

# California YMCA Youth and Government Sacramento Duties

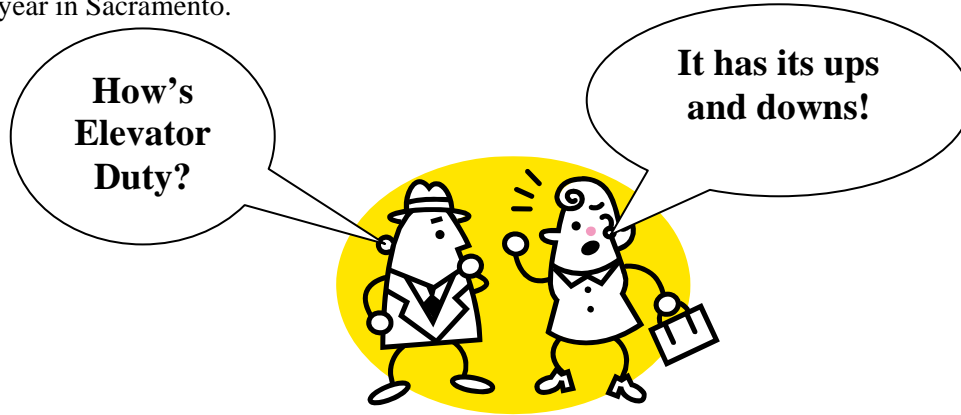
This letter is to inform your delegation of their assigned duties for Sacramento. All delegations will have at least one duty per advisor (based on registration forms.) However, at the ML/C, there are more duty positions than there are advisors, so some delegations will have an additional assignment. Most duties are about one hour long. I would like to thank everyone in advance for their help and cooperation; I know 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 Premier delegation.
3. If you are assigned to either social event (bounce house or dance), make sure you check-in with Johnjay Edell 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. **1<sup>st</sup> 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 when ascending and exit on the second floor when descending.** Guests may use any of the elevators, but Y&G may not use the "reserved" elevators.
  - b. **2<sup>nd</sup> floor (Sheraton/Hyatt)-** Makes sure delegates are exiting the elevator at the second floor and not riding down to the first. Make sure that delegates are in proper dress code and are wearing their badges.
  - c. **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. **Thursday Night Blow-up & Saturday Idol-** Regardless of which shift you are assigned, you must check-in with Johnjay Edell at the **beginning of the event**; he will assign your responsibilities and go over safety procedures. You will be helping with the social activity making sure delegates stay in line, have their badges, and hold their badges while they are on the blow-up game. You are responsible for ensuring the delegates safety while they are participating in the bounce house.

If you have any questions regarding your duty call Rolf Davidson (650.222.7490) Steve, Rolf, Pam, and Mike will be leaving for Sacramento on Monday the 8<sup>th</sup> so if you have any questions, please call before then.

Again, thanks for your help and cooperation. With everybody's help, I'm sure we will have another smooth year in Sacramento.



**Staff numbers in Sacramento**

Steve Wilmont	CEO	805.402.4808
Pam Sheble	Associate Executive Director	650.280.3486
Rolf Davidson	Associate Executive Director	650.222.7490
Mike McFadden	Program Director	559.786.1031

**Please cut this out and  
put it in your wallet**

# HYATT ELEVATOR DUTY

## Thursday – February 11, 2010

### 11:00 am – 1:00 pm

Elevator 1 Do not need	Elevator 2 Do not need	Elevator 3 Do not need
Elevator 4 Do not need	LOBBY Do not need	MEZZANINE Do not need

### 4:00 pm - 6:00 pm

Elevator 1 Logistic Staff	Elevator 2 Logistic Staff	Elevator 3 Logistics Staff
Elevator 4 Logistic Staff	LOBBY Logistic Staff	MEZZANINE Logistic Staff

### 9:30 pm - 10:30 pm

Elevator 1 Albany	Elevator 2 Downtown Berkeley	Elevator 3 East Valley/LA
Elevator 4 Mission Valley/SDSC	LOBBY Conejo Valley	MEZZANINE El Camino

### 11:30 pm - 12:30 am

Elevator 1 Corona-Norco	Elevator 2 CPY	Elevator 3 Corcoran/GSY
Elevator 4 Visalia/GSY	LOBBY Central/SV	MEZZANINE Kings County

## Friday – February 12, 2010

### 7:15 am - 8:15 am

Elevator 1 Corona-Norco	Elevator 2 Desert Family	Elevator 3 East Valley/LA
Elevator 4 Santa Ana	LOBBY Pescadero	MEZZANINE Sacramento

### 6:30 pm – 7:15 pm

Elevator 1 CPY	Elevator 2 Santa Anita	Elevator 3 Mission Valley/SDSC
Elevator 4 Palomar/SDSC	LOBBY El Dorado	MEZZANINE Westchester/LA

### 9:30 pm - 10:30 pm

Elevator 1 Salinas	Elevator 2 Simi Valley	Elevator 3 La Jolla/SDSC
Elevator 4 Magdalena Ecke/SDSC	LOBBY Palo Alto	MEZZANINE South Bay Family/SDSC

### 11:30 pm - 12:30 am

Elevator 1 Albany	Elevator 2 Downtown Berkeley	Elevator 3 Southwest/Riverside
Elevator 4 Torrance-South Bay	LOBBY West Valley	MEZZANINE Newport-Corona del Mar

## Saturday – February 13, 2010

### 8:30am - 9:15am

Elevator 1 CPY	Elevator 2 La Jolla/SDSC	Elevator 3 Magdalena Ecke/SDSC
Elevator 4 Torrance-South Bay	LOBBY Northwest/SV	MEZZANINE El Dorado

### 11:15am - 12:00pm

Elevator 1 Conejo Valley	Elevator 2 Newport-Corona del Mar	Elevator 3 Simi Valley
Elevator 4 South Bay Family/SDSC	LOBBY Palo Alto	MEZZANINE South Valley/SV

# HYATT ELEVATOR DUTY

**Saturday – February 13, 2010**

## **4:45 pm - 5:30 pm**

Elevator 1 Albany	Elevator 2 Burbank	Elevator 3 Santa Anita Family
Elevator 4 Westchester/LA	LOBBY Sacramento	MEZZANINE El Dorado

## **9:30 pm – 10:30 pm**

Elevator 1 CPY	Elevator 2 Long Beach	Elevator 3 Salinas
Elevator 4 Santa Anita	LOBBY Central/SV	MEZZANINE Southwest/Riverside

## **10:30 pm - 11:30 pm**

Elevator 1 Desert Family	Elevator 2 East Valley/LA	Elevator 3 Woodlake/GSY
Elevator 4 Mission Valley/SDSC	LOBBY South Bay Family/SDSC	MEZZANINE Torrance-South Bay

## **11:30 pm - 12:30 am**

Elevator 1 Downtown Berkeley	Elevator 2 Palomar/SDSC	Elevator 3 West Valley
Elevator 4 Central/SV	LOBBY El Camino	MEZZANINE Pescadero

**Sunday – February 14, 2010**

## **8:30am - 9:15am**

Elevator 1 Burbank	Elevator 2 Downtown Berkeley	Elevator 3 Desert Family
Elevator 4 El Dorado	LOBBY Magdalena Ecke/SDSC	MEZZANINE South Bay Family/SDSC

## **3:45pm - 4:45pm**

Elevator 1 CPY	Elevator 2 Corcoran/GSY	Elevator 3 Visalia/GSY
Elevator 4 Kings County/GSY	LOBBY Border View/SDSC	MEZZANINE Palomar/SDSC

## **4:45 pm - 5:45 pm**

Elevator 1 Intern	Elevator 2 Intern	Elevator 3 Intern
Elevator 4 Intern	LOBBY Intern	MEZZANINE Intern

## **8:30 pm – 9:45 pm**

Elevator 1 CPY	Elevator 2 Torrance-South Bay	Elevator 3 Westchester/LA
Elevator 4 Conejo Valley	LOBBY El Dorado	MEZZANINE Newport-Corona del Mar

## **11:45 pm - 12:15am**

Elevator 1 Albany	Elevator 2 Corona-Norco	Elevator 3 East Valley/LA
Elevator 4 Santa Ana	LOBBY Mission Valley/SDSC	MEZZANINE West Valley

## **Post-Friendship Service (30 Minutes)**

Elevator 1 CPY	Elevator 2 Westchester/LA	Elevator 3 Newport-Corona del Mar
Elevator 4 Conejo Valley	LOBBY El Dorado	MEZZANINE

# SHERATON ELEVATOR DUTY

## Thursday – February 11, 2010

### 11:00 am - 1:00 pm

Elevator 1 Intern	Elevator 2 Intern	Elevator 3 Intern
Elevator 4 Intern	1 <sup>st</sup> Floor Intern	2 <sup>nd</sup> Floor Intern

### 4:00 pm - 6:00 pm

Elevator 1 Intern	Elevator 2 Intern	Elevator 3 Intern
Elevator 4 Intern	1 <sup>st</sup> Floor Intern	2 <sup>nd</sup> Floor Intern

### 9:30 pm - 10:30 pm

Elevator 1 Estancia/OC	Elevator 2 Downey Family	Elevator 3 Redlands
Elevator 4 Stuart C. Gildred	1 <sup>st</sup> Floor Ventura Family	2 <sup>nd</sup> Floor Westside

### 11:30 pm - 12:30 am

Elevator 1 Tri Valley	Elevator 2 Verdugo Hills	Elevator 3 West Contra Costa
Elevator 4 Anaheim	1 <sup>st</sup> Floor So. Pasadena-San Marino	2 <sup>nd</sup> Floor Valle Lobo/SRV

## Friday – February 12, 2010

### 7:15 am - 8:15 pm

Elevator 1 Fremont-Newark	Elevator 2 Triunfo	Elevator 3 Diablo Valley
Elevator 4 Marin/SF	1 <sup>st</sup> Floor Miller Family	2 <sup>nd</sup> Floor CCY

### 6:30pm - 7:15 pm

Elevator 1 Eden Area	Elevator 2 Estancia/OC	Elevator 3 San Francisco
Elevator 4 Glendora/SGV	1 <sup>st</sup> Floor Triunfo	2 <sup>nd</sup> Floor San Pedro/SPPY

### 9:30 pm - 10:30 pm

Elevator 1 Downtown Oakland	Elevator 2 Pittsburg	Elevator 3 Covina/SGV
Elevator 4 Vista Diablo/SRV	1 <sup>st</sup> Floor Santa Barbara	2 <sup>nd</sup> Floor Anaheim

### 11:30 pm - 12:30 am

Elevator 1 San Luis Obispo County	Elevator 2 Urban Services	Elevator 3 Verdugo Hills
Elevator 4 West Contra Costa	1 <sup>st</sup> Floor Downey Family	2 <sup>nd</sup> Floor San Pedro/SPPY

## Saturday – February 13, 2010

### 8:30am - 9:15am

Elevator 1 Downtown Oakland	Elevator 2 Santa Monica	Elevator 3 Triunfo
Elevator 4 Anaheim	1 <sup>st</sup> Floor San Pedro/SPPY	2 <sup>nd</sup> Floor Redlands

### 11:15am - 12:00pm

Elevator 1 Diablo Valley	Elevator 2 San Luis Obispo County	Elevator 3 Valle Lobo/SPPY
Elevator 4 Stuart C. Gildred	1 <sup>st</sup> Floor San Pedro/SPPY	2 <sup>nd</sup> Floor CCY

**SHERATON ELEVATOR DUTY****Saturday – February 13, 2010****4:45 pm - 5:30 pm**

Elevator 1 San Francisco	Elevator 2 Covina/SGV	Elevator 3 Triunfo
Elevator 4 Westside	1 <sup>st</sup> Floor Ventura Family	2 <sup>nd</sup> Floor CCY

**9:30 pm – 10:30 pm**

Elevator 1 Wilmington	Elevator 2 Verdugo Hills	Elevator 3 Glendora/SGV
Elevator 4 Lompoc	1 <sup>st</sup> Floor Downey Family	2 <sup>nd</sup> Floor Valle Lobo/SRV

**10:30 pm - 11:30 pm**

Elevator 1 Eden Area	Elevator 2 Vista Diablo/SRV	Elevator 3 Thousand Oaks/CVY
Elevator 4 Ventura Family	1 <sup>st</sup> Floor Fuerza Unida/SRV	2 <sup>nd</sup> Floor San Pedro/SPPY

**11:30 pm - 12:30 am**

Elevator 1 Tri Valley	Elevator 2 Urban Services	Elevator 3 Verdugo Hills
Elevator 4 Westside	1 <sup>st</sup> Floor San Luis Obispo County	2 <sup>nd</sup> Floor So. Pasadena-San Marino

**Sunday – February 14, 2010****8:30am - 9:15am**

Elevator 1 Montecito/CI	Elevator 2 Thousand Oaks/CVY	Elevator 3 Urban Services
Elevator 4 Miller Family	1 <sup>st</sup> Floor Marin/SF	2 <sup>nd</sup> Floor Westside

**3:45pm - 4:45pm**

Elevator 1 Fremont-Newark	Elevator 2 Santa Monica	Elevator 3 Triunfo
Elevator 4 Santa Barbara	1 <sup>st</sup> Floor Anaheim	2 <sup>nd</sup> Floor CCY

**4:45 pm - 5:45 pm**

Elevator 1 Intern	Elevator 2 Intern	Elevator 3 Intern
Elevator 4 Intern	1 <sup>st</sup> Floor Intern	2 <sup>nd</sup> Floor Intern

**8:30 pm – 9:45 pm**

Elevator 1 San Francisco	Elevator 2 Triunfo	Elevator 3 Verdugo Hills
Elevator 4 Valle Lobo/SRV	1 <sup>st</sup> Floor San Pedro/SPPY	2 <sup>nd</sup> Floor CCY

**11:45 pm - 12:15am**

Elevator 1 Tri Valley	Elevator 2 Triunfo	Elevator 3 West Contra Costa
Elevator 4 CCY	1 <sup>st</sup> Floor So. Pasadena-San Marino	2 <sup>nd</sup> Floor San Pedro/SPPY

**Post-Farwell Service (30 Minutes)**

Elevator 1	Elevator 2	Elevator 3
Elevator 4	1 <sup>st</sup> Floor Westside	2 <sup>nd</sup> Floor Wilmington

## Thursday Night Blow-Up

(Regardless of which shift you are assigned to, you must check-in with Johnjay Edell at the beginning of the event)

<b>9:45 – 11:00</b>	<b>11:00 – 12:15</b>
Albany	Crescenta-Cañada
Crescenta-Cañada	Conejo Valley
Conejo Valley	Culver-Palms
Culver-Palms	Desert Family
Diablo Valley	Downey Family
Downtown Berkeley	El Dorado
El Dorado	Magdalena Ecke/SDSC
Fuerza Unita/SRV	Newport-Corona del Mar
Marin/SF	Palos Verdes/SPPY
Newport-Corona del Mar	San Francisco
Palo Alto	San Pedro/SPPY
San Pedro/SPPY	So. Pasadena-San Marino
Santa Barbara	Triunfo
Triunfo	Valle Lobo/SRV
Valle Lobo/SRV	West Valley
Westchester/LA	Westchester/LA

## Friday Night Dance

(Check in at the stage. Regardless of which shift you are assigned to, you must check-in with Johnjay Edell at the beginning of the event)

<b>10:00 – 11:00</b>	<b>11:00 – 12:00</b>
Crescenta-Cañada	Crescenta-Cañada
Central/SV	Conejo Valley
Conejo Valley	Culver-Palms
Culver-Palms	El Camino/SV
El Dorado	El Dorado
Newport-Corona del Mar	Newport-Corona del Mar
Palos Verdes/SPPY	San Francisco
San Pedro/SPPY	San Pedro/SPPY
So. Pasadena-San Marino	So. Pasadena-San Marino
Southwest/SV	Triunfo
Triunfo	Westchester/LA



## **Saturday Night Karaoke & Dance, Dance Revolution**

(Check in at the stage. Regardless of which shift you are assigned to, you must check-in with Johnjay Edell at the beginning of the event)

<b>10:00 – 11:00</b>	<b>11:00 – 12:00</b>
Crescenta-Cañada	Crescenta-Cañada
Conejo Valley	Conejo Valley
Culver-Palms	Culver-Palms
Downtown Oakland	El Dorado
El Dorado	Newport-Corona del Mar
Estancia/OC	Palos Verdes/SPPY
Newport-Corona del Mar	San Francisco
San Pedro/SPPY	San Pedro/SPPY
So. Pasadena-San Marino	Triunfo
Triunfo	Valle Lobo/SRV
Westchester/LA	Westchester/LA

**Capital Door Duty  
(Must Check in with Staff Member)**

**February 11, 2010 - Thursday**

6:15pm – 10:20pm
Logistics Staff
Logistic Staff

**February 12, 2010 - Friday**

6:15pm – 10:20pm
Logistics Staff
Logistic Staff

**February 13, 2010 - Saturday**

6:15pm – 10:20pm
Logistics Staff
Logistic Staff

**Supreme Court Door Duty**

**February 13, 2010 – Saturday**

11:00am – 1:30pm
Logistics Staff
Logistic Staff

**February 14, 2010 – Sunday**

11:00am – 1:30pm
Logistics Staff
Logistic Staff