**Secretariat Delegation Meeting #8**

**Week 8**

The final days are here. The staff can’t wait to see you all in Irvine this Thursday. We have attached the Secretariat time line for you to read. If there are any last minute questions please let us know. There are several time pressing items that need to be taken care of ASAP.

**Transportation**

It’s our understanding that some of the LA area delegations are asking their parent to drop off and pick up their delegates in Irvine, thus having no transportation for you to Irvine. Being dropped off by a parent or an adult that you know is this best solution. But if you have to drive, Youth & Government has set forth some policies around that. Please read carefully:

1. A waiver must be signed by you and a parent/guardian. The waiver is attached to this email.
2. We must receive some sort of visual confirmation of the signed document **PRIOR** to arrival. A cell phone picture of a signed document (Clearly showing the signature and name) is good enough initially, or you can email/fax the driving waiver. A cell phone picture of a signed document (Clearly showing the signature and name) is good enough. You can email a copy to [secretariat@calymca.org](mailto:secretariat@calymca.org) **AND** [munleadership@calymca.org](mailto:munleadership@calymca.org). If faxing, please send to 916-471-0285.
3. Please bring original copies of the driving waiver to the conference and turn in at the Secretariat office in Salon B.
4. While at the conference, there will be no in and out privileges.
5. Parking, gas, or mileage is not included in your conference fees. Self-parking is $8.00 per day. Valet is $8.00 per day. If delegates valet, they should tip the valets. Suggestion $2.00 tip.
6. Lack of an original driving wavier upon arrival constitutes a code of conduct violation (MUN Code of Conduct Section 1.(o)).

**Youth & Government Office**

The Y&G office has a new number:

(916) 287-9622

Please get rid of the old number if you have it in your phones.

**Between now and Irvine**

Hopefully for those of you all have been reading up on your topics and other information to prepare yourself for the Summit. If you haven’t, please give it a good read. You can find them on the MUN Resource page. <http://calymca.org/programs/model-united-nations/mun-resources/>

Please read these over to become familiar with your topics. All other Secretariat, if you need to know what to do between now and the Summit, let us know so we can direct you to the proper person.

**Program Fees**

Your final payment is due on or before the Summit. I would suggest that you take care of the final payment, if you can, and send it off to Y&G before the Summit so we won’t have to worry. If you need to know your balance, let us know. If you do not bring in the final payment, you will not be able to participate.

$172.50 due at or before MUN Summit

If you want to pay by Credit Card, it has to be done no later than April 18th because the staff will be in Irvine getting ready for the Summit and away from CC machine. Contact Rolf Davidson at 916-287-9622 X 102.

**Communication**

We had a conversation about communication and how highly important it is. When we ask for something, please respond in a timely matter.

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
4. **NEW!!!!!-** MUN Resource page. <http://calymca.org/programs/model-united-nations/mun-resources/>

**Activities Secretariat**

Please make sure you are at the hotel by 6:00PM. You need to help with the Parade of Nations. Please let me know if that is a problem.

**International Ball**

Our theme for the Int’l Ball will be Jungle Island. If you would like to participate, please bring a piece of clothing or hat or something fun to wear to the Ball. Please make sure that your clothing is middle school appropriate. If you question anything you think you might bring, then don’t bring it our contact one of us to help you.

**Dress Code**

Start putting together those outfits for the summit. We will be having dinner as a group at the Sec-Gen’s Banquet. If you want to get into fancy clothes, please do so. But make sure our dress is appropriate for middle school eyes. If you have any questions about our dress code, please email us.

**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 (Salon B) for hanging out.

**Staff Info**

Here is our contact information:

Richard Chapin 650.996.4155 [richard.r.chapin.ii@gmail.com](mailto:richard.r.chapin.ii@gmail.com)

Kim Brickely 951.533.7037 [kimberlybrickely@yahoo.com](mailto:kimberlybrickely@yahoo.com)

Melissa Lopez 408-569-3312 [melissa.lopez@ymcasv.org](mailto:melissa.lopez@ymcasv.org)

When texting us to get information, please state your name. We do not have you cell numbers programmed into our phones. If you have a concern, please please we are here to help and will do the best we can to assist.

**Adjournment**

So we know that you have read this “meeting”, please send Richard an email ccing Kim and Melissa what you are looking forward to this week?