



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# AN EXPERIENCE IN GLOBAL CITIZENSHIP

KUNA Manual



KENTUCKY YMCA YOUTH ASSOCIATION

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# KENTUCKY YMCA YOUTH ASSOCIATION 2011-2012 PROGRAM CALENDAR

## August

Regional Directors visit schools

## September

Regional Directors visit schools

## October

14: KYA Intent to Participate form due (online)  
14: Student Y Affiliation deadline  
14: KYA Financial Assistance Application deadline  
23: KYA Officer/Leadership Training, Louisville  
28: Middle School KYA #1 and High School KYA #1 registration deadline

## November

6: KYA Officer/Leadership Training, Kentucky YMCA Office, Frankfort  
11: Middle School KYA #2 and High School KYA #2 registration deadline  
17-19: Middle School KYA #1, Crowne Plaza, Louisville  
18: Middle School KYA #3 registration deadline  
20-22: High School KYA #1, Crowne Plaza, Louisville

## December

1-3: Middle School KYA #2, Crowne Plaza, Louisville  
4-6: High School KYA #2, Crowne Plaza, Louisville  
8-10: Middle School KYA #3, Crowne Plaza, Louisville  
20: Go For It Conference Financial Assistance deadline  
30: Go For It Registration Deadline  
31: Y-Corps: Service to the Commonwealth/Service to the South Application deadline

## January

14-16: High School Go For It Conference, Kentucky Leadership Center, Jabez  
20-22: Middle School Go For It Conference, Kavanaugh Life Enrichment Center, Crestwood, KY  
31: KUNA Financial Assistance Application deadline

## February

10: Middle School KUNA West Registration deadline  
12: KUNA Officer/Leadership Training, Kentucky YMCA Office, Frankfort  
17: Middle School KUNA East Registration deadline  
26: KUNA Officer/Leadership Training, Louisville  
24: High School KUNA West Registration deadline

## March

2: High School KUNA East Registration deadline  
4-6: Middle School West KUNA, Crowne Plaza, Louisville  
11-13: Middle School East KUNA, Crowne Plaza, Louisville  
18-20: High School West KUNA, Crowne Plaza, Louisville  
25-27: High School East KUNA, Crowne Plaza, Louisville

## June

17-20: High School Leadership Training Conference  
21-23: Middle School Leadership Training Conference  
29-July 6: Conference on National Affairs, Blue Ridge Assembly, North Carolina

## July

13-22: Y-Corps: Service to the South  
15-22: Y-Corps: Service to the Commonwealth

# Our Mission

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders, inspired to affect change in their school, community, Commonwealth, nation, and world. Through experiential learning, service, and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens.

## Program Areas

### Experiential Learning

#### Kentucky Youth Assembly (November/December)

The Kentucky Youth Assembly (KYA) is a three-day experiential learning conference in which students participate directly in a simulation of the Commonwealth's democratic process. Acting as Senators and Representatives, students write, debate, and vote on legislation that affects them. As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. As advocates and justices, students argue and judge a contemporary legal case in the actual Kentucky Supreme Court chambers. Officers elected by students serve as Governor, Speaker of the House, President of the Senate, and are appointed to other conference leadership positions. During the entire process students are supported by YMCA professionals, advisors, alumni, and parent volunteers.

KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views.

#### Kentucky United Nations Assembly (March)

The Kentucky United Nations Assembly (KUNA) is a three-day experiential learning conference in which students participate directly in simulated international diplomacy. As Ambassadors emulating the culture and representing diverse interests of UN member countries from around the world, students dive deeply into the culture of another nation and are encouraged to re-examine the world from another perspective.

Students develop solutions for international issues by writing, presenting, debating, and voting on proposals. Students also celebrate cultural diversity by presenting aspects of their chosen country's culture at the Global Village and International Stage. Officers elected by students serve as conference leadership, supported by YMCA professionals, advisors, alumni, and parent volunteers. KUNA offers students the opportunity to experience the richness of cultures from around the world, develop empathy, and hone their critical thinking skills while engaging with a wide variety of perspectives and global issues.

#### Conference On National Affairs (Summer)

CONA is a week-long gathering of outstanding Youth & Government participants from across the nation. Every 4th of July, participating states' strongest leaders are invited to debate national issues among a group of their peers from across the United States. Held at the YMCA Blue Ridge Assembly in Black Mountain, North Carolina, CONA is a week of new friends and renewed patriotism. Delegates each write a proposal on a topic of national importance and debate these issues in increasingly larger committees until the highest ranked proposals are voted upon by the entire assembly.

## Civic Engagement

### Student Y (Year-Round)

The Student Y is a student-run school or community-based organization that promotes critical thinking, leadership, and social responsibility through experiential learning, service, and community activism in fellowship with peers, adults, alumni, and YMCA staff.

Each Student Y can select the level of involvement that is right for their participants. Student Y encourages all 6th-12th graders to participate in the democratic process while cultivating a sense of civic duty and social responsibility through service learning.

## Youth Leadership Development

### Go For It (Winter) and the Leadership Training Conference (Summer)

Go For It and the Leadership Training Conference are inspirational and motivational experiences that build servant leaders through a focus on personal discovery and skills development. Through in-depth guided discussion, small group activities and team building, teens hone leadership skills and explore their own values away from the pressures of their daily lives. In a rare space where teens can truly be themselves, students have fun, forge lasting bonds with peers from throughout the Commonwealth, and return home better prepared to be effective servant leaders in their home, school and community.

## Service Learning

### Y-Corps (Year-Round)

Y-Corps is a service-learning program for teens and young adults inspired to affect positive change in the world around them. Participants are given a forum for the practical application of the skills they develop in our simulation and leadership training programs.

For an entire year, Y-Corps participants engage in community outreach, service and fundraising events, developing professional advocacy skills they will use throughout their lives. This year of outreach culminates in a series of service trips throughout Kentucky, the southern United States, and the world. Participants build indelible bonds with teammates through the shared experience of both the needs and the unique cultural identities of the communities they serve. The Y partners with a variety of organizations to help students discover how to best use their skills, talents, and interests as socially responsible servant leaders.

Through hard work, cultural immersion, self-discovery and reflection, Y-Corps extends the mission of the Y into communities throughout the Commonwealth and beyond.



# Student Y

## What is Student Y?

The Student Y is an organization that fosters leadership development, civic engagement, and service learning throughout your school and community. The Student Y provides resources and training to develop more effective servant leaders. Student Y members participate in the Kentucky YMCA's statewide programs as well as local civic engagement and service learning activities.

### State-Wide: The Kentucky YMCA organizes programs that link students from around the state.

- Kentucky Youth Assembly (KYA): model Kentucky Legislature
- Kentucky United Nations Assembly (KUNA): model United Nations
- Leadership Training Conference/Go For It: leadership development retreats
- Y-Corps: service and community engagement trips
- Conference On National Affairs (CONA): national model Congress (by invitation only)

### Local Activities: The Kentucky YMCA provides training and resources to support local and school-based activities.

- Service Projects: Student Ys undertake service projects during the course of the year, often in conjunction with other groups or schools.
- Civic Engagement Opportunities: Activities that engage directly with the community's civic system – advocacy, organizing, fund-raising, debates, voter registration drives, public forums, etc.

## Why Be a Student Y?

Student Ys build a school's assets through leadership development, civic engagement, and service learning. Participants gain concrete skills, valuable experience, and increased confidence that they bring back to their schools, families, and communities. Alumni of our program occupy leadership positions in the business, government, and social sectors in local communities, across the nation, and around the world.

# How To Be a Student Y

## Organize

- Contact your Regional Director to set up a meeting.
- Structure your Student Y in a manner that fits the needs of its members. Decide when and where you will meet and set goals for the year with the help of your Regional Director.
- Elect officers. Each Student Y is required to have the following:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Service Chair(Multiple offices may be filled by the same person)

# How To Be a Student Y Continued

## Register

- Fill out the Student Y Affiliation Form online and send dues to the Kentucky YMCA office.
- As Student Y Members, your students will receive significant discounts on all Kentucky YMCA conference fees, eligibility to run for office at KUNA and KYA, and eligibility to win Student Y awards based on their participation in service projects and civic engagement activities.
- In order to register for KYA with the Student Y discount, Student Ys must have submitted a member roster, list of officers, and their dues.

Note: Beginning the 2011-2012 school year, in order for a candidate to run for office at KYA and/or KUNA, the Student Y will be required to complete a minimum of one service project prior to that conference's registration.

## Operate

- Plan service projects and civic engagement activities.
- Prepare, register for, and participate in KYA and KUNA.
- Fundraise to support conference fees, transportation, and general operating expenses.
- Report all service projects, mentoring events, and civic engagement events. Service Chairs are encouraged to report events and projects using the online form before the actual date but are required to submit within one week of the event.



Note: Submit all media coverage (photos, newspaper articles, links to news stories) of your Student Y to the Kentucky YMCA office.

## Share

- Outstanding service projects will be featured on the website and in e-mail communication.
- Outstanding Student Ys are eligible for awards.
- Any time you have a question, concern, comment, or idea feel free to visit [kymca.org](http://kymca.org) or contact your Regional Director – we're here for you!

## Resources

Go to <http://kymca.org/studentY.html> for:

- Student Y Affiliation Form
- Student Y Service Report Form
- Service Project Guide
- Fundraising Ideas

# DRAFT STUDENT Y CALENDAR

This calendar is a suggested way to set up your Student Y. Feel free to add or subtract as it fits your Student Y.

## August/September

Icebreakers

Members share what Student Y did last year

Orientation for new members

Service project planning

## October

Induction of members

KYA video

Bill-writing workshop led by Regional Director

Service project

## November

Student skits about bills

Speaker on Voting – Exercising Your Right

Parliamentary Procedure workshop led by Regional Director

## December

Group discussion on What I Learned at KYA

Ugly holiday sweater party

Promote Go For It Conference

Promote Y-Corps

## January

Semester goal setting

Service project planning

MLK, Jr. programming

Begin deciding a country for KUNA

KUNA preparations

## February

Service project to support YMCA World Service

Speaker on How Local Government Works

KUNA preparations

## March

Attend KUNA

Group discussion on Why I Joined the Student Y

Speaker from a local service organization

## April/May

Elect and install officers

End of the Year Banquet

Promote Leadership Training Conference

Promote CONA

# Kentucky United Nations Assembly (KUNA)

## What is KUNA?

The Kentucky United Nations Assembly (KUNA) is a three-day experiential learning conference in which students participate directly in simulated international diplomacy. As Ambassadors representing the diverse interests of UN member countries from around the world, students dive deeply into the culture of another nation and are encouraged to re-examine the world from another perspective.

Students develop solutions for international issues by writing, presenting, debating, and voting on proposals. Students also celebrate cultural diversity by presenting aspects of their chosen country's culture at the Global Village and International Stage. Officers elected by students serve as conference leadership, supported by YMCA professionals, advisors, alumni, and parent volunteers.

## Choice of Nations

Each delegation may request countries in order of preference via the country request form online at <http://kymca.org/KUNAcountryRequestForm.html>. Countries will be assigned on a first-come, first-served basis. Confirmation will be handled by the Y-Staff according to availability. No delegation may represent the same nation or a permanent member of the Security Council two years in a row. Delegations may not represent two permanent members of the Security Council at the same conference. The five permanent members of the Security Council must be represented by delegations numbering at least eight students.

Countries must be represented by a minimum of 6 students (provided that the delegation has 6 or more students) up to a maximum of 20 students.



# Roles

## Ambassadors

An Ambassador is a representative of a nation.

### Who is an Ambassador?

- All students, with the exception of the Executive Committee and Media Corps, serve as Ambassadors of their country during all scheduled sessions throughout the conference.

### What can an Ambassador do?

- Ambassadors research, debate, rank, and vote on proposals from the perspective of the country they represent.
- Ambassadors are expected to respectfully represent the culture of their country during all scheduled events. The first step in accurate representation of a country is completing the Country Research Guide prior to the conference.
- Ambassadors create native attire and a cultural display to represent their country during the Global Village on the first night.
- Parliamentarians serve as clerks and doorkeepers. (1 Ambassador per school may serve as a Parliamentarian)
- The following specialized roles for Ambassadors are explained fully in following sections:
- Proposal Authors write and present proposals for action by the United Nations from the perspective of the country they represent.
- Security Council members debate issues pertaining to international security in a real-time simulation.

### Who leads the Ambassadors?

- The Ambassadors are led by the Secretary General and the President of the Security Council with additional assistance from Summit Presidents.

### What happens at the conference?

1st night

- Parade of Nations
  - During the opening ceremonies, two Ambassadors from each country will present their country's colors to the conference. One Ambassador carries the Country Sign while the other carries the flag.
- Global Village
  - The Global Village consists of each country's Native Attire, Cultural Display, Proposal Sharing, and optional International Stage performance (all of which are further expanded upon in following sections).

2nd day

- Debate in Committees
  - Ambassadors debate and rank proposals
- Debate in Summits
  - Ambassadors debate and vote on proposals
- Debate in General Assemblies
  - Ambassadors debate and vote on highest ranked proposals

## Resources

Go to <http://kymca.org/KUNAManuals.html> for:

- Ambassador Debate Guide
- Parliamentarian Guidelines
- Country Research Guide

## Security Council

The United Nations Security Council is one of the principal organs of the United Nations and is charged with the maintenance of international peace and security.

### Who is eligible to be a member of the Security Council?

- One outstanding 8th or 12th grader per country. Previous KUNA experience is preferred, but not required.
- Permanent members of the Security Council (China, France, Russian Federation, United States, and United Kingdom) must have a representative.

### What can Security Council members do?

- Security Council members debate issues pertaining to international security in a real-time simulation.
- Security Council members may not be proposal authors.
- (High School KUNA Only) Each Security Council member must research and submit a one-page informative paper describing his or her country's major international concerns related to global security. The papers must be submitted with registration and will be used to determine which nations have voting privileges.

### Who leads the Security Council?

- The Security Council is led by the President of the Security Council.

### What happens at the conference?

1st night

- The Security Council will meet to discuss procedure and identify positions.

2nd day

- Debate in Security Council
  - Members debate and vote upon resolutions



## Media Corps

Media Corps members cover debate, profile candidates, and report on important issues facing the conference through newspapers, blogs and (at the High School conferences) video.

### Who is eligible to be on Media Corps?

- 10th, 11th, and 12th graders at High School conferences (two per delegation).
- 7th and 8th graders at Middle School conferences (one per delegation).

### What can the Media Corps members do?

- Editor – the editor will have been appointed by the Media Corps at the previous year’s KUNA.
- Associate Editors – associate editors will be appointed by the editor from among the video team (High School KUNA only), the newspaper team, and the photographers.
- Newspaper team – newspaper team members must submit an article individually to the Kentucky YMCA on a topic related to KUNA no later than one week prior to their conference.
- Photographers – photographers must submit 10–20 well composed photos of their school’s KYA preparations to the Kentucky YMCA no later than one week prior to their conference.

### High School conferences only:

- Video Team – video team members must submit an edited short video individually or as a team to the Kentucky YMCA on a topic related to KYA no later than one week prior to their conference.



## Proposals and Authors

A proposal is a written recommendation for action to the United Nations. Proposals are the driving force of debate for the issues brought to KUNA. The purpose of KUNA is not to pass a proposal, but rather to learn to articulate the beliefs of the country you are representing while maintaining respect for those beliefs that differ from your own.

### Proposal Content

- Scope
  - Proposals deal with issues that are important to the country presenting them and require international support and solutions.
  - Delegates present and debate based on the perspective and interests of the country they represent using the information from their completed Country Research Guide.
- Criteria for ranking by countries in Committees on the second day of KUNA
  - Debatability: Are valid points raised on both sides during debate?
  - Feasibility: Is it possible to implement this idea?
  - Creativity: Is this proposal original?
  - Global Impact: Does passage of this proposal benefit the world, as a whole, or create a great enough impact on the global community to justify its passage?
  - Preparation/ Presentation: Are the authors prepared and well informed on the topic?

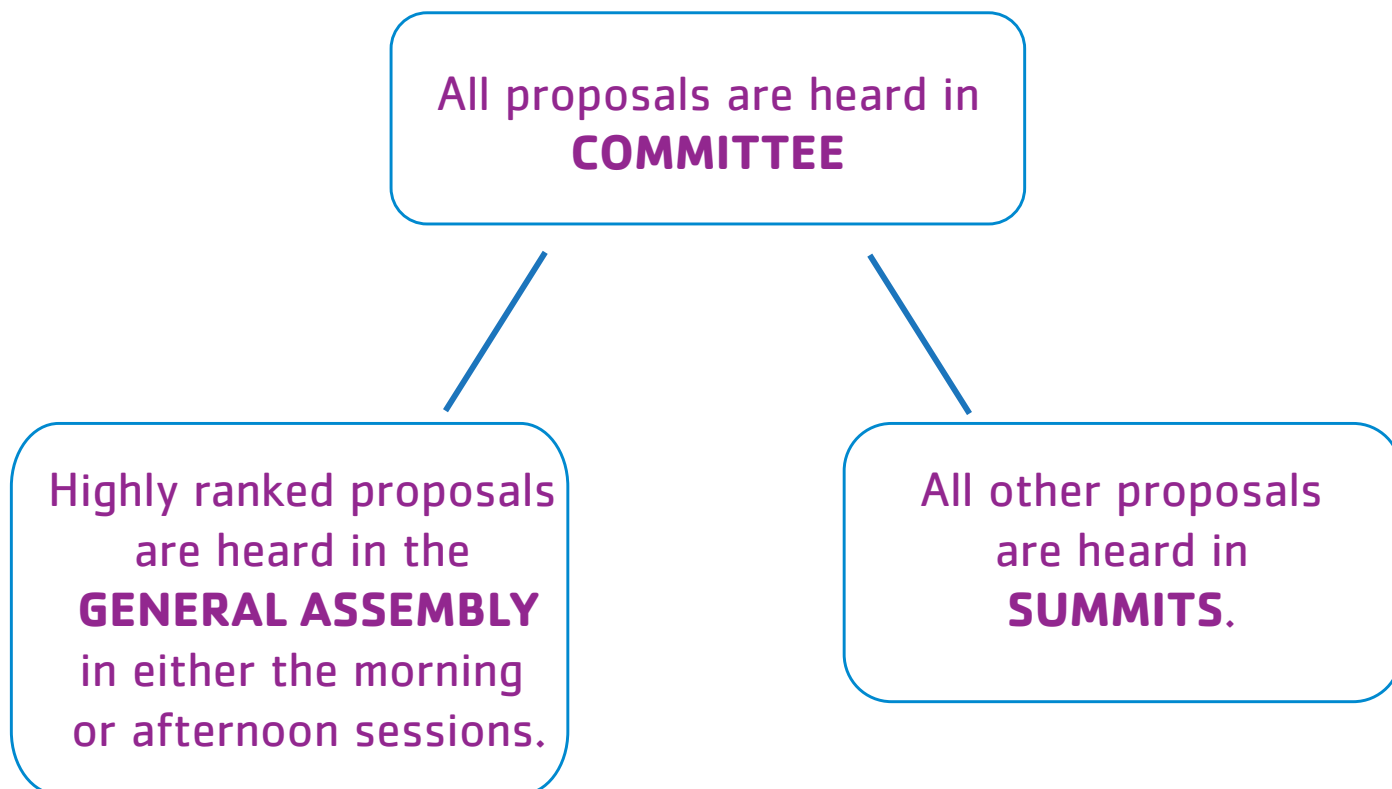
### What happens at the conference?

- Proposal Sharing
  - Purpose: This is the proposal authors' chance to share their proposals, answer questions, and gain support through informal discussion before debate begins.
  - Procedure: Authors will display a tri-fold board with proposal information and facts to facilitate discussion.  
No handouts will be permitted.
- Proposal Procedure
  - Proposals will be heard at least twice during KUNA.
  - On the first night of the conference, proposals will be shared (see above) as part of the Global Village.
  - In the morning on the second day of the conference, proposals will be debated in Committees and will be ranked by the previously listed criteria. This will determine their placement on the docket (schedule of proposals to be presented) for the remainder of the day.
  - After Committees on the second day of the conference, the first half of the highest ranked proposals will be debated and voted upon in the General Assembly.
  - In the afternoon on the second day of the conference, proposals will be debated and voted upon in Summits.
  - After Summits on the second day of the conference, the second half of the highest ranked proposals will be debated and voted upon in the General Assembly.

The chart on the next page outlines the proposal process during KUNA.

# PROPOSAL FLOW CHART

Second day of KUNA



All proposals that are passed in both Summits and the General Assembly are considered to be passed by the conference.

### Number of Proposals and Authors

- Each school must bring one proposal per country represented.
- Each proposal may be authored by 1-4 Ambassadors.

### Formatting

- Must be typed on the form provided with registration materials.
- Must be in correct format including the following:
  - School
  - Country
  - Authors
  - Subject Area
  - Title (maximum 15 words)
  - Justification Clause
  - Body
- Must not exceed one page.

### Resources

Go to <http://kymca.org/KUNAmaterials.html> for:

- Proposal Author Guidelines
- Proposal Writing Checklist
- Proposal Author Presentation Guide
- Country Research Guide



# Debate

## Purpose

Committees, Summits, and General Assemblies are where most of the business of KUNA gets done. Authors present their proposals. Ambassadors ask questions and debate in favor or in opposition to the proposals. To keep things running smoothly at KUNA, proposals are handled in accordance to parliamentary procedure as outlined here.

## Procedure

1. The Chair will announce the proposal number and ask the authors to come forward.
2. The clerk will read the title of the proposal.
3. Authors' Opening Speech
  - The Authors will have 3 minutes to divide between their opening and summation speeches.
  - The Authors must state their names, identify the country they represent, and recognize the Chair. At this point their time will begin and they then have the floor to introduce their issue. Authors will be expected to indicate the end of their opening speech by saying "We wish to yield any remaining time to our summation."
  - All remaining time will be reserved for the Authors to make their closing points. If three minutes is exceeded, then the Author will be instructed to stop speaking and will not receive time for their summation speech. This speech is considered a pro speech.
4. The Chair will announce how much time remains for the authors' summation.
5. Technical Questions
  - Time will be allotted for Ambassadors to ask questions which can be answered with "Yes," "No," or a factual answer.
6. Pro/Con Speeches
  - Recognized Ambassadors will be allowed one (1) minute each to speak beginning with a speech in opposition to the proposal, followed by a speech in favor of the proposal.
  - This will alternate until the allotted time has elapsed.
  - The Authors' speeches are considered the first and last pro speeches, so debate will always begin and end with a con speech.
  - There must be at least four (4) speeches [2 pro, 2 con] total (this number includes the Author's speech as a pro speech). Length of debate and the number of pro and con speeches allowed after the required 2 pro/2 con is at the discretion of the Chair, based on time constraints and relevance of debate.
7. The Chair calls "Previous Question"
  - Once the allotted time is exhausted the Chair will call previous question. This signifies that it is time for the Authors to present their summation.
8. Authors' Summation Speech: The Authors may use whatever time was yielded to their summation speech to make closing remarks and address any points made during debate.

## Debate Continued

Note: At this point the procedure is different for Committees than it is for Summits and General Assembly on the second day. In Committees Ambassadors will rank proposals, in Summits and General Assembly they will vote on passage of proposals based on merit.

### Committees

#### 9. Rank Proposal

- Each country will receive one ranking sheet per committee and those Ambassadors present will be given a short amount of time, between thirty seconds and one minute, in which they will rank the proposal on a scale of one (1) to five (5) with five (5) being the best based on the following categories:
  1. Debatability
  2. Presentation/Preparation
  3. Feasibility
  4. Global Impact
  5. Creativity

#### 10. Proceed to the next proposal on the docket.

### General Assembly/Summits

#### 9. Vote on Proposal

- The Chair will call for the countries to caucus, to discuss in a short amount of time how they would like their voting Ambassador to vote on the proposal.
- After the caucus time, the Chair will move on to a vote of "In favor"/"Opposed."
  - This is a vote by each voting Ambassador (one per country) by raising their country's placard and by stating in a normal tone of voice, "Aye" or "Nay."
  - Countries may abstain from voting.
- After announcing the results (proposal is passed or defeated), the Chair slowly raps the gavel twice.
- "Division" may be called by the Chair in case of a close vote or it may be called by any Ambassador between the two gavel raps. If division is called, a standing vote may be taken if the Chair chooses to recognize the division.
  - If the Chair feels that division was called only in protest of the results and that the vote had a clear winner, the Chair may override the call of division.
- The Chair may vote only in the case of a tie vote.

#### 10. Proceed to the next proposal on the docket.

### Resources

Go to <http://kymca.org/KUNAManuals.html> for:

- Ambassador Debate Guide
- Parliamentarian Guidelines
- Proposal Author Guidelines
- Proposal Writing Checklist
- Proposal Author Presentation Guide



# Cultural Programming

## Global Village

On the first night of KUNA, delegations participate in the Global Village. The Global Village consists of the following:

### Native Attire

Ambassadors dress in the traditional and/or business attire of their country. Costumes handmade or assembled by students are encouraged. All costumes must remain within the Kentucky YMCA dress code.

### Cultural Display

Ambassadors may create any sort of display to represent the culture of their countries. Displays may be 8' wide by 10' deep and there will be a table provided. No food items are permitted. Each school will be permitted one display space, regardless of the number of countries represented. If a school represents multiple countries it is their discretion to use their one 8'x10' space to represent one, some, or all of their countries.

### Country Sign

The Country Sign is a sign displaying the country's name carried in the opening Parade of Nations. Country Signs must be able to be carried by one person to be eligible for awards.

### Flag

Delegations should bring their country's flag to be carried along with the Country Sign in the Parade of Nations. Flags may be purchased or made by hand. Schools are encouraged to borrow from schools that represented their country previously.

### International Stage (optional)

Delegations may perform a cultural dance, musical piece, etc. to represent their country. This is an opportunity to present an educational aspect of a country's culture in a respectful fashion. International stage reservations, including a description of the performance, are accepted with completed KUNA registration on a first come first served basis. There will be 10 performance slots and performances shall not exceed five minutes per school, regardless of the number of countries the school represents.

### Resources

Go to <http://kymca.org/KUNAmmanuals.html> for:

- Global Village Guidelines
- Global Village Trivia Guidelines
- Native Attire, Flag, and Country Sign Guidelines
- International Stage Guidelines
- Country Research Guide



## Awards

The Kentucky YMCA Youth Association presents awards on the final morning of the conference in an effort to recognize and reward the achievements of our Ambassadors and Advisors. Awards are decided upon through Advisor and Volunteer nominations and Y-Staff observations.

**Delegation of Excellence** Presented to all delegations who meet the following requirements:

- Delegation award recipients excel in the areas they choose to participate. Participation in every program is encouraged but not required.
- On-time, complete registration.
- Ambassadors and Advisors exemplify the Y's four core values of Honesty, Caring, Respect, and Responsibility.
- Delegation meets all conference requirements.
- Full caucus participation including on time submission of all nomination forms.
- No major disciplinary issues. (at discretion of Y-Staff)

**Outstanding Delegation** Awarded to the delegation with the highest quality of participation, level of preparedness, and behavior exemplifying the Y's four core values.

**Outstanding Country** Awarded to the country who best represents their culture through native attire, cultural display, flag, placard, proposal, and participation in debate.

**Outstanding Statesmanship** Awarded to the delegation nominated by the Advisors as having the highest overall quality of contribution to debate.

**Best New Delegation** (if merited) Awarded to the first time delegation with the highest quality of participation, level of preparedness, and behavior exemplifying the Y's four core values.

**One Giant Leap** (if merited) Awarded to a delegation who has made substantial improvements from the previous year.

**Outstanding Speaker** Awarded to the top Ambassadors most frequently nominated by Advisors and Y-Staff based on their presence and performance in Committees, Summits, and General Assemblies as well as behavior exemplifying of the Y's four core values.

**Outstanding Proposals** Awarded to the Authors of the most innovative, well-researched, and thought-provoking proposals based on Advisor nominations and student ranking.



## Awards Continued

### Other Proposal Recognitions

- Passed in Summits: Proposals passed by the conference.
- Heard in General Assembly: Proposals ranked highly enough to be heard in General Assembly.
- Passed in General Assembly: Proposals ranked highly enough to be heard in General Assembly and passed by the conference.

**Outstanding Media Corps** Awarded to the Media Corps member who puts forth the most effort, displays genuine teamwork, produces a quality product, and behaves in a manner exemplifying the Y's four core values.

**Outstanding Parliamentarian** Given to the student(s) who best uphold the duty of Parliamentarian by being prompt, respectful, helpful, accurate, and effective.

**Outstanding Ambassador** Awarded to one or more Ambassador(s) per school nominated by Advisors and Y-Staff based on their presence and performance in Committees, Summits, and General Assemblies as well as behavior exemplifying of the Y's four core values.

**Outstanding Native Attire** Awarded to the country that best represents their country through native dress within the Kentucky YMCA dress code. Attire handmade by students is preferred.

**Outstanding Cultural Display** Awarded to the school who best represents their country's or countries' culture with a student designed and assembled display.

Y-Staff reserves the right to develop new awards as merited.



## Advisors

The Kentucky YMCA could not function without our outstanding Advisors. They function as coaches, mentors, and teachers to the members of their delegation and are essential to the smooth functioning of the conference. They inspire and motivate, while allowing their students to take on leadership roles. Advisors are responsible for registration and supervision at conferences, but more importantly, Kentucky YMCA Advisors change teens' lives every day.

### Prior to Conference

- In preparation for KUNA, successful delegations often hold these types of meetings:
  - Informational meetings: open to everyone (assemblies, class-wide presentations, etc.) and discuss Student Y and KUNA.
  - Interest meetings: held for students interested in attending KUNA, as well as their parents, and discuss broad goals, programs, and roles in which students can serve.
  - Proposal workshops: held for proposal Authors or all KUNA Ambassadors to discuss how to generate proposal topics, write proposals, and present proposals.
- New delegations are strongly encouraged to hold these types of meetings. Regional directors are available to facilitate preparation and/or participate in any meetings.
- Reserve your country at <http://kymca.org/KUNAcountryRequestForm.html>.
- Have your students fill out the Country Research Guide to insure understanding and accurate representation of the country and culture they will be representing.
- Advisors distribute financial assistance forms to all students and ensure they are filled out completely and turned into the Kentucky YMCA office on or before January 31, 2012. Incomplete forms will not be considered for assistance. When financial assistance has been decided, awarded amounts will be e-mailed to the Advisor so they can distribute this information to students. Please visit [www.kymca.org](http://www.kymca.org) for a Financial Assistance Application.
- Review the dress code thoroughly with your students prior to the conference.

### Register for KUNA

- Requirements
  - Procedure: Registration forms will be available at [www.kymca.org](http://www.kymca.org). Registration can be submitted by mail or fax and must be received by the registration deadline.
  - Complete registration forms and checklist, and submit them as a delegation.
  - Payment: Purchase orders or school checks are preferred methods of payment and must be received on or before the registration deadline to qualify for on-time registration.
  - Compile documents to bring to conference. DO NOT FAX OR MAIL.
    - Student Health and Publicity Release forms
    - Student Codes of Conduct
    - Adult Codes of Conduct
- Pre-Conference Resources
  - Visit [www.kymca.org/KYAregister.html](http://www.kymca.org/KYAregister.html) for:
    - Registration forms
    - Registration checklist
    - What to bring and what not to bring

### At Conference

- New Advisor Orientation – This meeting is mandatory for first-time Advisors.
  - Overview: We will tell you where we need you to be when – the Y-Staff depends on Advisors to help run the conference.
  - Expectations: We will explain what we need from you at various times to make the conference run smoothly.
  - Contact: We will need a reachable cell phone number from at least one Advisor in each delegation.

## Advisors Continued

- All Advisor Meeting
  - Pairing first time Advisors with experienced mentor.
  - Folder will be handed out including an Advisor specific schedule, nomination sheets, evaluation forms, and docket.
  - Information will be given about the Advisor Lounge which will serve as a repository for all information and announcements.
- Responsibilities
  - Make sure delegates are adhering to the conference schedule at all times.
  - Help control undertone during meetings from all Ambassadors, not just members of your delegation.
  - Enforce dress code for your Ambassadors.
  - Ensure delegates know which Committees and Summits to attend.
  - May confiscate cell phones being used by delegates during meetings. Phones will be turned over to Y-Staff to be picked up by the delegate's advisor after that meeting or by the delegate at the end of the conference.
  - Serve during free time as dance monitors, hall patrol, etc.
- Do's & Don'ts:
  - Do: know where your delegates are at all times, follow the dress code, respect delegates and other Advisors.
  - Don't: use computers, phones, headphones, etc. or talk loudly while delegates are in sessions.
  - Advisors set the tone for all participants at the conference.
- Student Incidences and Exceptions
  - Arriving Late
    - Y-Staff must be informed of late arrivals at check-in and again upon arrival of the delegate.
  - Leaving Early (for sickness or other reason)
    - Delegates must clear travel plans with Advisor and Y-Staff.
    - Parent/Guardian must check delegate out face-to-face with Advisor and Y-Staff, and provide valid photo ID.
  - Behavioral Incidents
    - If state or federal law is broken, Y-Staff will notify parent/guardian and law enforcement and delegate will be sent home.
    - If code of conduct rule is violated, Advisors and/or Y-Staff may take disciplinary actions at their discretion, including, but not limited to:
      - Calls to parent/guardian
      - Incident report filled out, signed
      - Delegate sent home
      - School policies implemented
  - Dress Code –
    - Delegate and Advisor dress must be in compliance with the dress code outlined in the Code-of-Conduct.
  - Refund Policy –
    - Refunds are given if a registered delegate is unable to attend KYA. The following notice must be given, using the Refund Request Form, to the Kentucky YMCA in order receive a refund:
      - 10+ days prior to conference – delegates may receive a 100% refund
      - 9-5 days prior to the conference – delegates may receive a 50% refund
      - 4 or fewer days prior to the conference – refunds will only be given for reasons of medical or family emergency at the discretion of the Executive Director.

## Officers

Kentucky YMCA Conferences are student-run, meaning students have the opportunity to seek and hold leadership positions. We use a democratic model with certain officers elected by conference participants and others appointed by conference leadership. All elected officials must read/sign/abide by the Candidate Commitment Form.

Note: Beginning the 2011-2012 school year, in order for a Candidate to run for office at KYA and/or KUNA, the Student Y will be required to complete a minimum of one service project prior to that conference's registration.

### Secretary General

- Who's Eligible: 8th and 11th Graders in compliance with submitted Candidate Commitment Form
- Role: Year-Long KUNA Ambassador, oversight of KUNA Ambassador operations.
- Responsibilities:
  - Post Election
    - Review "Secretary General's Responsibilities" Packet
    - Begin monthly communication with Y-Staff officer liaison
    - Attend Go For It and Leadership Training Conference (Financial Assistance is available)
    - Attend Kentucky YMCA Board Meetings (2)
  - Conference prep
    - Attend Pre-Conference Trainings
    - Assist in maintenance/organization of school's Student Y/KUNA registration
    - Meet deadlines set by leadership liaison for closing thoughts, addresses, appointments, etc.
    - Read all proposals prior to conference
  - Conference duties
    - Address Candidates/ Leadership
    - Opening Ceremonies (Check Chaplain's devotion, opening address)
    - Oversee Conference Operations
    - Chair all General Assemblies
    - First and second night closing
    - Human Rights simulation
    - Closing session- closing address, pass gavel
    - Be available to successor for questions and advice
  - Selection: Elected by the conference

## Officers Continued

### Security Council President

- Who's Eligible: 8th and 11th Graders in compliance with submitted Candidate Commitment Form.
- Role: Year-Long KUNA Ambassador (High School KUNA Only), Chair for meetings of the Security Council
- Responsibilities:
  - Post Election (High School KUNA Only)
    - Begin monthly communication with Y-Staff officer liaison
    - Attend Go For It and Leadership Training Conference (Financial Assistance is available)
  - Conference prep (High School KUNA Only)
    - Attend Pre-Conference Trainings
    - Assist in maintenance/organization of school's Student Y/KUNA registration
    - Meet deadlines set by leadership liaison for closing thoughts, addresses, appointments, etc.
  - Conference duties
    - Chair all meetings of the Security Council
    - First and second night closing
    - Human Rights Presentation (High School Only)
    - Closing session- closing address, pass gavel
    - Be available to successor for questions and advice
- Selection: Elected by the conference (High School KUNA)  
Selected from Summit President Applicants (Middle School KUNA)

### Secretary General's Chief of Staff

- Who's Eligible: Any KUNA Ambassador with previous experience and not from the Secretary General's school
- Role: Assist Secretary General in oversight of conference operations
- Responsibilities:
  - Manage Secretary General's schedule
  - Oversee the election process for the next year's Executive Committee
  - Serve as clerk for the Secretary General
  - Serve on Executive Committee
  - Participate in closing thoughts at Secretary General's discretion
  - Continue to uphold expectations set forth by Candidate Commitment Form (High School KUNA Only)
  - Enforce compliance with campaign rules
  - Approve Candidate speeches
  - Preside over organized campaign activities (introduce Candidates for speeches, announce run-offs, etc)
- Selection: Appointed by the Secretary General

## Officers Continued

### Chaplain

- Who's Eligible: Any KUNA Ambassador
- Role: Spiritual leader of the conference
- Responsibilities:
  - Lead Ambassadors in brief (3 minute maximum) devotion at Opening Ceremony
  - Begin Closing Ceremony with brief devotion
  - Participate in Closing Thoughts at Secretary General's discretion
- Selection: Appointed by the Secretary General

### Media Corps Editor

- Who's Eligible: Any media corps delegate with a demonstrated competence in journalism and journalistic techniques.
- Role: Oversight of Media Corps activities.
- Responsibilities:
  - Develop working knowledge of publishing, web design, and video editing software PRIOR TO KUNA (Y-Staff support available).
  - Oversee production of all KUNA publications.
  - Select Assistant Editors for all media divisions.
  - Oversee Video Team Press Conference. (High School KUNA Only)
- Selection: Elected from among Media Corps to serve the following year

### Summit Presidents

- Who's Eligible: One 8th or 11th grader per school
- Role: (if selected) Chair or co-chair a Summit on the second day
- Responsibilities:
  - Attend officer training prior to conference (contact Regional Director regarding dates)
  - Attend orientation meeting prior to Opening Ceremony
  - Preside over Summit
- Selection: Nominated by delegation. Selected to chair based upon prior experience and attendance at pre-conference officer training.

### Conference Life Committee (High School KUNA Only)

- Who's Eligible: One student nominated by his or her advisor/delegation; previous KYA experience is preferred.
- Role: Communication conduit between delegation and Y-Staff.
- Responsibilities:
  - Attend orientation meeting prior to Opening Ceremony.
  - Seek input from delegation members on conference experience.
  - Communicate delegation concerns to CLC at scheduled meetings.
  - Provide feedback to ensure best operation of the conference in all its aspects.
- Selection: Nominated by delegation

# Elections

## Candidate Requirements

- One Candidate in 8th or 11th grade from each Student Y may run for Executive Committee.
- All Candidates must be affiliated members of a Student Y.
- All Candidates must have attended at least three statewide conferences prior to candidacy at High School KUNA or at least two statewide conferences at Middle School KUNA (statewide conferences include KUNA, KYA, LTC, Go For It, Y-Corps, and CONA).
- All Candidates must submit the Candidate Commitment Form signed by the Candidate, his or her guardian, and his or her Student Y Advisor.
- All Candidates must attend the Officer and Candidate Orientation prior to Opening Session on the first day of the conference.
- Candidates may not hold any other special role at the conference.
- All Candidates and Officers must be in good standing with their Student Y and school administration.
- All Candidates and Officers must have at least a "C" average (or equivalent of a "C" average).
- Candidate's Student Y will be required to complete a minimum of one service project prior to that conference's registration.

## Campaigns

- Campaign materials that are forbidden include: pens, t-shirts, stickers, adhesive labels, food, candy, gum, games of chance with prizes, giveaways, and items restricted by the hotel.
- A limit of 500 business card-size handouts will be enforced. Only one 3'x5' handmade tri-fold display is allowed. Buttons/Pins are allowed but the commercial value must stay under the budget for all campaign materials.
- The amount of money spent on campaign materials shall not exceed \$30.00 including donations. A report of campaign expenses including all receipts shall be turned in to the Y-Staff at the Candidate meeting on the first day of the conference.
- Campaign materials may be posted immediately after the Candidate meeting only in the acceptable areas which shall be announced at the same meeting. Clean-up will be the responsibility of the Candidate. The Kentucky YMCA is not responsible for lost, stolen or damaged campaign materials.
- Each Candidate will run on an issue-based platform wherein he or she will explain to participating countries his or her views on issues. Platforms will be based on up to three (3) of the United Nations' Millennium Developmental Goals:
  - End poverty and hunger
  - Universal education
  - Gender equality
  - Child health
  - Maternal health
  - Combat HIV/AIDS
  - Environmental sustainability
  - Global partnership
- Candidates' platforms will be publicized through speeches and tri-fold display boards.
  - Candidates may use a tri-fold display board to aid in their election.
  - Each Candidate for Executive Committee will have two minutes to give his or her speech in the primary election on the first night of KUNA. At least one minute of the speech must be dedicated to the Candidate's platform(s). The remaining time may be used as the Candidate sees fit.
  - All speeches must be pre-approved by the Secretary General's Chief of Staff.

## Elections Continued

- Each Candidate may appoint a Campaign Manager who shall be responsible for publicizing and promoting him or her. No officer shall be a Campaign Manager during the KUNA at which he or she holds office. Campaign managers have no special privileges and are excluded from roaming with their Candidate.
- In debate, only Candidates may identify themselves as such. When addressing the chair, a Candidate may identify himself or herself by saying, "John Doe, Candidate from X School, Sir or Madame Chair," however, another member of said delegation would be out of order in saying, "Ambassador Joe Smith, representing X School, home of Candidate John Doe, Sir or Madame Chair."
- Failure by a Candidate or his/her delegation to conduct a campaign in an appropriate manner will result in the Candidate being removed from the ballot.
- Additional campaign restrictions may be drawn up according to the wishes of the host site of the conference.
- Failure to comply with Candidate Guidelines will result in:
  - A warning will be given following the first offense.
  - If second offense occurs, the Candidate's school will lose voting privileges for the office for which the Candidate is running, and the Candidate may be disqualified at the discretion of the Kentucky YMCA Executive Director.



# KUNA Sample Agenda

## 1st Day

### Advisor check-in

Who: At least one (head) Advisor from each delegation

What: Time to pick up proposal books, name tags, and hotel keys (as they become available), inform Y-Staff of roster changes, pay any outstanding balance, and verify health, medical, and code of conduct forms for all Ambassadors

Wear: Traveling clothes- you will have time to change into native attire after this meeting

Bring: Any money owed, your current Ambassador roster, all forms

### Candidates & Officer Orientation

Who: All Candidates and current Officers (MIDDLE SCHOOL: and Summit President applicants)

What: A chance to ask questions, review schedule, and inform officers of any conference changes

Wear: Native attire in compliance with the dress code, name tag

Bring: Proposal book, pen, receipts for campaign materials, tri-fold board

### Special Roles Meetings

Who: Media Corps, Parliamentarians, Conference Life Committee, Proposal Authors

What: Orientation for special roles

Wear: Native attire in compliance with the dress code, name tag

Bring: Proposal book, pen

### Advisors' meeting

Who: At least one (head) Advisor per delegation and all new Advisors

What: Conference orientation- changes will be announced and important information shared

Wear: Business causal/native attire in compliance with the dress code, name tag

Bring: Proposal book, list of any Advisors from your delegation who are not present

### Opening session

Who: All Ambassadors and Advisors

What: Call to order, Devotion, Introductions, Parade of Nations, Secretary General's Opening Address, Explanation of Rules & Procedure

Wear: Native attire in compliance with the dress code, name tag

Bring: Proposal book, pen, country flag and placard

### Dinner on your own

### Global Village and International Stage

Who: All Ambassadors

What: A night of cultural learning

Wear: Native attire in compliance with the dress code, name tag

Bring: Proposal book, pen

### Closing Program

Who: All Ambassadors

What: Final thoughts from the Officers

Wear: Native attire in compliance with the dress code, name tag

Bring: Name tags must be worn

### Curfew

# KUNA Sample Agenda Continued

## 2nd Day

### Breakfast

#### Committees

Who: All Ambassadors

What: Proposal ranking

Wear: Professional attire in compliance with the dress code, name tag

Bring: Proposal book, pen, placard, tri-fold board (authors only)

#### Morning General Assembly

Who: All Ambassadors

What: Action on highly ranked proposals

Wear: Professional attire in compliance with the dress code, name tag

Bring: Proposal book, pen, placard, tri-fold board (authors only)

### Lunch

#### Afternoon General Assembly #1

Who: All Ambassadors

What: Reading of the Docket for Summits

Wear: Professional attire in compliance with the dress code, name tag

Bring: Proposal book, pen, placard, tri-fold board (authors only)

#### Summits

Who: All Ambassadors

What: Action on proposals

Wear: Professional attire in compliance with the dress code, name tag

Bring: Proposal book, pen, placard, tri-fold board (authors only)

#### Afternoon General Assembly #2

Who: All Ambassadors

What: Action on remainder of highly ranked proposals and Human Rights presentation

Wear: Professional attire in compliance with the dress code, name tag

Bring: Proposal book, pen, placard, tri-fold board (authors only)

## 2nd Night

#### Banquet of Nations

Who: All Ambassadors

What: Dinner, officer presentations, and keynote speaker

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

## KUNA Sample Agenda Continued

### Free Time

Who: All Ambassadors

What: Mixer, dance, movie, game room, chill room, talent show

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

### Closing Program

Who: All Ambassadors

What: Final thoughts from the Officers, announcement of primary election results

Wear: Casual attire in compliance with the dress code, name tag

Bring: Name tags must be worn

## 3rd Day

### Breakfast

### General Assembly

Who: All Ambassadors

What: Final speeches, voting, closing address, awards, swearing in of Secretary General Elect, adjourn

Wear: Casual attire in compliance with the dress code (Candidates and Officers must be in professional attire)

Bring: Proposal book, pen, placard

