



SUMMER LEADERSHIP EXPERIENCE

Greetings! This letter is to confirm that we have received your registration to attend **LEAD 2024**, a program of the Student Statesmanship Institute (SSI). Below you will find all the information needed to attend.

Please read through this letter carefully as it contains many important details. Also included in this document are the **LEAD Policies** and the **Student Conduct Covenant & Permission Form** you agreed to when you registered.

PLEASE PRINT THESE DOCUMENTS, **READ EACH OF THEM THOROUGHLY WITH YOUR STUDENT**, AND KEEP THEM FOR YOUR RECORDS.

1. **Drop-off/Check-in: Check-in will be open from 5:15-6:15pm** at Spring Arbor University ("SAU," 106 E Main St, Spring Arbor, MI 49283). Student orientation begins promptly at 6:30pm. **Parents are encouraged to stay for the parent meeting at 6:30pm.** Please contact the office if you need to check-in late. **If unforeseen events occur which cause you to be late, please call our camp number (517-321-6233x1).** At check-in, any student prescription or other medications should be given to the camp medical coordinator (label medication with the student's name, dosage, and dosage frequency). After checking-in, students will be directed to their dorm room to drop off their luggage. Students arriving AFTER 6:15pm will be directed to go to student orientation immediately after checking-in. Their luggage can be left in the designated area. They will have an opportunity to set up their dorm room later in the evening. Dorm rooms are assigned before camp. Students wishing to room with each other should have indicated their roommate request in the appropriate field on their registration. Dorm assignments cannot be changed at camp. Each dorm room accommodates two people. No student will be alone in a suite. Students will receive a room and/or dorm key during their stay at SAU; however, any students who lose their key will be responsible to pay for the cost of replacing it before checking out on Friday.

2. **Weekly Schedule Information**

-- **Student Presentations:** Family and friends are invited and encouraged to watch any and all student presentations throughout the week.

Weeks 1, 2, & 3:

Legislative sessions take place Friday in their respective chambers (House and Senate) in the Capitol Building in Lansing (provided the building is open to the public). Observers can watch the students from the third-floor galleries. Both **House** (first-year students) AND **Senate** sessions will take place concurrently over the course of Friday morning and afternoon*.

Week 1:

Business presentations will take place at SAU on Thursday evening, June 20th*. **Advanced Business** presentations will take place Friday, June 21st*.

Week 2:

Judicial Mock Trials will take place Thursday evening, July 11th*, and Friday morning, July 12th*. **Moot Court** arguments will take place on Friday, July 12th*.

Week 3:

Campaign debates will take place at SAU on Thursday evening, July 25th*. *Please stay tuned for information about the **Film** track.*

**Specific details regarding times and locations will be emailed closer to camp. You'll be able to find the most up to date information on [our website here](#).*

-- **Last Day Schedule:** The closing ceremony for *all* parents and students starts at approximately 4:30pm on Friday afternoon at Spring Arbor University and includes a Media broadcast, worship time, and student testimonies. Students will then be dismissed to pack their belongings, and crew members will carry out room inspections.

-- **Pick-up:** Please plan on picking up your student(s) by 5:30pm on Friday if you are not coming to the closing ceremony. Do not plan on an early pick-up. Students must be checked out by a crew member prior to leaving. **If there is an emergency that will cause you to be delayed, please call our camp number (517-321-6233x1).**

--**Week Schedule** – A schedule will be available for parents at student check-in. Feel free to also follow us on [Facebook](#) and [Instagram](#) to see updates during LEAD, and check out our Media track broadcasts at <https://www.youtube.com/@SSINewsOnline>.

3. **Camp Phone Number:** We can take calls and get messages to students, staff, and volunteers on our camp number: 517-321-6233x1. If no one answers, you can leave a message any time, day or night, and someone will return your call as soon as possible. Messages are checked daily.
4. **Materials Included Below:**
 - a. **LEAD Policies** – Both student and parent(s)/guardian(s) should read this document carefully.
 - b. **Student Conduct Covenant & Permission Form** – Students agreed to these documents and statements as part of the registration process. A copy is included for your convenience.

If you have any questions, concerns, or suggestions, please feel free to contact us at **(517) 321-6233**. **Look for an email from us one to two weeks before LEAD with important details regarding camp.**

Important Registration Information

With our new registration system, you have access to a dashboard from which you can make payments as well as manage registration fields for any changes that might occur between now and camp (such as if medication changes or you need to add an approved pick-up person). You can access your dashboard at <https://ssionline.org/lead/dashboard/>. Click the blue "Login" button and enter your email and password. Below are details for how to access specific features. If you have any questions about the dashboard, feel free to reach out to us at office@ssionline.org or by calling 517-321-6233x1.

Completing Forms

Once you are logged in and on the Home page, you should see a list of any registered campers.

The screenshot shows a user interface for camper registration. It lists two campers: James Smith and Lily Smith. James Smith's registration is 88% complete, and Lily Smith's is 100% complete. Each camper's name is followed by a progress bar and a percentage. Below each name are three buttons: 'Complete Registration' (green), 'Make Payment' (red), and 'Resend Login Link' (grey).

If you have not completed all the forms required for registration, the progress bar on the right side of the dashboard will indicate less than 100% (see James Smith's example above). To complete forms you can click on the progress bar and individually select a form (unfinished forms will have a red dot next to the name) or you can select the green "Complete Registration" button underneath the camper's name. This will take you to the first unfinished form.

All forms must be completed within two weeks of registering.

Making Payments

If you made a payment when registering, that payment method has been saved and will be used automatically when the next payment is due. If you did not make a payment when registering or sent in a check, you will need to ensure that your next payment is made by the due date indicated by your payment plan. You can make a payment through the dashboard or by sending a check to "SSI, 4407 W. St. Joe Hwy, Lansing, MI 48917."

To make a payment, you can select the red "Make Payment" button underneath a camper's name or scroll down to the "Balance Due" section of the dashboard and select the blue "Make a Payment" button.

Editing Profile Information

Any question on the registration form can be edited by clicking the progress bar to the right of the camper's name and selecting "Camper Information." This includes approved pick-up people and roommate/suitemate requests. Current medications can be edited by selecting the "Health Information" form option under the progress bar.

LEAD Policies

We are excited that you have chosen to attend LEAD. It is our desire to make this a profitable, enjoyable, life-changing experience for everyone involved. While we expect no problems from the students, it is important to define the boundaries and lay the foundation for expectations and conflict/problem-solving ahead of time, so everyone is aware of policies and procedures. If you have any questions or concerns, please feel free to contact our office at (517) 321-6233.

While at LEAD, students will be under the supervision of staff, instructors, and crew. Our goal is to have the ratio of volunteers to students at no less than 1:10. SSI staff will be on location at all times. The staff, instructors, and crew will clearly communicate our expectations to students.

LEAD's Cancellation Fee/Refund Policy

Students who are unable to attend LEAD during the week for which they registered may request a refund of their registration fee. **All refund checks are mailed within approximately 2-3 weeks after the request is made.** Due to costly administrative commitments, refunds will be honored as follows:

Full Refund Deadline

- **May 27, 2024: Deadline for FULL refund – all weeks** *Any requests for refunds postmarked or phoned in no later than May 27th will be honored in full, including the deposit.*

Partial Refund Deadlines

- **Week One (June 16-21): June 3, 2024** *Any requests for refunds postmarked or phoned in no later than June 3rd but after May 27th will be honored, minus the \$50 deposit. After June 3rd, no refunds will be permitted.*
- **Week Two (July 7-12): June 24, 2024** *Any requests for refunds postmarked or phoned in no later than June 24th but after May 27th will be honored, minus the \$50 deposit. After June 24th, no refunds will be permitted.*
- **Week Three (July 21-26): July 8, 2024** *Any requests for refunds postmarked or phoned in no later than July 8th but after May 27th will be honored, minus the \$50 deposit. After July 8th, no refunds will be permitted.*

NOTE: If a student is dismissed as a result of disciplinary action or leaves to go home for any reason (illness, etc.) during his/her week at LEAD, no refund or partial refund will be issued. Likewise, no one may attend in his/her place.

Alternatives to Refunds

Attend a Different Week – Students are encouraged to attend a different week of LEAD, as space allows, rather than not come at all. We will make every attempt to make adjustments where possible. Therefore, a student who wishes to switch to a different week must make that request to the SSI office as soon as possible. If no room is available in another week, a refund may be issued according to the policy outlined above.

Transfer Registration – A registration may be transferred to a different student provided registration has not yet closed for the week in question. Please call the SSI office immediately (517-321-6233) if you are thinking of transferring your registration to another individual. In any case, new registration forms will be required.

Financial Aid – There are many deserving students who want to attend LEAD but simply can't afford it. Consider helping them by transferring the tuition money to the Financial Aid Fund.

Schedule

All activities are mandatory, and all students will be expected to participate in every activity unless prior permission is obtained to excuse a student. The final schedule will be distributed at camp check-in. While students attend LEAD, it will be very important that they get enough sleep to meet the challenging itinerary.

Note to Parents: Students should plan on staying on campus during the entire week. Please be sure that your student does not have any commitments during the week of camp.

Check-in & Dorms

Camp check-in will be open from 5:15-6:15pm. At check-in, any student prescription or over-the-counter medications should be given to the camp medical coordinator (label medication with the student's name, dosage, and dosage frequency). After checking-in, students will be directed to their dorm room to drop off their luggage after which they should go to student orientation which will begin

at 6:30pm. Parents are encouraged to stay for the parent meeting at 6:30pm. Students arriving AFTER 6:15pm will be directed to go to student orientation immediately after checking-in. Their luggage can be left in the designated area. They will have an opportunity to set up their dorm room later in the evening. Dorm rooms are assigned before camp. Students wishing to room with each other should have indicated their roommate request in the appropriate field on their registration. Dorm assignments cannot be changed at camp. Each dorm room accommodates two people. No student will be alone in a suite. Students will receive a room and/or dorm key during their stay at SAU; however, any students who lose their key will be responsible to pay for the cost of replacing it before checking out on Friday.

What to Bring (See a sample packing list here)

Bedding: Sleeping bag or blanket and sheets, pillow, etc.

Toiletries: Towel, washcloth, body wash, shampoo/conditioner, hand soap, comb/brush, sunscreen, toothbrush, etc. Students may want to bring flip flops for the showers.

Supplies: Bible, pen/pencil, notebook, alarm clock, cell phone (for limited use*), fan (some dorms may not have AC), reusable water bottle.

Umbrella: Students should bring an umbrella in case of rain.

Clothing: Casual clothes for time spent on campus, athletic clothing for sports including closed-toed shoes (required), and enough business casual/business formal outfits for presentations and trips to the Capitol or other venues. Students are encouraged to bring some warm clothing (a long-sleeved shirt, hoodie, or jacket). Please make sure all attire is within the LEAD Dress Code. For more details on the dress code and an outline for specific event standards see the LEAD Dress Code section on page 5.

Games/Entertainment: While we provide some materials at camp for free time activities, students are also encouraged to bring their own materials such as sports equipment (basketball, volleyball, soccer ball, tennis racquet and balls, spike ball, etc.), board games, or musical instruments. Any items brought to camp should only be used during the designated free times and must be used responsibly. SSI is not responsible for lost or stolen items.

Spending Money: Only needed to buy camp gear, pop, snacks, and/or supplies from vending machines or the SAU campus store.

Snacks: The registration fee covers three meals per day, but students are also welcome to bring snacks to keep in their dorm if they are so inclined. Students are expected to clean up after themselves if they will be eating in the dorms. Keep in mind that a roommate may be allergic to food that was brought. If that is the case, please be considerate of that roommate's allergies. Students may use the refrigerator and microwave available in the dorm kitchen, but the stove will be off limits.

*Students are welcome to bring their phones with the understanding that to foster a learning atmosphere, cell phone use will be permitted only during free times and must be outside of the specified cell-phone free areas on campus. Students are encouraged to contact home during their free times. Other electronic devices are prohibited unless given permission. **Students should not bring computer equipment (unless given prior permission for advanced track use), electronic entertainment devices, gaming systems, or any motorized vehicles (including motorized skateboards, scooters, etc.). Additionally, no weapons, double edged knives, or controlled substances may be brought to camp.**

If in doubt, call the SSI office at (517) 321-6233 and we will let you know if you should bring it.

Note to Parents: Please take the opportunity to go through your student's luggage with him/her and discuss what constitutes appropriate and professional clothing as outlined in the dress code on page 5 and to ensure no items are brought from the list above.

Food Allergies

You should have noted on the **Health Information** section of the registration any special dietary needs, restrictions, or allergies that will require any degree of consideration. If we are made aware of dietary needs, we will be sure to provide alternate foods when meals are served that a student cannot eat; however, there is always a risk of contamination. There is also a possibility that manufacturers of the commercial foods used could change the formulation at any time, without notice. Participants concerned with food allergies need to be aware of this risk. Neither Spring Arbor University nor SSI will assume any liability for adverse reactions to foods consumed or items one may come in contact with during the week of participation. SSI will do what it can and within reason to accommodate the special food needs of allergic students. **SSI must be made aware of a participant's allergies and special**

needs requests at least three weeks prior to the start of the program. If you have additional concerns, please contact our office at (517) 321-6233.

Learning Impairments, Mental Health, or Additional Accommodations

SSI will do what it can within reason to accommodate students with disabilities, learning impairments, or mental health concerns. It is important that we discuss any necessary accommodations beforehand to determine whether we are properly equipped and prepared to work with your child. You should have included information in the **Health Information** section of the registration information about any disabilities, learning impairments, or mental health concerns your child has. We will contact you for more information so that we can plan for the support necessary for your child and ensure a positive experience.

Additional Expectations

Please see [our website for the LEAD Campus Policies \(linked here\)](#)—which includes the SAU Student Code of Conduct—for a list of the campus rules students are expected to abide by while at camp

Disclaimer

Issues and topics debated, including bills for the Mock Legislature and/or cases for the Mock Trial, may be controversial or sensitive in nature. If you have any questions or concerns, please contact our office at (517)-321-6233.

LEAD Dress Code

At LEAD we challenge our students to a higher standard of maturity and professionalism even through our dress code. We recognize that families have different tastes, views, and convictions on what constitutes professional and appropriate dress. At camp students are required to abide by the LEAD Dress Code. One reason for this is that students interact with guest speakers and instructors, including Supreme Court justices, state and federal legislators, judges, lawyers, legislative staffers, business professionals, and more. If these standards are not met, SSI staff will work with students to ensure they comply with the dress code.

General Standards

- Shirts must be worn at all times and should cover the area that would be covered by a tank top. (If you're unsure what that means, see [our dress code FAQ page here](#).) Shirts must not show any part of the lower back or midsection.
- Underwear should not be visible at any time.
- At any time shorts (or skorts) must be finger-tip length.
- The shortest part of a skirt or dress (solid fabric, not sheer) may not be any higher than a hand's width above the knee.
- No sagging shorts or pants.
- Any holes in clothing may not reveal skin that would otherwise be required to be covered (e.g. holes in jeans must not be in areas that the standards for shorts would require to be covered).
- Hats may not be worn during chapel.
- No pajamas outside of dorms.
- No crude/derogatory language or images on clothing.

Specific Event Standards (*Make sure that all attire is in dress code*)

During the week at LEAD, students will be involved in various activities requiring different levels of dress. Please ensure that your student brings clothing to fit the following categories (see below for how many times each track is required to wear each category):

- **Business Formal – For Gentlemen:** Business suit; collared, button-up shirt and tie/bowtie with dress pants. Dress shoes.* **For Ladies:** Dress; or dress shirt/blouse and dress pants/skirt. Dress shoes.*
- **Business Casual – For Gentlemen:** Dress shirt/sweater or polo, dress pants. Dress shoes.* **For Ladies:** Dress shirt/sweater or polo, dress pants or skirt; Dress shoes.*
Any clothing allowed in Business Formal may be worn for Business Casual.
- **Casual:** Jeans, slacks, shorts, sweatpants/athletic pants, T-shirts, sweaters, sweatshirts, sneakers, sandals, flip-flops; any clothing allowed in Business Formal or Business Casual.
 - **All students** will wear casual for daily dress during the week. NOTE: Shoes or sandals must be worn at all times in any building (excluding the dorms).

- **All students should bring (and wear!) a pair of closed-toed shoes** for the campus-wide activity Tuesday afternoon. Closed-toed shoes are required for sports and outdoor activities.

*Flip-flops/slide-ons/athletic shoes are not considered dress shoes

Track Specific

- **House** and **Senate students** wear business formal two times for trips to the Capitol on Wednesday and Friday and business casual once for a press conference on Tuesday (although nice jeans are acceptable to be worn instead of dress pants or a skirt for this event). Students may wear Business Formal for the press conference if preferred.
- **Business** and **Advanced Business students** wear business formal once for the investor presentation and business casual once for a group photo.
- **Campaign students** wear business formal once for the Wednesday debate. Additionally, students will conduct a door-to-door poll on Friday immediately before the campus group pictures. They should plan on wearing a business casual shirt and comfortable walking shoes. Students will be positioned at least in the second row so that only the shirt will be clearly visible in the picture.
- **Film students** should bring one business formal outfit in case of an on-campus film premiere and one business casual outfit for a group photo.
- **Media students** wear business formal two times for Capitol trips on Wednesday and Friday; students who are interested in being an anchor for the broadcast should be prepared to dress more formally for 1-3 broadcasts. Media students wear business casual once for the House press conferences on Tuesday (although nice jeans are acceptable to be worn instead of dress pants or a skirt for this event).
- **Mock Trial students** wear business formal two times (for the Wednesday pre-trial and the trial on Thursday or Friday). They wear business casual once for a group photo.
- **Moot Court students** wear business formal once for their arguments on Friday and business casual two times on Wednesday and Thursday during practice rounds.

If you are concerned about not having enough clothing that fits these categories, thrift stores or discount racks are an excellent place to find them. If you have any questions about our dress code, you can visit our [Dress Code FAQ page here](#) or call the SSI office at (517) 321-6233.

Student Conduct Covenant & Permission Form

You already agreed to this *Student Covenant & Permission Form* when you registered; however, parents, please be sure to read this together with your student. Each student will be expected to abide by this covenant or face appropriate consequences, possibly even being asked to leave.

The Student Statesmanship Institute's summer program, LEAD, is Michigan's premiere biblical worldview and leadership training program for teens. We hope your experience here will be enjoyable, rewarding, and challenging. The instructors, staff, and crew are committed to helping you grow as a leader, and they are looking forward to you being here. The development of leadership skills includes taking responsibility for your own life and conduct, and the foundation for all behavior at all times can be summed up in the word "respect." Please read the following carefully.

"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble." 1 Peter 3:8

1. *The Bible says that Christians should "think on things that are excellent" and "avoid all appearance of evil."*
 - I will maintain the highest moral standards and maintain a clear personal witness through proper conduct and appropriate dress (see the *LEAD Dress Code starting on page 5* for our standards).
 - I will not drink alcoholic beverages or use tobacco in any form while at LEAD; I will not use any type of illegal substances, use offensive language, etc.
2. *Leadership involves self-discipline, which means accepting personal responsibility to do those things which are expected of you "as unto the Lord." Christian leadership involves servanthood. Jesus said, "Whoever wishes to become great among you shall be your servant."*

- I will be prompt and attentive in all classes and activities and keep myself, my belongings, and my room neat and clean.
 - I will display a servant attitude toward my fellow classmates, instructors, staff, crew, and Spring Arbor University staff.
3. *LEAD is an environment conducive to learning and personal growth and one in which you can make friends and not be distracted by outside influences.*
- I will not bring to LEAD anything that would detract from this goal (including but not limited to the items described in the *LEAD Policies* on page 2. Neither will I use the computer or internet inappropriately when doing research.
4. *LEAD is held at Spring Arbor University and visits other venues such as the Capitol Building, Hall of Justice, etc. We believe it is important to present a clear testimony for Jesus Christ among our neighbors and in the community.*
- I will respect the property, privacy, and rights of others, whether associated or not associated with LEAD or SSI.
5. *The Bible commands us to submit to authority. It is our desire that each student has a teachable spirit and is willing to be cooperative, obedient, and respectful to any person in God-ordained authority.*
- I will submit to the authority of staff, instructors, and chaperones, and obey the rules including those given in the *LEAD Policies* (page 2), the [LEAD Campus Policies](#), and the [Spring Arbor University Student Code of Conduct](#) on our website.

I have read and agree with all of the above. I have also read and agree to abide by the *LEAD Policies*, the *LEAD Campus Policies*, and the *Spring Arbor University Student Code of Conduct*. I understand that I will be expected to abide by this signed covenant. I further understand that if I choose not to abide by this signed covenant, I will face appropriate consequences, possibly even being asked to leave.

Permission to Attend LEAD

Parent or Guardian must sign for students under 18 years. Student must sign if 18 years or older:

I do hereby give permission for my/my child's attendance of the Student Statesmanship Institute's (SSI) LEAD Summer Program, at Spring Arbor University in Spring Arbor, Michigan during the summer of 2024, and further state that: 1) I am the parent or legal guardian of the named child and I possess all the rights, powers, and privileges of a parent or legal guardian; or I am at least 18 years old and I possess all the rights, powers, and privileges of a legal adult. 2) I personally assume, on my/my child's behalf, all risk for any harm, injury, or damages that may befall me/my child or is caused by me/my child. 3) I give permission to be transported/for my child to be transported to and from activities by hired and/or adult volunteer drivers. 4) I give permission to Student Statesmanship Institute and Spring Arbor University to use my/my child's photograph, video, oral and/or written comments to promote SSI. 5) I agree to hold Student Statesmanship Institute, the owners and lessees of any premises used to conduct classes or activities, their sanctioning institutions, agents, officers, directors, and employees harmless and indemnify them from any injury, loss, damage, or claim of any nature arising out of or related to my/my child's participation in the classes and activities of LEAD, specifically including any negligent act or omission of the above. 6) I have read and agree with all of the above and I support Student Statesmanship Institute in its endeavor to provide the best possible learning environment for every student. I acknowledge that this is a legal document, and I will be bound by my agreement to its terms.