**Secretariat Delegation Meeting #2**

**Week 2**

Can you believe it, we are only two weeks away from Camp Roberts.

**REGGO**

You all need to register in Reggo. If you haven’t done is, please make a reminder and take care of this after school TODAY!!!!. Your delegation is Secretariat, not your home delegation.

**Authorization Form**

All Secretariat need to have the Authorization formed filled out before coming to Camp Roberts. This needs to be filled out and signed by your parents/guardians. If you are traveling with your home delegation, please make a copy and give it to the lead advisor prior to boarding the bus.

<http://calymca.org/wp-content/uploads/2012/01/11th-MUN-Release-and-Authorization-Form.pdf>

**Program Fees**

Deposits are due today. Hopefully you were all able to take care of this. If you haven’t, the deposit and the forms should be in the mail by tonight. If you are paying by credit call, you need to call Scott at the Y&G Office 916-756-0230 Ext. 101. For your next payment, please bring it to Camp Roberts and give to school. Please make sure that it has your name on it in the memo section. Again call Scott if paying by credit card

$50.00 by March 3, 2014 **DUE TODAY!!**

$172.50 due at or before Training Conference

$172.50 due at or before MUN Summit

**Financial Assistance**

If you need financial assistance, please contact Troy Nichols at [troy@calymca.org](mailto:troy@calymca.org) ASAP. This will be your last week.

**Transportation**

How are we doing with our transportation needs? Who needs help? DO NOT PROCRASTINATE!!

**Training Conference**

The training schedule for the Secretariat is being finalized. You all should have it by our next meeting.

**Communication**

Communication is highly important. When we ask for something, please respond in a timely matter. Two of you have not emailed me with your sweatshirt size. I will have to guess your size.

A reminder, we communicate in three different ways:

1. Text Blast- please text @secretaria to 415-202-5780. We use this as reminders. You cannot reply to this text.
2. Facebook- please join our page for news, photos, and reminders *13th MUN Secretariat- California YMCA Y&G*.
3. Email- Please check your emails on a weekly basis

**Code of Conduct**

The Secretariat follows the ML/C Code of Conduct with one exception. There will be no 3-2 ration in effect with this program. Ladies cannot hang out in men’s room at any conference, and vice versa unless one of the staff is present. At the Summit, there will be a Secretariat Office for hanging out.

**Adjournment**

So we know that you have read this “meeting”, please send Richard an email letting him know that your transportation to Camp Roberts is good or you need help and that you have registered in Reggo.