

Greetings ALS Delegates!

Congratulations on being accepted to the 2015 MLW Advanced Leadership Seminar! We are so excited that you'll be joining us for a life-changing week of community building and leadership training. The ALS Staff has been working extremely hard to put together an exciting, inspiring, empowering, and challenging program that will help you take your skills to the next level.

We have three tasks for you to complete before your arrival on July 12th:

**The first task**: We'd like for you to complete the enclosed Senior High Workshop review packet. It's interactive, so take the time to review the content and fill it out. Make sure you bring it with you --we will be doing a review activity and you will need it. There won't be any tests, but you will need to know the material in order to be prepared for the week!

**The second task**: This year at ALS we are ensuring the purposeful practice of a skill that almost all delegates ask for: public speaking.  At some point this week, each of you are charged with speaking to the rest of the group about a subject you are passionate about.  These talks will be in the style of a TED talk, but condensed to 2-4 minutes, so we will call them Teddies.  If you aren’t familiar with Ted Talks, check the Ted YouTube channel <https://www.youtube.com/watch?v=u4ZoJKF_VuA>

So your task

**Before ALS**

-Familiarize yourself with TED Talks, through the links provided

-Watch our example Teddies that we will be uploading to YouTube and sending to you

-Write your Teddy! A 2-4 minute talk on something you're passionate on (IMPORTANT You won’t have time to write them once you get to ALS, the only time you’ll have is during your own recreation time!)

**At Camp**

-Be ready to perform your Teddy for the entire ALS group!

**The third task** Take a few minutes to complete the 2015 MLW ALS Leadership Inventory. It’s an online survey that helps us gauge where you are and provides important data for our program. Please complete the survey by **June 30**. The link to the survey is:

<https://www.surveymonkey.com/s/ALSPRE2015>

We are SO EXCITED to get to work with you and cannot wait to see all of the exciting and amazing things you will accomplish at ALS! Please see the additional enclosures for important information. If you have any questions please feel free to e-mail Mehran at [ALSDirector@mlw.org](mailto:ALSDirector@mlw.org) or contact Anita Anderson, Executive Director, in the MLW office.

We'll see you on July 12th at Washington College!

Sincerely,

Mehran, Nia, Chase, Sterling, and Natalie

The ALS 2015 Staff

PRE-SITE, CHECK-IN, AND ON-SITE LOGISTICS

**Pre Site**

Included in this mailing is a link to a **Pre-Site Survey**. Be sure the delegate completes the self assessment online survey as soon as possible to help our staff in final preparations.

Pack a reusable WATER BOTTLE.  Summer can be hot in Chestertown and we want everyone to stay hydrated. If you have a water bottle with your name on it, please bring it with you.

Bring a small backpack or bag to use to carry around books, pens, etc.

Unlike our other core programs, ALS delegates may bring laptops/tablets/iPads if they wish for use during the practicum. Please note, MLW is not responsible for the loss or damage of these devices.

Mobile phones are allowed if a student wants to be able to call home at recreation/free time or before lights out; MLW is not responsible for loss or damage of phones. Mobile phones are not permitted in workshops or at any organized activities and will be confiscated by staff if used inappropriately or at inappropriate times during the day.  If you prefer to leave your phone at home, you can always use the phone in the office to call home or bring some postcards or letter writing materials and send a letter instead!

Please review the rules and guidelines of the week at Washington College, which were a part of your application packet. Most importantly, students are not allowed off campus. MLW will have some merchandise for sale. Other than those optional items, students will not need any money while at MLW.

**Registration**

The address is 300 Washington Avenue, Chestertown, Maryland, 21620. Once you are on campus, Washington College will have signs posted for parking and registration (see enclosed map). Check-in is at 1:00 p.m. on Sunday, July 12 in the Sassafras Dormitory where students will be staying. Therefore, you may bring in your belongings at check-in time.

If you have any kind of medication whether it is prescription (RX) or over the counter (OTC) medicine including things like vitamins, please bring it to the registration and be sure to check-in with the nurse.  All medicine should be in its ORIGINAL container and prescription medicine must match the physician's orders on the medical form from the application.  If you need another copy of that form, please contact the office or download it from the website. **See the “Important Medical Information” page for more details.**

**Parent Meetings on Sunday and the closing ceremony on Saturday**

There will be a brief parent meeting on Sunday at 2:00 p.m. to tell parents about the week ahead.  Please stick around for that meeting if possible.  There will also be a Closing Ceremony at the end of the week which we encourage you to attend. The Closing Ceremony will be held on Saturday morning, July 18, at 10:15 a.m. Delegates will be dismissed at the conclusion of the Closing Ceremony (at 11:00 am). Please leave travel time for beach traffic which can be heavy on the weekends. There will be a late pickup fee for students not picked up before noon.

**Staying in Touch**

Emails may be sent from MLW to parents during the course of the week. If you would like to receive these updates, please make sure the office has your correct email.

If you would like to contact the MLW office during the week, please email [office@mlw.org](mailto:office@mlw.org) or call our main number 301-444-8623 which will forward to the campus office.

To send a letter to your student, please use the following address and send everything before Wednesday of the week to ensure delivery.

DELEGATE NAME — ALS

Maryland Leadership Workshops

Washington College

300 Washington Avenue

Chestertown, MD 21620

**IMPORTANT MEDICAL INFORMATION**

As part of the program application, EVERY delegate should have submitted a physician- and parent/guardian-approved Medical Administration Authorization form for all prescription and non-prescriptions medications that s/he is bringing to MLW, plus the other general health information forms. You will not be admitted on site unless we have your medical forms. Please contact the office if you are having difficulty with them. We also encourage you to make a copy of the medical forms for yourself.

If there are any changes to your original forms, changes must be made in writing on the approved MLW medication forms and must include the delegate’s name, parent/guardian signature, date signed, the medicine name, the reason for medicine, and documentation indicating that at least one dose of medication was given at home. Blank forms can be found at <http://www.mlw.org/blog/wp-content/uploads/2015/04/2015-Medical-Forms.pdf>

**MEDICATION**

Delegates must turn in ALL medication (prescription AND over the counter) to the Health Consultant at registration. Per the State of Maryland Department of Health and Mental Hygiene Youth Camp regulations, MLW staff keeps medication in the office. The exceptions to this are epi-pens and inhalers.

All medications must arrive in their **original containers.** For prescriptions, this means as prepared by pharmacy complete with **pharmacy prepared labels that are consistent with the prescriber’s order** (i.e.,the medication must match the prescription order attached). Over the counter medicine should be in its original container.

**If you take medicine on a regular basis:**

Delegates come to the office at designated times to self-administer medication under the supervision of MLW staff. Delegates are only permitted to take medication (prescription or over the counter) for which there is a health care provider’s signature. Please be sure to provide one Medication Administraton Authorization Form (p. 5 of the medical forms packet) for each prescription and non prescription medication that you will be sending with the delegate, and obtain the necessary signatures on each form.

**IMPORTANT CHANGES FROM LAST YEAR REGARDING OVER-THE-COUNTER MEDICATION**

DUE TO NEW DHMH REGULATIONS, MLW STAFF IS NO LONGER ALLOWED TO PROVIDE OVER-THE-COUNTER MEDICATION. The only medication delegates will be allowed to take is what you send with him/her, and only if the enclosed Medication Administration Authorization form (p. 5 of the medical forms packet) is filled out and **signed by you and your health care provider for each medication**.

To clarify: you must provide one Medication Administration Authorization Form (p. 5 of the medical forms packet) for each medication, whether prescription or non-prescription. Please make copies of this form as needed, or request more copies from office@mlw.org.

**Using Prescription and Non-Prescription Medications On Site:**

Only delegates who have obtained the necessary health care provider signatures on the MLW forms will be allowed to take medicine while at MLW.

While at MLW, a delegate who is taking any medication on a regular basis will come to the MLW office each day at the designated time (breakfast, lunch, dinner, bedtime) to take pre-approved medications.

Delegates will be supervised during their medication intake, but the MLW staff expects that all delegates are capable of self-administering medication. If this is not the case, call the MLW office at (301)-444-8623 immediately.

If a delegate is feeling ill, they will come to the office and parents will be contacted. No medicine will be administered unless the delegate brought it him/herself along with the Medical Administration Authorization form signed by a health care provider.

**Medical Emergencies:**

If any delegate experiences any significant health difficulties during the program his or her parent/guardian will be notified immediately, and the delegate may be taken to the Kent & Queen Anne's Hospital which is located directly behind the campus. 911 may also be called. The delegate’s file, including medical emergency contact information, health history and insurance information will be taken with them.

**Emergency Personnel:**

As part of its Maryland Youth Camp certification, Maryland Leadership Workshops is required to employ at least two full-time, residential staff members who are certified in CPR and First Aid. Certifications for these staff members are kept on file in the MLW office and are available upon request.

Additionally, Washington College Campus Security is trained in CPR, First Aid, and AED use.

# **MLW ALS PACKING LIST**

* Enough comfortable, weather appropriate clothing for the week. Your clothes for the week should be school-appropriate; if you wouldn’t be allowed to wear it at school, please do not bring it to MLW. MLW staff and delegates all wear casual, comfortable clothing. It’s a good idea to bring shorts, t-shirts, jeans, sneakers, and a sweatshirt, as we’ll be doing activities both inside the air conditioning and outside in the summer heat.
* There will be a variety show/showcase that delegates will plan and implement. Please bring any instruments, equipment, or anything else that will help you share your talent with the rest of the MLW community.
* Sheets for an extra-long twin bed (and/or a sleeping bag) and a blanket (the dorms are air conditioned so it can get cold)
* Pillow
* Towels
* Toiletries (don’t forget a toothbrush, toothpaste, hand soap, shower soap, and deoderant)
* Shower Shoes
* A rain jacket/umbrella
* Alarm Clock
* Pens or pencils
* Reusable water bottle
* Small backpack or drawstring bag to carry guidebook, pens, etc.
* Athletic equipment for recreation time
* Light snacks and drinks for evenings.
* An outfit (shorts, tshirt, old shoes) that can get wet and dirty
* One business casual outfit