

Additions to Current Y&G Policy

Electronic Communication and Delegates

Electronic communications (including social media) allow us to communicate directly with the youth that we serve. While these types of communication can add significantly to the quality of the experience, they also carry a measure of risk. The following guidelines have been adopted to protect the organization, the staff, and most importantly, the young people with whom we work.

E-Mail

Every program area has a @calymca.org (forum@calymca.org, etc...) e-mail address. In the event you send out e-mails to delegates/advisors, please use this e-mail address. If you can't remember how to login or you've forgotten your password, please contact Rolf.

When you send e-mails please keep the following in mind:

- When you e-mail delegates, please always cc the delegate's Lead Advisor. This way the Lead Advisor is being kept in the loop.
- If you are sending out mass e-mails, please place everyone's e-mail addresses in the bcc section. This will prevent unwanted e-mail chains being sent out to everyone.
- When you send out important information/documents, please cc Core Staff (Morgan for MLC, Troy for MUN and Scott for both).

Social Media

Social media is the primary way people communicate these days. As such, it's important that people learn a few basics that will keep us safe and maximize our ability to communicate with the delegates.

Facebook

Facebook is still the primary social media platform the delegates use to communicate with others. Conversations we have with friends and the things we post on Facebook are not always Y appropriate, and it is the policy of California YMCA Youth & Government that staff (volunteer and paid) will not "friend" current program participants.

Even if you aren't Facebook friends with delegates, there are still ways you can communicate with them via Facebook.

The best way to communicate with the delegates is by creating a Facebook Group for your program area. This will allow you to post things for your program area and tag specific delegates without the need to friend them. When creating FB groups please follow these steps:

- Name your group using this format: program year/calymca/program name. For example, if you are creating a Supreme Court group in the 66th MLC, it would be called 66th calymca Supreme Court.
- Groups have three options: open, closed, and secret. Unless you have permission to do otherwise, please make your groups open.
- Let the Y&G office know you are starting a group, so that Core staff can be added to the group.
- Maintain your group. It's really easy to start a group (or have an officer start one) and then walk away. Please log on to your group once a day and make sure everything is on the up and up.
- Let group members periodically know that offensive posts will be deleted and the author banded from the group. Make sure you follow up with this if needed.

In addition to Facebook Groups, you can also message delegates without being their friend.

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Twitter and Instagram

If you create a Twitter/Instagram feed for your program area, please let Scott know prior to its creation.

Play It Safe

Appearance is everything. For your protection and ours, it's best to avoid doing anything that has the appearance of being inappropriate. Someone could be able to look at any communication we have delegates out of context and not think anything inappropriate is happening.

If you have any questions on how to create a Facebook Group or to receive any clarification on Social Media policy, please let Scott know and he will do his best to help you out.

Volunteer Dismissal

While it is never our goal, there are occasions where it becomes necessary to remove volunteers from our program. Whenever the situation allows, we will address the problem directly with the volunteer in question and provide them the opportunity to correct the deficiency prior to removal from the program.

There are situations however that will result in immediate removal from Youth & Government programs. These include but may not be limited to:

- Violations of the Code of Conduct
- Contact with current delegates outside of Y&G program activities (unless approved by delegate's parents)
- Any lewd, sexually suggestive, or inappropriate interactions with, or in the presence of, delegates.

The CEO of California YMCA Youth & Government has ultimate authority over all personnel decisions. All appeals or requests for reinstatement must be directed to the CEO of California YMCA Youth & Government.

In all instances, the CEO's determination is final.