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Welcome to the Kentucky YMCA Youth Association's Kentucky United Nations Assembly! This program can be magical for both students and adults, and the information and tips in this guide will provide you with the knowledge you need to make that magic happen. Don't hesitate to ask any questions throughout your experience!

## IMPORTANT FORMS

- Conference Evaluation Form (Notes Page)**  
Use this form **ONLY** to take notes. Survey should be completed online post-conference.

# WELCOME!

Dear Advisor/Chaperone,

Congratulations, and welcome to the Kentucky United Nations Assembly (KUNA). We truly appreciate all you have done in the lead up to this experience. You have had to organize teenagers, chase paperwork and payments, and answer many questions. The Kentucky YMCA Youth Association understands our conferences are possible only because of your selfless work on behalf of these students.

Now it is time for the reward! Every year thousands of our Commonwealth's teens gather to debate issues that will affect millions, and many of those students will speak in public for the first time. In a world where communication is quickly becoming a crucial skill, KUNA can be a formative experience in advocacy, compromise, and collaboration. Thank you sincerely for dedicating your time and your talents to our joint endeavor.

It is our promise that we will honor your commitment by providing you with the materials and best practices that will ensure an excellent experience for all. This Advisor Handbook is part of that commitment. On the previous page there is a table of contents listing all of the documents found in this guide, and what you should do with each.

Thank you for your time and commitment!

The Kentucky YMCA Staff

# ASSEMBLY OVERVIEW

The Kentucky United Nations Assembly (KUNA) is a 3-day experiential learning program in which students participate directly in simulated international diplomacy. The Kentucky YMCA has proudly hosted the Kentucky United Nations Assembly since 1946.

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.

At KUNA, students participate in one of the Program Areas at the Assembly based on their grade and experience. Each area is led by Presiding and Supporting Officers, with a variety of Delegate Roles available to participants.

Presiding Officers are elected from Candidates or chosen by their Program Area to lead KUNA. They are assisted by Supporting Officers, who are appointed or selected by application to fulfill set duties for each area.

# IMPORTANT INFORMATION

## 1. COMMUNICATION

Never hesitate to call the YMCA Staff. You can always reach the Conference Director:

Rianna Ayala: 502-974-7217

There is not a time of day during KUNA when our phones will not be on. If there is an emergency at 4am, please call us at 4am.

With your registration, you gave us a cell phone number. Please keep that phone charged and with you at all times. It is the first tool we will use to locate you in case of any issue or emergency regarding your students.

We strongly encourage you to use the group communication app (GroupMe), which will be utilized for emergency situations only.

## 2. Y-DESK

This is where you should go with all of your questions! If you're dealing with a minor issue (room location info, agenda help, not enough resolution books, need new nametags, etc.), someone will be available to help.

If you need assistance with a major issue (docket issues, hotel concerns, behavior problems, etc.) please address with Y-Staff, and the Y-Desk is a great place to start.

There are times the Y-Desk will be closed. If you have an urgent question or information for Y-Staff at a time when the Y-Desk is closed, please call your conference director. If you have a complaint, we ask that you take it directly to the conference director rather than the person at the Y-Desk, in order to have a productive conversation.

## 3. HEALTH, DIETARY NEEDS, AND ALLERGIES

Any participant with a special dietary need, health consideration, or similar issue will be accommodated to the best of our ability. Please keep the Y-Staff informed of any such cases -- especially if they were not indicated on the Delegate/Adult Info Form.

People with dietary restrictions will be given a ticket to hand to hotel staff during meal times. People **MUST** have their ticket in order to receive the appropriate meal.

## 4. DELEGATION SUPERVISION

Child safety is our number one priority while at the conference. Your adults (advisors/chaperones) are responsible for making sure your students are safe at all times.

During free times or meal times, please provide your students with spaces where they can or cannot be so you know where to look for them at all times. During any scheduled conference activities, half of your adults must be present to supervise your delegates. The other adults may take a break, take a nap, or just have some alone time. If there is only one adult from your delegation you may team up with another delegation to share breaks.

If you have any inter-school concerns or problems arise between students, the Y-Staff should be informed immediately.

A couple of minutes after curfew begins, please do a room check and make sure you physically see EVERY delegate that is supposed to be in each room. If any are missing, find them (or make sure that they are accounted for).

While you are checking in, make sure that any delegate that needs nightly medication has taken it. If there are any rooms that are still wide awake, remind them that they shouldn't stay up too late and that they need to keep it down so other people can sleep. Also, kindly remind them that we aren't the only guests staying in the hotel, and we need to be respectful of others.

After you get done checking in on your delegates, hang out in the hallway for a couple of minutes to make sure they are staying in their rooms.

## 5. DEBATE

Students should keep their placard with them during all debate times, as it is not only the way they will be recognized to speak, but also because the back has a debate guide printed on it. They can use to make sure they are following correct procedure. If they lose their placard, they must request a new one before dinner on the first night.

During the course of the day, sit in on as many of your delegates' sessions as possible. They may not admit it, but the delegates love it when you come by and see them. Try to be visible to your delegates as much as possible during the course of the program. Not only does this show them you care, but also that you are watching.

The purpose of writing a resolution for KUNA is to advocate a position and speak your mind. Please remember this conference is not a competition, and whether a resolution passes or gets defeated, it has nothing to do with how successful those sponsors were. It is extremely important that all students are able to voice their opinions on each resolution. If we see an adult (advisor/chaperone) encouraging a student to vote or speak a certain way, your school may be disqualified from Premiere Delegation.

Occasionally there will be some discrepancy of opinion in regard to the count of votes in a Second Committee. We work very hard to train our officers on how to carefully tally votes, and they do their absolute best. If you feel the votes for any resolution were miscounted, or you have any other question about the process, please find the nearest Y-Staff member to discuss this.

**IMPORTANT** – Never approach student Chairs about votes, regardless of which school they attend.

There will be no recounts or reconsiderations of votes once a chair has announced a decision.

Many advisors wish to write down the order that their delegates will be presenting so one of your advisors can be there to listen/take pictures of your delegates. For this reason, we have provided you with a worksheet in the resolution book. Dockets will be displayed by the Y-Desk, and we put a lot of time and thought into assigning docket positions for all resolution groups in hopes you can see all of your sponsors present.

## 6. ELECTRONICS

We know that you have many things going on, whether at home or work. If you feel the need to speak with another adult on site or use an electronic device for any reason, please step out of the session in order to not distract the students. During General Assemblies, we will do our best to provide a space where you can sit to do work if desired, but where you can also see the assembly live streaming. Please note, this possibility may vary depending on the hotel.

Because this conference is about modeling and supporting professional behaviors, we restrict the use of electronic devices to free time and completing online forms. If you need to use an electronic device, we beg of you not to do so in sessions. It is hard enough to separate students from their phones and tablet computers, so seeing an adult using one lessens the need for them to follow the rules. If students persist on using one when not appropriate, it can be confiscated and turned over to the delegation's advisor.

Students may use tablet computers to read speeches and fill out online KY YMCA forms, but may not edit or interact with the device for any other purpose. Any speeches written on such devices should be done before the session begins.

## 7. DRESS CODE

Please help us to make sure the dress code is followed. The purpose of this is not to embarrass or punish students the goal is to educate them in regards to what is professional. We are not seeking to make examples of anyone, or to put undue strain on any student of limited financial means. If you can have your students check in with you before working sessions, it would be appreciated.

## 8. NAME BADGES

Please, please make sure adults and students are wearing their name badges all day, every day! (Even during the evening social activities).

The only time adults and students do not have to wear their badge is if they are inside their own hotel room.

Please help us enforce name badges with ALL adults and students. If you have a visitor coming, they need to sign in at the Y-Desk to receive a visitor's pass. All visitors must wear their visitor nametag while on site. This rule is important for safety and liability reasons!

Anyone in our conference area without a name badge will be asked to leave.

If a registered adult or student does not receive a name badge at the beginning of the conference, please complete the electronic name tag request form BEFORE dinner on the first night. If someone loses their badge, send them to the Y-Desk BEFORE dinner on the first night to request a new one. All requested name badges will be available for pick up at the Y-Desk on the second morning. If a name badge is lost after dinner on the first night, a general badge will be given to the person immediately. If you see an adult or student leaving their hotel room without their badge, send them back in for it.

## 9. HEALTH

Make sure your delegates are drinking water and eating meals. Some delegates forget money or are too embarrassed to admit they don't have enough money to pay for food. Please let Y-Staff know if you encounter this. They may forget to drink water because they are running around having too much fun and staying up late at night. Then they get headachey and cranky and sleepy in session. Certain delegates also need to be reminded to eat healthy, substantial meals.

Please Note: Smoothies will not be available this year (but they also have very little nutritional value)!

## 10. REFUNDS

Please report any changes in KUNA attendance to Y-Staff at check-in. Delegates not attending the assembly who are not removed from the YMCA rooming sheet will not be granted any refund, according to our refund policies, even for family or medical emergencies.

Also, please note that no KUNA refunds will be issued after April 25, 2024.

# ROLE OF THE ADVISOR

The Kentucky YMCA could not function without our outstanding advisors! They serve as teachers and mentors to the members of their delegation, and are essential to the KUNA experience. 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, changing students' lives every day. Advisors also serve as volunteers to help the Y-Staff run some logistical pieces of the conference. Every helping hand is welcome!

Please Note: Students are in the care of their advisors when at KUNA. Y-Staff will look to advisors in times of concern and/or disciplinary action. Advisors will also be expected to initiate non-emergency medical/health care, and to accompany students who need to leave without a parent able to be present.

## Advisor Responsibilities at KUNA

- Advisors set the tone for all delegates at the Assembly.
- Make sure delegates are adhering to the schedule at all times.
- Help control talking/chatter during debate from all delegates, not just your own!
- Enforce dress code for your participants.
- May confiscate cell phones being used by your delegation participants during meetings. Phones will be kept by advisor until after the session ends.
- Serve as fun monitors, hall patrol, aroake hosts, etc. during Mandatory Fun Night.
- Know where your delegates are at all times, follow the dress code, and respect fellow advisors
- Please refrain from using computers, phones, headphones, etc. or talking loudly while participants are in sessions. Feel free to move into the hallway if necessary!

## Tips from the Y Staff

If you need a break, take one

Afternoon rest periods/breaks in session are for advisors too! If you need coffee/refreshment, remember there are unlimited beverage vouchers for adults available at the Y-Desk. Our goal is to provide you with everything you need to support your students (especially caffeine).

This is a student-run Assembly

Please understand that KUNA is student-run. Mistakes may occur, or people may have different interpretations of words or events. Please act with compassion at all times and understand that we are all here to help the students learn how to govern with decency and professionalism.

Communicate with Y Staff

Remember that Y Staff are here for the same reason you are, to make sure everyone is safe and having fun! If a staff member says something you disagree with, politely present your point of view. If you feel that there is still a misunderstanding, ask to speak with a senior staff member.

Be there for your students

There are few things cooler than when a delegate bursts out of session, runs over to you, and can't stop telling you how they spoke for the first time on a resolution. Conversely, it's heartbreaking to hear about how their resolution was defeated, they messed up their speech, or they lost an election.

KUNA is an important event in the lives of many of our students, and you may never know how much you matter to them. Y-Staff owe a debt to the teachers who support us - a debt we seek to repay by supporting you. Thank you for being here, and thank you for the impact you make on your students!

# KUNA EVACUATION PLAN

In the event of an emergency, please use the following procedures.

## Crowne Plaza Hotel Designated Meeting Locations

- Schools whose names start with letters at the beginning of the alphabet should meet in the parking lot closest to the 1-264 and farthest away from Phillips Lane.
- Schools whose names start with letters at the end of the alphabet should meet in the parking lot closer to Phillips Lane and farthest away from 1-264.
- Schools whose names start with letters in the middle of the alphabet should meet in front of the hotel exit where busses to the capitol load.
- Please carry a placard with you so that your students can find you.

## From the Crowne Plaza Hotel

### Fire Alarm during Sessions:

- Please exit through the doors closest to the Y-Desk.
- Gather your students outside in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.

### Fire Alarm during Curfew Hours:

- Please follow the evacuation procedure listed in your hotel room.
- Instruct students to head to the far west side of the hotel and meet in your designated meeting spot. Caucus with your delegation and make sure all of your students are present.
- Y-Staff and hotel security will ensure that all students are out of the building.
- You may re-enter the building when you have confirmed with a Y-Staff member that all students are present and accounted for. Y-Staff members will hold signs with a question mark on them to be identified.



# Marriott Hotel

## Emergency Preparedness

Security officers are on duty 24 hours a day, 7 days a week, and may be contacted by dialing the operator. The security staff is responsible for the handling of any emergency situation.

In the event of a Medical Emergency, please dial extension 5911. The operator answering the phone will need to obtain some vital information from you to relay to the Emergency Medical Services. The security staff will immediately respond and provide initial first aid and CPR, until the arrival of EMS.

During a Fire Alarm in the East Tower you will be notified through the Simplex Alarm System, which will activate the alarm horns as well as the public address system. In your guest room the public address system will advise if you are to “evacuate immediately”, or to “await further instructions”. There are many instances when the alarm may sound but evacuation of all floors will not be required.

The Louisville Fire Department will be notified immediately, as well as the security staff and other Emergency Team members. Your Convention Services Coordinator will respond to your location to keep you informed of the situation.

The West Tower, fire alarm system will sound both the alarm horns as well as the public address system, however, the entire building will be evacuated in the event of an alarm.

In the event of a Tornado Warning, you will be alerted through the public address system. Your Convention Services Coordinator, along with other Emergency Team members will remove guests from all meeting rooms to “Tornado Safe Places.” Retreat to an interior hallway away from windows.

# SAFE & INCLUSIVE

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

At the Kentucky YMCA, we strive to make sure every individual feels safe, welcomed, and included. Our commitment to creating a safe environment for all is a top priority.

## Protect Yourself:

- If anything/anyone makes you uncomfortable or unsafe, resist—say NO, and go find a safe adult.
- Do not open your hotel room door for anyone, other than your advisor. This includes other students.
- If you find yourself in an uncomfortable or unsafe situation or see someone else involved in an uncomfortable or unsafe situation, please report it!

## Report:

- Tell a safe adult that you trust.
- Text the KY YMCA Safety Hotline at 859-904-9368.
- Email the KY YMCA Safety Account at [safety@kymca.org](mailto:safety@kymca.org).
- Call 1-800-4-A-CHILD

*In an effort to make reporting easier, the KY YMCA has implemented a new Safety Hotline. This hotline is available for calls or texts any time. If you see or experience any bullying, inappropriate behavior, hate speech, or anything else that can cause harm to you or someone else (physically or mentally), please report it to the KY YMCA Safety Hotline immediately.*

*Text or Call: 859-904-9368 or Email: [safety@kymca.org](mailto:safety@kymca.org)*

# MISSING STUDENT ACTION PLAN

- A person has been identified as potentially missing
  - Identify the person, name, age, and delegation
  - Why does someone believe they are missing?
  - Try to reach them via cell phone and perform a physical search
  - Determine where were they last seen, with whom?
  - Show what the person looks like – does anyone have a photo?
- Locate the Advisor

Call the Assembly Director if you don't know the advisor or their whereabouts

  - Are there any issues with this student?
  - What other info can the advisor provide?
  - Has the person left the hotel for any reason?
  - Are there any medical concerns with this student?
  - Review their application and health form
- Call the Assembly Director
  - Day Time
    - Have they gone to their room?
    - Are they in another room? In another meeting space?
  - Night Time
    - Have they gone to another room?
    - Are they with someone from another delegation?
- Determine that a search needs to be done
  - Day Time
    - Utilize the Y staff to check the sleeping rooms where the student is staying
    - Check the meeting spaces – utilize the Y-Desk
    - Notify Y Staff to assist in searching other hotel areas
    - Still not located – check other sleeping spaces using Y-Staff
    - Y Staff and Lead Advisor will determine if social media or 911 will be activated for search assistance
  - Night Time
    - Y-Staff will work with the advisors within the hotel to check each room
    - If the student isn't found, begin searching all the other spaces utilizing the fire chiefs and the advisors in each hall
    - Call hotel night security and enlist their help with the process
    - After checking sleeping spaces and other meeting rooms if the student isn't found – along with the night security/Y-Staff and Lead Advisor call 911.
- Y-Desk is Central Location

The Y-Desk will become the central location for the search, day or night.

## **MISSING STUDENT ACTION PLAN (Cont'd)**

- Key people within the search will include:
  - Advisor(s) of the missing student
  - Y-Staff
  - Assembly Volunteers/Advisors
- Once the student is located:
  - Search groups need to be notified
  - Advisors notified
  - Y Staff notified
  - 911 staff notified (if they were involved)
  - Parents of the student may need to be notified
  - Complete appropriate reports and documentation

## **ACTIVE SHOOTER ACTION PLAN**

- If an active shooter enters the building
  - If you hear gun shots and are near an exit, run.
  - If you feel a shooter is nearby and you cannot run,
    - Turn off all lights in the room
    - Have students move to floor, away from doors and windows
    - Hold the door shut as best you can
- If an active shooter enters the room, fight the shooter and take them down.

# ABC'S OF THE ASSEMBLY

## Advisor Ambassadors

These are experienced advisors (some of whom are in the Advisor Hall of Fame) who can be counted on for technical help, emotional support, general questions and ideas, etc.

## Coffee Vouchers

We know you need caffeine! In your advisor envelopes, you'll find slips of paper that can be used as coffee vouchers at the hotel's coffee lounge. If you run out, more can be found at the Y-Desk.

## Committees/2nd Committees

First round of debate where resolution sponsors will present and Ambassadors will have the chance to discuss ideas and rank resolutions. Second Committees will vote instead of rank.

## Curfew

Curfew for each night can be found in the conference schedule section of the resolution book. Know it. Respect it. Love it. Keep your students quiet. Curfew lifts each morning at the time listed in the resolution book agenda.

## Damages

If there are damages anywhere in the hotel, please report it immediately to Y-Staff at the Y-Desk.

## Delegation Meetings

This is chance for you to reflect over the day and prepare for the next with your students. Schools are assigned spaces to go over any meeting items. Please do not meet in sleeping room hallways.

## Dietary Restrictions

Please let us know if you or your students have any dietary restrictions. If these needs were addressed on the registration form, the hotel can easily make accommodations.

## Doorkeepers

Please respect the student leaders who are serving as doorkeepers. Help them do their job properly, only allowing people through the doors between speeches.

## Dress Code

This is about professional development – not the fashion police – and we ask that you enforce the dress code for your delegation only. The full dress code can be found in your resolution book. If you have students who need coats, ties, skirts, etc. please let us know at the Y-Desk.

## Electronic Devices

Electronic devices should only be used during free time; electronic devices are permitted for speeches and KY YMCA online formes, but should not be used while others are speaking.

## Emergencies and Illness

- Life Threatening: Call 911 then call the Conference Director
- Non-Life Threatening: Call the Conference Director and the Y-Desk can help arrange transportation to Urgent Care, Clinics, or Hospitals.

### Evacuation Plan

In the event of an evacuation, we will line up outside in alphabetical order by school. Please be sure to review the above evacuation plans. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

### Fire

No incense, candles, matches, smoking, vaping, etc. anywhere!

### Fire Alarms

No drills. Treat every alarm like a real fire. Delegations will line up outside in alphabetical order by school. Please be sure to review the above evacuation plans. The Y-Staff will be circulating and will check you back in BY SCHOOL when you have all your students.

### First Aid

There is NO nurse or medical professional on duty. All Y-Staff are basic first aid/CPR/AED certified, and a first aid kit can be found at the Y-Desk. In the event of an emergency, see Emergencies and Illness.

### General Assembly (GA)

A time where the whole conference convenes, usually to review dockets, listen to candidate speeches, closing thoughts, etc.

### Hotel Housekeeping

Remind students it's okay to reuse towels and to signal this by hanging them up. Thank you notes to housekeeping go a long way. Consider having your students write one and leave it in their rooms on the final day. Also, tips are always appreciated (but not required)!

### Info Depot

This is the wall located by the Y-Desk with posted updates. All changes, notices, and new information (like dockets and parliamentarian/chair assignments) will be posted in this area. Please check in periodically in case you missed any verbal announcements.

### Lost and Found

If an item is lost or left behind, check in with the Y-Desk to see if the item is there. The Y holds on to items for up to three months.

### Map

Map of the hotel can be found in the back of your resolution book.

### Nametags

All delegates and adults will receive an official conference nametag. Every delegate and adult is required to visibly display their nametag when outside of their hotel room. The hotel requires nametags for admittance to meals.

### Opening Session

The kickoff to KUNA where you'll be introduced to our student leaders.

### Pizza

We sell pizza for \$15– Cheese or Pepperoni ONLY! Pizza pick-up is before curfew, and advisors may pick up their pizza(s) first.

### Placards

Every delegate will receive a placard (with country, last name, and school) at registration and will be required to use it for debate. Delegates won't be recognized without the placard and are not allowed to mark or decorate it in any way. If a placard is lost, delegates should check with the Y-Desk for a replacement.

### PO / Presiding Officer

Acronym for Presiding Officers who were elected at last year's conference to preside over each of our program areas at KUNA.

### SO / Supporting Officer

Acronym for Supporting Officer, student leadership in each program area either appointed or selected through application process to "support" our Presiding Officers.

### Student Sign-In/Out

If you have a sick student, a discipline problem, someone who needs to leave early or needs special support, tell us. Students who need to leave early need to sign-out with us, and their parent or guardian needs to present their driver's license at the Y-Desk. If you need a doctor or medicine or any other kind of intervention, let us know.

### Visitor Sign-In/Out

All visitors (parents, principals, other teachers, etc.) are required to sign in at the Y-Desk with a photo ID (if 18+) and receive a visitor badge. This ensures we know everyone in our area of the hotel is rightfully with our Assembly.

### Weapons, Alcohol, Drugs, Fire-Producing Devices, etc.

These items are not permitted to be used or possessed by students OR adults.

### Y-Store

Where you can buy all your Y-branded merchandise like shirts and stickers. Located by the Y-Desk.

## Conference Survey Information

In an effort to continuously improve our programs, we will email you a conference survey after KUNA wraps up. We ask you to please complete it at your earliest convenience.

Advisor feedback has shaped our conferences over the years, and we would not be as successful without your input and suggestions. Your honest responses and ideas will help the Kentucky YMCA staff to serve you and your students better in the future.

Please use this page to jot down notes about what works well and what we might improve moving forward. Hopefully this will help you be able to be thoughtful and thorough in your completion of the conference survey! We truly appreciate your time and dedication to the Kentucky YMCA.

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