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*California YMCA Youth & Government presents:*



## New Delegation Primer

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So you want to start an MUN Delegation? MUN is a tremendous tool that you can use to teach young people the value of working together and expose them to new places, people and ideas.

This primer is intended to address the basics of what MUN is, how it is run, and what is necessary to start a Delegation. After reviewing the information contained in this primer, contact the statewide office for further inquiries and to register your Delegation.

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# What Is MUN?

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The California YMCA Youth & Government Model United Nations program is a simulation of the real-life United Nations. Participants in Model United Nations (MUN) take part in some of the activities that the real U.N. participates in. Ambassadors research, debate and establish policies, treaties and resolutions focusing on international issues, including disputes between countries, peace-keeping responsibilities, border crises, stabilizing financial markets and dealing with hunger, disease and poverty.

Delegations are assigned one or more countries (depending on the number of Ambassadors) they represent. Ambassadors research their countries and come to the MUN conferences as representatives of their country. In addition, Ambassadors are part of one of several organizations that make up or work with the U.N., including the General Assembly (GA), Security Council, International Court of Justice (ICJ), the Economic and Social Council (ECOSOC), Non-governmental Organizations (NGO), the Secretariat (for interns only), and the International Press Corps (IPC).

The MUN experience is designed to teach middle school students consensus building, evidence based persuasion, planning and decision-making, and cultural competency, in a fun and exciting way to best prepare the leaders of tomorrow.

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## CONFERENCES & EVENTS

### ***TRAINING CONFERENCE AT CAMP ROBERTS (March)***

During Model United Nations, a statewide training event is held. All Delegations that wish to participate in the Model United Nations must attend this training. This conference serves as a great introduction to MUN and is a unique learning experience. The Training Conference curriculum includes a thorough orientation of the program and organs, as well as core value-building workshops that focus on culture acceptance, public speaking, and leadership skills. The training conference is also where elections take place for those youth that will serve in a leadership role for the Summit. Ambassadors also receive an introduction to the core staff, role training, and a chance to meet program participants from other YMCAs across the state.

### ***MUN SUMMIT IN IRVINE, CA (April)***

The Model United Nations Summit conference is held in Irvine, California at the Hyatt Regency Hotel. This four-day conference is the heart of the MUN program. Ambassadors are given a chance to put their research and practice to work as they perform their roles and explore how the United Nations is run. In this unique experience, they deal with international issues that affect our world, while being introduced and immersed into other cultural through an array of activities and events.

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## LOCAL DELEGATIONS & MEETINGS

Delegations are formed through YMCAs, schools, churches, or other youth-affiliated programs. Delegations must have an adult Advisor who meets the volunteer criteria of the local YMCA branch the Delegation is affiliated with as well as any regulations set forth by the state office. Delegations are classified as either Y-based (organized directly through the local YMCA branch) or Y-affiliated (organized in the local high school, etc., and affiliated with the local YMCA branch).

### **WHAT IS A DELEGATION?**

A Delegation is a school, community or YMCA group organized on the local level for participation in Model United Nations. Delegations strive to adequately prepare students for conferences and event, while developing leadership opportunities, and fundraising resources.

### **HOW IS A DELEGATION ORGANIZED?**

Students elect officers to direct Delegation meetings. Along with the members, there must be an Advisor (YMCA staff, teacher or parent) who is available to give supervision and leadership to the Delegation's activities.

### **WHEN/WHERE DOES A DELEGATION MEET?**

This depends on the consensus of the group, but most likely right after school in the school library, cafeteria, or classroom. Due to the demand on students' time immediately after school, some Delegations prefer to meet in the evening at the YMCA or other public meeting places.

### **HOW OFTEN DO DELEGATIONS MEET?**

In the beginning, the Delegation may need to meet once a week until the structure of the group has been established and everyone decides what role they are going to play in the program. It is highly recommended that Delegations meet once a week, but not fewer than twice a month.

### **WHAT IS THE LOCAL DELEGATION RESPONSIBLE FOR?**

Model United Nations is a joint effort between local YMCAs (or schools) and the statewide Youth & Government office. Working together, we strive to offer each Ambassador a quality learning and social experience, which will enhance his or her life. In this model, local Delegations:

- a) organize and run each Delegation in a safe, appropriate setting.
- b) recruit YMCA professionals or a trained volunteers to work with participants.
- c) conduct their program in accordance with the rules of the state office.
- d) establish criteria for participation in the program.
- e) organize transportation to and from events.
- f) establish and collect fees necessary to conduct the program.
- g) provide additional training not provided by the statewide office.
- h) are responsible for all communications to Ambassadors.
- i) are responsible for providing for the immediate removal of any Ambassador expelled from program conferences or events.

### ***WHAT DOES THE STATEWIDE PROGRAM PROVIDE?***

In the Youth & Government model, the statewide program provides Ambassadors and local Delegations with:

- a) a well-established, highly regarded program.
- b) many experienced and well-trained volunteers.
- c) first-rate supplies and equipment.
- d) high-quality meals at the Training Conference and Summit.
- e) contracts with the State of California Military Department for the use of barracks and classrooms for the Training Conference.
- f) contracts with the Burbank Marriott Hotel to provide accommodations for the participants of the MUN Summit.
- g) a volunteer EMT at each conference.
- h) volunteer deans who are constantly on duty to monitor the behavior of the Ambassadors when not in session.
- i) training to adult Advisors working with the program.
- j) access to scholarship funds for economically disadvantaged youth.

# How are adults involved?

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## ADVISORS

In Youth & Government programs, Advisors serve as mentors, surrogate parents, and therapists to their Ambassadors. Advisors are volunteers to the local YMCA, and the success of Y&G depends on their efforts. Advisors are an Ambassador's first contact, and they guide them through their experience.

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## VOLUNTEER STAFF

The operation of Youth & Government depends on more than 200 staff volunteers who act as behind-the-scenes facilitators of its programs. These dedicated volunteers can be seen working in every program area. They are also found behind the scenes patrolling hallways late at night, setting up tables and chairs, and ensuring that everything runs smoothly.

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## CORE STAFF

The Youth & Government program is overseen by a small group of paid staff. They are the primary contacts for program-related questions.

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## ADVISORY BOARD

The Youth & Government Advisory Board is comprised of legislators and government officials who have taken an interest in Youth & Government.

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## BOARD OF DIRECTORS

Governing Board members set policy for California YMCA Youth & Government. They are drawn from all over California and are comprised of business leaders, educators, judges, philanthropists, and YMCA Professionals. There are also three student appointments each year to the Board.

# What is the Advisor's role?

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The Model United Nations Advisor plays a key role in shaping the experience of each participating Ambassador. The Advisor's job is to act as a facilitator and supervisor – helping student leaders meet the goals and deadlines necessary to have a complete experience.

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## ADVISORS MUST MEET THE FOLLOWING CRITERIA:

- a) Be at least 18 years of age (the lead advisor must be at least 21)
- b) Be screened as a YMCA volunteer per local YMCA regulations
- c) Be familiar with the mission and core values of the YMCA
- d) Be a positive role model to Ambassadors
- e) Be willing to supervise the organization's goals and programs
- f) Have group facilitation experience or be willing to be trained in this area

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## ADVISOR RESPONSIBILITIES INCLUDE:

- a) Recruiting, training, and supervising middle school youth to form a Delegation.
- b) Receiving, reading and understanding all program bulletins and assuring all deadlines are met.
- c) Facilitating a team-building process where learning, individual growth, and skill development are encouraged.
- d) Guiding students to learn from their successes and failures
- e) Developing a schedule of meetings, planning special events/fundraisers, and preparing Ambassadors for their roles.
- f) Attending all meetings, conferences and events.
- g) Creating and following a budget in conjunction with the local YMCA and their respective policies and/or regulations.
- h) Actively seeking local community involvement and support for the Delegation (program alumni, attorneys, judges, service groups, legislators, etc.).
- i) Attending all Advisor meetings and assisting with general conference duties.
- j) Acting as a liaison between the local YMCA and the MUN program.
- k) Actively supporting the MUN program goals and objectives.
- l) Ensuring that the program and local YMCA policies are adhered to.
- m) Ensuring that the MUN Code of Conduct is understood and agreed to by all Ambassadors, parents, volunteers, and Advisors.

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## HOW MUCH TIME IS REQUIRED OF AN ADVISOR?

This will depend upon the capabilities of the youth and the ability of the YMCA staff and Advisor to recruit outside resource people to give direction related to the various program areas/needs. Once students participate in the Summit, their knowledge and enthusiasm will help to promote the program. Remember, an Advisor's main function is to be a facilitator. In their first year, Advisors should expect to learn along with their students.



# How much does the program cost?

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Costs vary by YMCA and reflect expected expenses divided by the number of expected participants. As a result, the program will cost less per participant in larger delegations. The average cost per participant is \$900. (after financial aid and grants) For more detailed cost information, please review the sample start-up delegation budgets on the following pages.

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## WHERE DOES THE MONEY COME FROM?

Local dues for participation and fundraising efforts are the primary source of funding for Delegations. Most Delegations charge what it costs them to run the program and offer financial assistance to Ambassadors based on need. This financial assistance may be provided by the statewide office, local YMCA or through local fundraising efforts. Local fees charged by YMCAs vary depending on their program operating costs.

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## WHAT ABOUT FINANCIAL ASSISTANCE?

The statewide program offers financial assistance to Delegations serving underrepresented and economically disadvantaged areas. This assistance is offered in block grants to Delegations. It is understood that block grant monies may only be used to defray registration fees paid to Youth & Government.

Block grants are available via application once the program year begins. For more information about block grant funding, contact the statewide office.

**REMEMBER:** Ambassadors who do not have the personal resources to participate in the program should NOT be turned away. Fundraisers and state contributions will help ease the financial burden. Service clubs, attorneys, and businesses with educational interests are quite supportive of the program.

# Southern California Start-up Budget

Account Description	#	Cost	Total
<b>Revenue</b>			
Program Fee	12	900.00	10,800.00
Y & G Block Grant	1	1,200.00	1,200.00
Fundraiser income	-	-	-
Fundraiser expense	-	-	-
<b>Total Revenue</b>			<b>\$12,000</b>
<b>Expense</b>			
Y & G Program Fees	14	395.00	5,530.00
Ambassador Fee	12	395.00	-
Advisor Fee	2	395.00	-
Program Supplies	1	800.00	800.00
Delegation Dinner	14	25.00	350.00
Delegation Apparel	15	30.00	450.00
Lodging at Summit (4 rm, 3 nights)	4	390.00	1,560.00
Vehicle Rental (Training)	1	1,000.00	1,000.00
Vehicle Rental (Summit)	1	1,000.00	1,000.00
<b>Total Expenses</b>			<b>\$10,690.00</b>
<b>Surplus / (Deficit)</b>			<b>\$1310.00</b>

# Northern California Start-up Budget

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Account Description	#	Cost	Total
<b>Revenue</b>			
Program Fee	12	900.00	10,800.00
Y & G Block Grant	1	1,200.00	1,200.00
Fundraiser income	-	-	-
Fundraiser expense	-	-	-
<b>Total Revenue</b>			<b>\$12,000.00</b>
<b>Expense</b>			
Y & G Program Fees	14	395.00	5,530.00
Ambassador Fee	12	395.00	-
Advisor Fee	2	360.00	-
Program Supplies	1	800.00	800.00
Delegation Dinner	14	25.00	350.00
Delegation Apparel	15	30.00	450.00
Lodging at Summit (4 rm,3 nights)	4	390.00	1,560.00
Vehicle Rental (Training)	1	1,000.00	1,000.00
Plane Tickets to Irvine (Summit)	14	185.00	2,590.00
<b>Total Expenses</b>			<b>\$12,280</b>
<b>Surplus / (Deficit)</b>			<b>\$280</b>

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# Starting a Delegation

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Like most things, getting MUN off the ground is best handled one step at a time.

*After reviewing the information contained in this primer, contact the statewide office for further inquiries and to register your delegation.*

More information about Delegation recruitment and operation is available in the MUN Advisor Manual and through advisor trainings offered by the state office. To obtain a copy of the Advisor Manual or register to attend a training session, contact the state office.

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## FIRST, A FEW QUESTIONS:

1. Is there a local school or other youth group with enough interest in MUN to support its own Delegation?
2. Is there a teacher or community member willing to donate his or her time and energies to make sure that participants have a quality experience?
3. Is the local school and school district willing to have Model United Nations as part of their extra-curricular activities?

Answering these questions will give you a basic knowledge of MUN's place in your community.

The state office is your resource to assist with the basic set-up, training, and development of Delegations in your area. The state office provides materials (brochures, manuals, videos, etc.), contact information of local alumni, as well as their expertise and guidance.

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## WHAT'S NEXT?

Contact your local YMCA branch and find out if they are currently hosting a Model United Nations Delegation. If you need help finding a local YMCA, contact the state office.

If you find that your local YMCA is not hosting a Delegation, inform them that you are interested in starting one. In the event that your YMCA is not familiar with the MUN program or cannot be of assistance, please contact the State office.

### *The Local YMCA & the MUN Delegation*

The local YMCA is responsible to each local Delegation in a number of ways, and is responsible for:

- Providing screening and training for Advisors as YMCA volunteers.
- Acting as the link to the state office – sharing communications with the local Delegations and assisting in getting answers to questions.

- Providing a support system and back-up in the day-to-day Delegation operation and advising duties.
- Providing resources for team building and leadership development.
- Providing assistance with service projects or fundraising efforts.
- Assisting in organizing transportation to conferences and events.
- Assisting with the removal and/or discipline of Ambassadors or Advisors expelled by Model United Nations, within the guidelines set forth by the state office.