

STUDENT STATESMANSHIP INSTITUTE




Real-World Leadership & Biblical Worldview Training For Teens!

Greetings! This letter is to confirm that we have received your registration to attend SSI's **2012 Summer Program**. Below you will find all the details needed to attend. Please read through this letter carefully, it contains many important details. Also included in this document are SSI's *Policies & Procedures*, and the *Student Covenant & Permission* terms you agreed to when you registered. PLEASE PRINT OFF THESE DOCUMENTS, READ EACH OF THEM THOROUGHLY **WITH YOUR STUDENT**, AND KEEP THEM FOR YOUR RECORDS.

1. **Drop-off:** Registration is from **6:00 to 7:00 p.m.** Students should arrive at [Great Lakes Christian College](#) (GLCC) as close to 6:00 p.m. as possible. Student orientation begins promptly at 7:00 p.m. Please contact the office if you are planning to register late. If unforeseen events occur which cause you to be late, *please call (517) 290-0222.*
2. **Dorm Rooms:** Dorms will open at 5:30 p.m. Dorm rooms are filled on a first-come, first-served basis. **SSI does not assign dorm rooms.** Students REGISTERED before 6:30 p.m. may go to the dorms to claim their room, returning to the Chapel no later than 6:40 p.m. Students registering AFTER 6:30 p.m. must go straight to the Chapel for an ice-breaker activity. Parents can place their luggage in the cafeteria; students will have an opportunity to set up their dorm room later in the evening. Students wishing to room together should arrive together, the earlier the better, after 5:30 p.m. Most students will receive a room key during their stay at GLCC; however, there is a **\$50** fee for lost keys, payable to GLCC before checking out on Friday. The actual cost for a lost key is more than double what SSI charges, but this is how much students are charged.
3. **Last Day Schedule:** Family and friends are invited to attend all or part of the **Mock Legislative Session** in the State Capitol ([map](#)) on Friday, June 29, July 13, or July 27 from the third-floor gallery. The **Senate** (for returning students) session is from 9:00 - 11:00 a.m.; the House session (first-year students) takes place approximately from 12:00 to 3:00 p.m. **Mock Business** presentations will all take place on Thursday evening, June 28th at 7 PM at [GLCC](#). **Mock Trials** will take place on Thursday evening (possibly afternoon as well), July 12th at 7 p.m. at GLCC, and Friday morning, July 13th at approx. 8:30 a.m. at [MSU College of Law](#). **Moot Court** arguments will take place on Friday afternoon, July 13th at approx. 1 p.m. at the [Hall of Justice](#). **Campaign** debates will take place on Wednesday, July 25, at 7 PM at [GLCC](#). Parents are welcome and encouraged to attend any and all events. The Closing Ceremony for *all* parents and students starts at approx. 4:00 p.m. on Friday afternoon in the GLCC chapel and may include a **Mock Media** Newscast, a Week in Review presentation, worship time, and voluntary student testimonies. Students will then be dismissed to pack their belongings, and chaperones will carry out room inspections.
4. **Pick-up:** Please pick up your teen(s) by 6:00 p.m. on Friday. Students must be checked out by a chaperone prior to leaving. *If there is an emergency that will cause you to be delayed, call (517) 290-0222.*
5. **Contact Phone Number:** We can take calls and get messages to students, staff and chaperones at the SSI office number below. Leave a message and someone will return your call as soon as possible. In an extreme emergency, you can call (517) 290-0222.
SSI Office Phone: (517) 321-6233 - leave a message any time, day or night. Messages will be checked daily.
6. **Attached:**
 - a. **Policies & Procedures** - Both student and parent(s)/guardian(s) should read this document carefully.
 - b. **Student Covenant & Permission to attend** – You agreed to these documents and statements as part of your registration process; this is your copy.
7. **Schedule** - Please visit the SSI website for a [Tentative Schedule](#) (a final schedule will be handed out at registration).

If you have any questions, concerns or suggestions, please feel free to contact SSI at (517) 321-6233. We are looking forward to a great five days!


Jeff Visscher
SSI Summer Program Director

Visit the Summer Program F.A.Q. online
at ssi-online.org/summer/faq.shtml

Policies & Procedures

We are excited that you have chosen to attend our Summer Program. 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. After reading this through with your son/daughter, if you have any questions or concerns, please feel free to contact our office at (517) 321-6233. All students are required to sign and/or agree to the *Policies* and the *Student Covenant*.

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

SSI's Cancellation / Refund Policy

SSI understands that students may, at times, be unable to attend SSI during the week for which they originally registered and would request a refund of their registration fee. All refund checks are mailed approximately 2-3 weeks after the request is made. Due to costly administrative commitments, refunds will be honored as follows:

▪ **June 1: Deadline for FULL refund – all weeks**

Any requests for refunds postmarked or phoned in by June 1st will be honored in full, including the deposit.

▪ **June 11: Deadline for partial refund - Week one, June 24-29**

Any requests for refunds postmarked or phoned in by June 11th but after June 1st will be honored, minus the \$50 deposit. After June 11th, no refunds will be permitted.

▪ **June 25: Deadline for partial refund - Week Two, July 8-13**

Any requests for refunds postmarked or phoned in by June 25th but after June 1st will be honored, minus the \$50 deposit. After June 25th, no refunds will be permitted.

▪ **July 9: Deadline for partial refund - Week Three, July 22-27**

Any requests for refunds postmarked or phoned in by July 9th but after June 1st will be honored, minus a \$50 deposit. After July 9th, 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 SSI, 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 SSI, as space allows, rather than not come at all. We will make every attempt to make adjustments where possible. Therefore, if a student wishes to switch to a different week, he or she must indicate that to SSI as soon as feasibly possible. If no room is available in another week, a refund may be issued according to the policy outlined above.

Transfer Registration – Transfer a registration is sometimes, but not always, acceptable and depends on each individual situation. Please call the SSI office immediately if you are thinking of transferring your registration to another individual. In any case, new registration forms will be required.

Schedule

While students attend SSI, it will be very important that they get enough sleep to meet the challenging itinerary. All activities are mandatory, and all students will be expected to participate in every activity unless prior permission is obtained. A sample schedule is available on the SSI website (www.ssi-online.org/summer/schedule.shtml). The final schedule will be distributed at registration.

Dorm Rooms

Dorms will open at 5:30 p.m. Dorm rooms are filled on a first-come, first-served basis. Students REGISTERED before 6:30 p.m. may go to the dorms to select their room, immediately returning to the Chapel after dropping off their luggage. Students registering AFTER 6:30 p.m. must go straight to the Chapel for an ice-breaker activity, leaving their luggage in the cafeteria. They will have an opportunity to set up their dorm room later in the evening. Students wishing to room together should arrive together, the earlier the better, as there are no pre-assigned rooms.

Note: Due to limited dorm capacity, and SSI's desire to allow as many students to attend as possible, we cannot guarantee that every student will have access to a bed frame. Mattresses are available for each student.

Most students will receive a room key during their stay at Great Lakes Christian College; however, there is a **\$50 fee** for lost keys, payable to GLCC before checking out on Friday. The actual cost for a lost key is more than double what SSI charges, but this is how much students will be charged.

Note: There is no air conditioning in the dorms; it is recommended students bring a fan.

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. Please contact SSI or see the [FAQ section](#) of our website for more information or clarification.

Students with Special Needs

Please contact SSI regarding any special needs that will require any degree of consideration. If it is appropriate, we will contact you for more information so that we can plan for the support necessary to ensure a positive experience for your child.

Additional Expectations

- Nametags shall be worn at all times when outside dorm rooms.
- No food, candy, beverages, gum, etc. will be permitted in the Chapel at GLCC or in the Capitol Building, Courtrooms, etc.
- Guests and observers at the Capitol, Courtrooms, etc. are restricted to lobbies and visitors galleries. Only SSI participants, Staff, ADCs and Chaperones are permitted on the House Floor.
- Please label all belongings and keep cash and other valuables on your person. **SSI is not responsible for lost or stolen items.**

What to Bring

- **Bedding:** Sleeping bag or blanket, and sheets, pillow, etc.
- **Toiletries:** Towel, wash cloth, soap, shampoo/conditioner, comb/brush, sun screen, toothbrush, etc.
- **Supplies:** Bible, pen/pencil, notebook, alarm clock, fan (optional), and a calling card (preferred) – cell phones are allowed in dorm rooms only.
- **Clothing:** Casual clothes for time spent on campus, athletic clothing for outdoor sports, including closed-toed shoes, nice casual, and enough “dress” outfits for presentations and trips to the Capitol or other venues (see below).
- **Sports Equipment:** Some will be provided; however, feel free to bring your own basketball, volleyball, soccer ball and/or other outdoor sports equipment.
- **Spending Money:** Only needed to buy an SSI tee shirt (\$10), pop, snacks, and/or supplies from vending machines or campus store.

What NOT to Bring

Do Not Bring: Stereo, video, or computer equipment (NO Laptops), unless given prior permission, electronic devices (such as games, iPods, or CD/MP3/DVD players), amplified musical instruments, flammable materials, or controlled substances. If in doubt, call the SSI office at 517-321-6233. We'll let you know whether you should bring it.

Note to Parents: Please take the opportunity to go through your child's luggage with him/her, and discuss what constitutes appropriate, professional, and modest clothing as outlined below, and to ensure no items are brought from the list above.

SSI Dress Code

While we recognize that families have different tastes and views on what constitutes professional, modest and appropriate dress, all students attending SSI are required to respect and comply with the following. If these standards are not met, SSI Staff may ask a student to immediately change his/her outfit to something more appropriate.

General Standards

Students should wear neat, clean, modest and activity-appropriate clothing. No torn, frayed or ragged clothing please.

Definitions:

Casual: jeans or shorts, tee shirts, sneakers or sandals

Nice Casual: khakis/dress pants or skirts, with collared or dress shirt, and dress shoes (no flip-flops)

Business: Collared shirt and tie with dress pants or suit for guys, dress, skirt/dress pants & blouse, or business suit for girls.

Ladies: At any time, shorts must be long enough to cover through mid-thigh, and skirts, dresses, and business suits must cover the knee at all times, regardless of whether leggings are worn. No low-cut tops. Tank tops and dresses must not have spaghetti or thin straps. Shirts must not show the lower back, the front or any part of the midsection. No pajamas outside of dorm rooms.

Gentlemen: No sagging shorts or pants. Shirts must be worn at all times. Shirts must not show any part of the lower back or midsection. No pajamas outside of dorm rooms.

Specific Event Dress Standards

- **Teaching Sessions:** Students may wear nice shorts, jeans or pants. Shoes or sandals must be worn at all times in the Administration Building.
- **Sports or Outside Activities:** Closed-toed shoes (tennis shoes) are required.
- **Legislative Track:** There will be 3 trips to the Capitol. Monday will be casual; no shorts or flip-flops allowed. Dress code for Wednesday and Friday trips will be business attire, so **guys** should wear dress shirt with tie and dress slacks, or suits; **girls** should wear a dress or modest blouse with a skirt or dress slacks. Reminder: Dresses, skirts, and business suits must cover the knee at all times.
- **Business Track:** Business dress for the Thursday evening presentation and for the trip to the Capitol on Friday for the group photo.
- **Judicial Tracks:** Business dress for the trials on Thursday and Friday, and Moot Court arguments on Friday.
- **Media Track:** Business dress for Wednesday and Friday Capitol trips. Nice casual dress for media tours on Tuesday and Thursday. For **Broadcast students**, business dress will be required for filming.
- **Campaign Track:** Business dress for the debate and for possible filming of campaign ads. Nice casual for possible tour.

If you have any questions, please feel free to call the SSI office at (517) 321-6233.

Student Covenant & Permission to Attend

You have already agreed to this *Student Covenant and Permission to Attend* when registering; however, 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.

Student Statesmanship Institute 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, chaperones and ADCs are committed to helping you grow as a leader, and they are looking forward to your 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

- 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. (Please refer to the Policies & Procedures document for detailed standards.)
 - I will not drink alcoholic beverages or use tobacco in any form while at SSI; I will not use any type of illegal substances, engage in offensive language, etc.
- 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, chaperones, ADC's and GLCC staff.
- SSI 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 SSI anything that would detract from this goal. (Please refer to the Policies & Procedures document for detailed standards.) Neither will I use the computer or Internet inappropriately when doing research in the GLCC Library.
- SSI is held at Great Lakes Christian College, and visits other venues such as the Capitol Building, 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 SSI.
- 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 obey the rules and submit to the authority of SSI instructors, staff and chaperones.

Permission to Attend Student Statesmanship Institute's Summer Program

- I/We, as parent or legal guardian of a student attending Student Statesmanship Institute at Great Lakes Christian College in Lansing during the summer of 2012, do hereby give my permission for his/her attendance, and further:
- I/We agree to hold Great Lakes Christian College and 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 child's participation in the classes and activities of SSI, specifically including any negligent act or omission of the above.
- I/We give permission to Student Statesmanship Institute to use my child's photograph, oral and/or written comments in promoting SSI.
- I/We 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.