please stop them and let us know.