



Dear Parents, Guardians, and Ambassadors,

Congratulations and Welcome to the 2012 Seminar!

In June, you will be experiencing the Missouri Leadership Seminar (MLS), whether you are a Parent /Guardian of an Ambassador, the School Representative, or YOU, the Ambassador. The Missouri Leadership Seminar, Inc. Board of Directors has planned an exciting weekend for you.

In order to complete your Registration, please take the following steps by April 1, 2012:

1. Complete the Online Registration Form on our website: <http://www.moleadership.com/parentsandstudents.html>. The Registration Form must be completed in its entirety prior to submitting and cannot be saved; please review required information prior to beginning. The form also requires electronic signatures from the ambassador and a parent/guardian.
2. Submit a copy of your Health Insurance Card. Please email (preferred method) a scanned copy of the FRONT and BACK of your Health Insurance Card to missourileadership@yahoo.com. Include the ambassador's name if it is not indicated on the card. You may also mail a copy to: Missouri Leadership Seminar, Inc., 509 SE Colony Dr., Lee's Summit, MO 64063.
3. You will receive a confirmation email when your Registration is complete and has been reviewed by our staff. We will also contact you if we are missing any of your information.

As we draw near to the seminar dates, the MLS, Inc. Board of Directors and Staff would like to remind you of some important dates, times and locations. They are as follows:

<u>Online Registration Due:</u>	Sunday, April 1, 2012
<u>Ambassador Check-In:</u>	Friday, June 8, 2012 8:00 A.M. to 9:30 A.M. UCM Campus – Fitzgerald Hall (Directions listed below)
<u>Parent Orientation Session:</u>	Sunday, June 10, 2012 1:00 P.M. UCM Campus – Hendricks Hall
<u>Closing Ceremony:</u>	Sunday, June 10, 2012 2:00 P.M. UCM Campus – Hendricks Hall

During the seminar weekend, you will enjoy a unique learning experience designed to raise questions and to present different points of view on our selected topics. The seminar will be an enjoyable experience in a stimulating workshop environment. What you get out of the seminar will correlate directly with your level of participation. Come prepared to interact!

MLS is offered **free of cost** to the student, parents, and school! The only cost that we cannot cover is transportation. Students are sponsored by various community organizations such as Optimist, GFWC, Kiwanis, Lions, and Rotary clubs and businesses throughout the state.

If circumstances arise that prevent you from attending the seminar, we would like to give another student the opportunity to attend. ***Many of our sponsors choose to sponsor students from their specific hometown schools. Therefore, it is important that those schools are represented at the seminar. If you are unable to attend, please make every effort to notify our offices immediately so that we can find an alternate nominee as soon as possible. Failure to do so may result in loss of sponsorships from those organizations in the coming years.***

If you have any questions or concerns, please contact Director of Recruitment, Rachel White, at missourileadership@yahoo.com. You may also leave a voicemail for Seminar Chairperson, Tricia Hager, at (660) 441-1424. Emails and phone messages will be logged and returned within 24 to 48 hours, depending on volume.

Should you have any problems while en route to the seminar, please call Seminar Chairperson, Tricia Hager, at (660) 441-1424 for directions/assistance.

The remainder of this Information Packet includes specific locations and directions, instructions, and information pertinent to your MLS experience. We have also included a checklist of items to bring with you to MLS! Please review the information carefully.

Please be sure to complete your online Registration by **April 1, 2012**. If you have any questions or concerns regarding registration, please email missourileadership@yahoo.com.

We are delighted to offer you this opportunity and we look forward to greeting you personally at the Missouri Leadership Seminar.

Sincerely,



Tricia Hager, Seminar Chairperson
Missouri Leadership Seminar, Inc.



Rachel White, Director of Recruitment
Missouri Leadership Seminar, Inc.



MISSOURI LEADERSHIP SEMINAR, INC.

PARENT ORIENTATION SESSION INFORMATION

Dear Parent/Guardian:

Congratulations on your son's/daughter's selection as an Ambassador to this year's Missouri Leadership Seminar, Inc. (MLS). This achievement is quite an honor; both you and your son/daughter should be proud. Since we are eager to have parents/guardians learn more about the Seminar, you are cordially invited to attend this year's seminar on **Sunday, June 10, 2012** only at University of Central Missouri, Warrensburg.

You and your family are invited to enjoy a Parent Orientation Session that will begin promptly at 1:00 p.m. at **Hendricks Hall**. If you have other children, they are welcome to attend as well. Please come to the Hendricks Hall lobby and check in with our staff. Upon your entrance into Hendricks, you will be able to review group photographs from the weekend. Photographs will be available for purchase before and after the commencement ceremony. The MLS Board of Directors will also be hosting a cookie and tea reception for parents at this time.

Directions to Hendricks Hall are as follows: Upon arriving in Warrensburg you should take Highway 13 (Also known as "Maguire Street") to South Street. Go West on South Street (From the North, take a right, from the South, take a left). Upon turning onto South Street, watch for MLS signage "MLS Parents Orientation Parking". The parking lot is located across the street from the entrance to Hendricks Hall.

We do hope you will make every effort to attend the Parent Orientation Session and Reception, prior to the commencement ceremony, as this is a special accolade that you and your child should celebrate together. The afternoon activities should last until 3:30 p.m. and your child will be able to leave **at the conclusion of the commencement ceremonies** and after checking out with our staff at Fitzgerald Hall.

The Parent Orientation Session, Reception and Commencement Ceremony are all free of charge. Thank you for giving us the opportunity to work with your talented child.

Sincerely,

A handwritten signature in cursive script that reads "Tricia Hager". The signature is written in a dark ink on a light-colored background.

Tricia Hager, Seminar Chairperson
Missouri Leadership Seminar, Inc

MLS Information for Parents and Ambassadors

Following is general information on the weekend for Parents and Ambassadors. The following pages will answer many questions that you may have regarding the seminar. If after reading through this information, you still have unanswered questions, please feel free to contact us by email at missourileadership@yahoo.com or leave a voice message at (660) 441-1424. All emails and calls will be logged and returned within 24 to 48 hours, depending on volume.

When:

Seminar participants may register any time **after** 8:00 a.m. but **before** 9:30 a.m. on Friday, June 8, 2012. The Missouri Leadership Seminar, Inc. will begin with orientation on Friday, June 8, 2012 at 10:00 a.m. and conclude at approximately 3:30 p.m. on Sunday, June 10, 2012. **Students must be present for the entire seminar weekend, including the commencement ceremony.**

YOU MUST ATTEND THE ENTIRE SEMINAR and CANNOT LEAVE AND COME BACK FOR ANY REASON. If your must leave before the conclusion of the seminar on Sunday afternoon, you will not be considered alumnus of the seminar.

Cost: **MLS is free of cost for schools, parents, and students.** All costs, except travel expenses, have been paid by sponsors throughout Missouri, that is, businesses, foundations, individuals, and service organizations wishing to support leadership education. Many of these groups sponsor specific schools each year; therefore, it is important that our offices are notified immediately if students cannot attend so that we are able to locate an alternate. Again, **transportation costs are not covered.** Additionally, at the closing ceremony, you will also be able to purchase photos as a memento at an additional cost.

What to expect:

During your MLS experience, many dynamic leaders – all volunteers from the fields of business, education, government, and various other professions – will address numerous aspects of our changing world and the challenges future leaders will confront. The program will not promote any specific political party, business, religion, or way of thinking; rather, it is designed to develop an awareness of present and future issues by actively involving seminar participants in discussions and informal debate. You will have the opportunity to ask questions of the discussion leaders throughout the weekend, which leads to a fuller understanding of topics presented.

Where:

The seminar will take place on the campus of University of Central Missouri (UCM) in Warrensburg, Missouri.

All students and staff **will be lodged and should check in at Fitzgerald Hall.** The physical address of the Fitzgerald Hall is 100 Houx Street, Warrensburg, MO 64093. Directions follow:

Directions coming from the North, on Highway 13 (“Maguire” Street):

- Upon arriving in Warrensburg you should take Highway 13 South
- Turn RIGHT onto E Clark Street from Hwy. 13 (From the North, this is the stop light with Planet Sub on the left.)
- At the stop sign, Turn LEFT onto S Holden St.
- Turn RIGHT onto Houx St.
- Fitzgerald Hall and parking will be on the left-hand side of the road



Directions coming from the South, on Highway 13 (“Maguire” Street):

- Upon arriving in Warrensburg, you should take Highway 13 North
- Turn LEFT onto E Clark Street from Hwy. 13 (From the South, this is the stop light with Planet Sub on the right.)
- At the stop sign, Turn LEFT onto S Holden St.
- Turn RIGHT onto Houx St.
- Fitzgerald Hall and parking will be on the left-hand side of the road



You should see MLS staff members and signs from Highway 13 to your final destination at Fitzgerald Hall. MLS staff members will greet you at your automobile and lead you to the check in with MLS staff.

MLS Information for Parents and Ambassadors (cont.)

Transportation:

The only cost we are unable to cover is transportation to and from the seminar. If you are arriving via air, train, or bus, please include all details of your itinerary on the travel itinerary section of the Registration Form. MLS staff will ensure that you are met and transported safely to the facility. If you have last minute transportation problems up to June 8, 2012, please notify Tricia Hager, Seminar Chairperson, at (660) 441-1424.

Accommodations:

Students will be housed in a campus residence hall, with separate male and female floors. Pillows, bed linens, and blankets will **NOT** be provided. Students will need to bring these items and may also wish to bring a sleeping bag or extra blanket(s) for padding on the dorm room mattresses. Personal toiletries (Shampoo, Soap, Hairdryers, Toothbrushes, etc.) will **NOT** be provided. Bath towels and washcloths will **NOT** be provided. The dorms will be air-conditioned; however, the individual rooms do tend to get chilly in the evenings, so extra blanket(s) and/or a sleeping bag are recommended.

Meals are provided from Friday at lunch to Sunday at lunch and accommodations may be made for special dietary needs of your students. Please notify us of such needs.

Dress:

Dress is casual throughout the weekend – jeans or shorts and a t-shirt are acceptable. Proper “school attire” is requested. If you would not be allowed to wear the clothing at school, please do not bring such items (short shorts, halter tops, “conversation” t-shirts, etc. should not be worn). You may wish to bring a sweatshirt, as some of the meeting rooms are chilly! You will be provided a MLS t-shirt and there will be an announcement as to when you will wear the t-shirt during the weekend. Due to outside walking, please **DO NOT BRING OR WEAR FLIP-FLOPS OR SANDALS** throughout the entire weekend.

Dress for Sunday is **semi-formal**. Males are asked to wear nice slacks and a nice shirt. Button-up shirt and tie are welcomed, but not required. Females are asked to wear an appropriate dress, dress slacks and blouse, or pant suit. (No sundresses, please)

Students will walk throughout campus on Sunday, so appropriate footwear should be taken into consideration, i.e. – sandals and/or high heel shoes may not be ideal.

Phones:

Students will be asked to leave phones in their room during seminar events, as they are a distraction and disrespect to speakers. Parents, friends, and family members are discouraged from calling students during the seminar due to the confusion created when meetings are interrupted. In case of emergency, your parent(s) or guardian may call Tricia Hager, Seminar Chairperson, at (660) 441-1424.

MLS Information for Parents and Ambassadors (cont.)

Sunday Services:

On-campus Sunday Services will be available for students; there will be provisions for a Catholic Mass, non-denominational Protestant service, and discussion group in the schedule. Each service will take place on the UCM campus. All ambassadors must sign up for one of the Sunday morning options. (Please see the Sunday Services Section of the Registration Form)

Community Service:

The 2012 MLS will include a community service project that will allow the Ambassadors to give back to the community. We will be collecting donations for the Missouri Veterans Home – Warrensburg. The mission of the Missouri Veterans Commission is to provide our Veterans with timely benefits assistance, skilled nursing care and a final resting place with honor. Items will be collected at check-in on Friday. **There is no minimum or maximum donation – bring what you feel comfortable donating.** A \$5 limit is recommended. Suggested items for donation include:

Toiletries:

- Lotion
- Combs
- Chap Stick
- Aftershave
- Toothpaste
- Toothbrushes
- Denture Cleaner
- Gold Bond powder
- Kleenex (pocket pack)
- Battery toothbrushes
- Mouth Wash (alcohol-free)
- Gillette Mach III razors with replaceable heads
- 3-blade disposable razors with lubricated blades
- Disposable wet cleaning cloths for eye glasses

Office Goods:

- Pens
- Pencils
- Stamps
- Batteries
- Stationary
- Envelopes
- Note Pads
- Crossword Puzzles
- Magnifying glasses
- Special occasion greeting cards

Clothing:

- Ball Caps
- Pajamas (Sizes S & M)
- Diabetic Socks (Sizes L & XL)
- Slipper Socks (Sizes L & XL)
- T-shirts (Sizes M – 2XL)

- Boxer Shorts (Sizes M – 2XL)
- Sweat shirts and sweat pants (Sizes L – 2XL)

Other Items:

- Phone cards
- Beach towels
- Colored pillow cases
- Personal CD player with headphones
- Wheel chair and walker carry bags
- Neck pillows with washable pillow fiberfill
- Wide bottom, re-usable coffee cup with lids

You will also be challenged to become part of MLS's commitment to "Service to Your Community!" By taking part in service projects involving at least 100 hours, you'll have the opportunity to join other students across Missouri in making a difference in your school, community, place of worship, or "other environment" in which you see a need.

MLS Information for Parents and Ambassadors (cont.)

Seminar Staff/Supervision:

100% of our Board of Directors and Seminar Staff are volunteers and the majority are alumni of MLS. Board of Directors members and staff will be present at all seminar functions and are housed in the campus residence halls with the students. The seminar will be chaperoned by qualified male and female adults who will be staying at the facility 24 hours a day.

Communication:

Our primary communication with you prior to MLS will be through email. **We ask that you provide an email address that will not change before June**, as students who list their email address on their Registration Form will receive email reminders and updates as the seminar approaches. Students should also expect a “welcome call” from a staff member approximately 4-6 weeks prior to the seminar to answer any questions you may have. Students and/or parents may also contact us via email at missourileadership@yahoo.com or (660) 441-1424 with any concerns or questions.

Cancellations:

If circumstances arise that prevent you from attending the seminar, we would like to give another student the opportunity to attend. Please return this packet to the person at your school who selected you, and follow up with an e-mail to missourileadership@yahoo.com or call to the MLS Chairperson, Tricia Hager, at (660) 441-1424, so we may adjust our records and obtain an alternate student from your school to attend the seminar.

Additional questions or concerns should be directed to the Missouri Leadership Seminar, Inc. Director of Recruitment, Rachel White at missourileadership@yahoo.com or Seminar Chairperson, Tricia Hager, at (660) 441-1424. You may also visit our website, www.moleadership.com, for more information and FAQ.

What to Bring to MLS:

- Pillow, linens, and blankets
- Toiletries
- Towels/Washcloth
- Proper Casual Attire
- Shoes (NO FLIP-FLOPS OR SANDALS!)
- Sunday Dress (Semi-formal)
- Sunday Shoes
- Sweatshirt
- Camera (Optional)
- Items for Personal Medical Needs
- Donation for Community Service
- Driving Directions

You won't need:

- Cell Phones
(Must be left in room if brought)
- iPod/MP3 Player
(Must be left in room if brought)
- Flip-Flops or Sandals
- Valuables
- Swimwear

AMBASSADORS RULES AND REGULATIONS

So that MLS may be conducted as smoothly and efficiently as possible, we ask that you observe the following rules. Any participant who does not abide by these rules and regulations will be dismissed from further participation. Parent(s)/Guardian(s) will be notified immediately of this action, and they will be instructed to have you removed from the facility. Your school will also be notified of your dismissal from the program.

1. The seminar runs from Friday morning to Sunday afternoon. **YOU MUST** make a commitment to **STAY FOR THE ENTIRE EVENT**. If you have a scheduling problem, we strongly suggest offering the weekend to your school's alternate.
2. You are expected to be on time for all seminar functions. You must attend all scheduled activities, including meals.
3. You must wear your MLS nametag at all seminar functions. A UCM meal ticket and dorm room key will be issued to you upon arrival at the seminar and should also be worn at all seminar functions.
4. No outside guests are allowed in or around the seminar facility except for the closing ceremonies on Sunday.
5. Stay within your assigned group during panel sessions. Gain permission from your group facilitator if you must leave a session and wait for an adult staff member to escort you. No ambassador is to leave the facility except for scheduled seminar events.
6. Room visitation by members of the opposite sex is not permitted.
7. No smoking, no drinking of alcoholic beverages and no unauthorized drug use is permitted.
8. Any ambassador who has a medical problem that requires special care, treatment, or medication is asked to indicate the concern on his or her Registration Packet and inform his or her group facilitator.
9. In case of emergency, contact your group facilitator or come directly to the Operations Suite. There are chaperons and facilitators available 24 hours a day, and they can be contacted at any time.
10. Lock your room doors at all times, whether you are in it or not. Notify the security staff on duty immediately if you need assistance.
11. Use the "Buddy System" when moving throughout the facility without your facilitator.
12. Payment for any extra charges billed to a room (i.e., lost keys, etc.) will be the responsibility of all ambassadors assigned to that room.
13. Ambassadors are not allowed to make room changes. You must be in your assigned room at the announced curfew and must remain in such until the start of activities the next morning.
14. You must observe the morning wake up call one hour prior to the first scheduled activity each day.
15. Respect the rights of other facility guests and enter only those rooms and floors in which seminar-related activities are being held. Keep noise to a minimum.
16. Refrain from entering the Operations Suite, except in case of an emergency.