

"BUILDING THE BEST YOUTH"







Dear Future Conference Participant-

It's that time of year again!! The 2011 NCADA Prevention Leadership Conference is just around the corner! The Conference this year is a one-day event and will take place at the Sheraton Westport Lakeside Chalet on Friday, August 5th from 8:00 a.m. until 11:00 p.m.

If you want to attend the Conference this year, please fill out the attached application as well as sign-up list for breakout sessions. You can also find this information on our website www.ncada-stl.org. Please have the forms completed and turned in by Thursday, June 23, 2011.

So here is a little inside scoop on what's going to happen at this year's Conference.

-  The #1 Teen Motivational Speaker- Aric Bostick
-  4 Adult Breakout Sessions just for you!
-  Topics include
 - Burnout to Breakthrough
 - What Students Know That You Should Too!
 - Science of Addiction
 - Networking/ Activities to do with your youth!
-  Meeting new people

If you have any questions, don't hesitate to call or email me at 314-962-3456 or vcolumbo@ncada-tl.org
I really look forward to seeing you this year!

Val Colombo
Conference Coordinator
NCADA

"You can dream, create, design and build the most wonderful place in the world, but it requires people to make the dream a reality." -Walt Disney



Proud member of

United Way
of Greater St. Louis



PREVENTION

Mail application by 06/23/11 to:
 Valerie Colombo
 NCADA
 8790 Manchester Road
 St. Louis, MO 63144

For office use only: Date Rec'd _____

**NCADA Prevention Leadership Conference
 SPONSOR/ADULT APPLICATION**

Please **print in ink** or **type** legibly. To eliminate delays, applications must be completely filled out, signed and returned by **June 23, 2011**.

PART I

Last name, first name		Date of birth ____/____/____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	T-shirt size: <input type="checkbox"/> Small <input type="checkbox"/> X-Large <input type="checkbox"/> Medium <input type="checkbox"/> 2X-Large <input type="checkbox"/> Large <input type="checkbox"/> 3X-Large <input type="checkbox"/> 4X-Large	
Address		City/County	State	Zip	
Home Phone		Cell Phone			
Adult's e-mail address					
Youth, Group, Team or Organization Name		School District			
Youth, Group, Team or Organization Address		City/County	State	Zip	

CONFERENCE MEALS

Please check which meals you will be attending. **NO CHANGES** can be made at the Conference.

- Friday Breakfast..... yes no Vegetarian
 Friday Luncheon yes no Vegetarian
 Friday Banquet yes no Vegetarian

PART II

GENERAL HEALTH INFORMATION

Is there any medical condition you are being treated for that our Conference nurse should know about?
 (asthma, skin conditions, depression, seizure disorder, diabetes, ADHD, etc.)

- NO
 YES, I am being treated for

List any allergic reactions your student has (medications, insects stings, foods, etc)

List any physical activity and/or dietary limitations your student has:

Last tetanus booster: month _____ year _____

EMERGENCY INFORMATION

In the unlikely event that an emergency should occur and someone needs to be reached, the following person should serve as an alternate contact for my student.

Name :		Address:	
Home Phone:	Cell Phone:	Work Phone:	Relationship to me:

The Sheraton Lakeside Chalet Hotel carries accident injury insurance. However, it is important that you are also covered by insurance. Please complete the information below.

Physician or clinic's name:		Office phone number:	Exchange number:
Insurance carrier/Medicaid:	Group number:	Policy or Medicaid number:	Name of policy holder:

If an emergency situation should arise and the alternate contact can be reached, the Conference nurse and/or Conference coordinators will need to seek emergency care for me.

This health information is correct to the best of my knowledge. In an emergency please, notify the following:

Name of emergency contact		Relationship to adult	
Day phone number ()		Evening phone number ()	
Name of emergency contact		Relationship to adult	
Day phone number ()		Evening phone number ()	
Physician or clinic's name		Office phone number ()	
Insurance carrier/Medicaid	Group number	Policy or Medicaid number	Name of policy holder

PART III

PUBLICITY RELEASE

There are times NCADA publicizes and promotes its programs to those that support NCADA's youth services and to those who are interested in our programs. This may involve showing a photograph of an activity in which you were participating.

I give my permission for NCADA to use a photograph of myself participating in a conference activity.

Signature

Date

LIABILITY RELEASE

I hereby release the NCADA Prevention Leadership Conference, of its sponsoring or cooperating agencies, Sheraton Lakeside Chalet Hotel, and any other person or organization associated with the Conference to be held at the Sheraton Lakeside Chalet August 5, 2011, from any and all liability during the Conference.

Signature

Date

CONFERENCE FEES

The cost for the one-day Conference is \$75 for both adults and students. This includes registration, all materials, meals, snacks and evening activities. NCADA had many partial scholarships available if you are interesting in a scholarship please call Valerie Colombo at 314-962-3456. Please send payment with application.

METHOD OF PAYMENT: Please check all that apply.

- I have received a \$_____ scholarship from NCADA.
- I have included a **check made payable to NCADA** for \$_____.
- My school/or other organization will pay \$_____ for my participation.

Name of school/organization financially responsible:	Person to be billed:
Address:	Phone number of person to be billed:
Email address of person to be billed:	Purchase Order Number, if applicable:

- I am paying \$_____ by credit card. Please complete the following information.

Name on Card:	Circle one: Visa Master Card Discover American Express	
Credit card number:	Expiration Date:	Security Code on back of card:
Credit card Billing Address	Amount to be charged: \$_____	

CANCELLATION POLICY

Applicants may cancel their registration with no consequences by July 1, 2011. If cancellations take place after July 1, the applicant is responsible for the fee, including the cost of the scholarship provided.

SPENDING MONEY

If participants wish to purchase a book written by the speaker and/or snacks or beverages from the hotel vending machines, extra money is necessary. However, NCADA suggests that participants refrain from bringing a lot of money or other valuables to the Conference.

HOTEL INFORMATION FOR THOSE PLANNING TO STAY IN THE HOTEL PRIOR TO THE CONFERENCE OR THE NIGHT OF THE CONFERENCE

The 2011 NCADA Prevention Leadership Conference will be held at the:
Sheraton Westport Lakeside Chalet
191 Westport Plaza
St. Louis, MO 63146
314-878-1500

If your group is registered for the Conference and wants to stay at the Hotel the night before or the night of the Conference, you are eligible for a special rate of \$105 per night per room. Rooms accommodate 4 people. This rate will only be available for those making reservations on or before June 24, 2011. After this date you can still make reservations at the hotel, but room availability and rates will not be guaranteed. It is important to note that whether you make reservations prior to or after June 24, the Sheraton will not reserve any rooms for the Conference. They require that all room reservations made through NCADA. Please contact Val Colombo at 314-962-3456 or vcolombo@ncada-stl.org for more information to reserve a room.

Sheraton check-in time is 3:00p.m. Check-out is 12:00p.m. If your arrival time is prior to 3:00p.m., and do not have access to your room, the Hotel will store your luggage. If you check out earlier than scheduled, the hotel will add a \$50 charge.

DIRECTIONS TO THE SHERATON WESTPORT LAKESIDE CHALET

From Lambert-St Louis International Airport: Take Interstate 70 West to Interstate 270 South to Dorsett Road, Exit 17. Turn left on Dorsett Road. Turn right on Progress Parkway and continue straight ahead into West Port Plaza.

From North: Take Interstate 70 West to I-270 South, take Exit 17 to Dorsett Road. Turn left on Dorsett Road, turn right on onto Progress Parkway. Continue straight ahead into West Port Plaza.

From West: Take Interstate 64/Route 40 East to I-270 North to Dorsett Road, Exit 17. Turn right on Dorsett Road, then turn right onto Progress Parkway. Continue straight ahead into West Port Plaza.

From South: Take Interstate 55 North to I-270 West/North. Take Exit 17 onto Dorsett Road. Make a right turn on Dorsett Road, then a right onto Progress Parkway. Continue straight ahead into West Port Plaza.

Schedule at a Glance

TIME	EVENT
8:00-8:30 AM	Registration/ Pre-test/ Breakfast
8:30-9:00 AM	Opening
9:00-10:00 AM	Keynote Speaker
10:00-10:10 AM	move
10:10-11:10 AM	Breakout Session 1
11:10-11:20 AM	move
11:20-12:20 PM	Breakout Session 2
12:20-1:00 PM	Lunch
1:00-2:00 PM	Leadership Activity
2:00-2:10 PM	move
2:10-3:10 PM	Breakout Session 3
3:10-3:20 PM	move
3:20-4:20 PM	Breakout session 4
4:20-5:00 PM	Presentation (panel)
5:00-5:15 PM	move
5:15-7:00 PM	Keynote/Dinner/Awards/Post-Test
7:00-7:30 PM	Closing
7:30-11:00 PM	Alternate Activities

2011
NCADA PREVENTION LEADERSHIP CONFERENCE
Responsibilities/Expectations For Adult Chaperones

1. Prior to the Conference, it is essential that all adult sponsors/chaperones take the following steps:
 - a. Recruit students for the Conference who understand the goals and spirit of the Conference. Be familiar with the Youth Code of Conduct and discuss the importance of this agreement with students you are recruiting and chaperoning.
 - b. Confirm with parents or guardian their understanding of their son's or daughter's participation in the Conference and their child's commitment to the Youth Code of Conduct. Specifically discuss whether or not students are staying at the Sheraton Westport Lakeside Chalet Hotel.
 - c. Discuss with parent/guardian when and how their child will arrive at the Sheraton Westport Lakeside Chalet Hotel in St. Louis. It is critically important that all participants arrive at the Hotel in St. Louis no later than 8:00 AM on August 5th for their Conference check-in. Likewise it is the chaperone's responsibility to find out when and how the student will be leaving the hotel when the Conference adjourns at 11PM.
 - d. Check each of your students' registration packets to make sure it is completely filled out before submitting the form to the NCADA Office. NCADA has the right to charge a \$5.00 service charge to process incomplete registrations.
2. Supervise and chaperone middle school students registered with you at ALL times during the Conference. Chaperones are expected to chaperone high school students during free time and social activities. Students are expected to attend ALL sessions, including the MANDATORY orientation, general sessions, workshops, meals, and evening activities (if student has signed up at time of registration). NCADA and other Conference sponsors are not responsible for the safety of participants during optional activities and any unauthorized activities on or off the hotel facilities/grounds.
3. **IF YOU AND/OR YOUR GROUP PLANS TO STAY AT THE HOTEL:**
 - a. If you and or your group plans to stay overnight at the hotel, you must ensure that all teens are in their own rooms for the midnight curfew. Switching of rooms is not permitted.
 - b. Enforce the policy that there is no visiting in rooms with people of the opposite sex and no sexual activity or inappropriate touching at any time during the Conference.
 - c. If chaperoning students in a hotel room, stay in the hotel room with students after the midnight curfew until 7:00 AM the next morning making sure students are chaperoned at all times. Chaperone should make arrangements to leave their room for trips to the car, ice machine, etc. prior to midnight.
4. Encourage participants to be respectful of other hotel guests when socializing in the hotel. Participants should not congregate on floors with sleeping rooms.
5. Report any emergencies immediately to Valerie Colombo and or Jenny Armbruster, Conference Coordinators, or the Conference Nurse.
6. ATTEND ALL SESSIONS OF THE CONFERENCE, MAKING SURE TO ARRIVE PUNCTUALLY. THERE WILL BE A MANDATORY ORIENTATION FOR ALL PARTICIPANTS AT 8:30 AM ON FRIDAY, AUGUST 5th THAT WILL PROVIDE CRITICAL INFORMATION.
7. Advise the Conference Nurse if you have any participant in your group or room who is sick. He/she will need to receive permission to miss any sessions.
8. WEAR YOUR NAME TAG AS YOUR CREDENTIAL AT ALL FUNCTIONS!! THIS IS MANDATORY FOR YOUTH AND ADULTS!!
9. Check to make sure there has been no destruction of personal or hotel property during your stay at the hotel. Those responsible will be required to make arrangements for payment of damages before they leave the hotel.
10. Enforce the Conference policy of banning personal supplies of food and drinks, and use of games, radios, BlackBerrys, MP3 players, IPODS, CD or DVD players and earphones, cell phones, beepers or other electronic devices during general sessions, workshops, focus groups, and meals.
11. Remember to be a role model to youth at all times including following all of the above expectations.
After reading these responsibilities and expectations, I clearly understand all that is asked of me regarding my role as an adult chaperone at the 2011 NCADA Prevention Leadership Conference.

Chaperone's Name (Please Print)

Date

Chaperone's Signature