GIRLS TO WOMEN CONFERENCE

Participant Handbook

Welcome to the Girls to Women (G2W) Conference at Michigan State University! This conference is free and open to all girls entering 8th through 12th grade in the fall of 2014. G2W is sponsored by the MSU Women’s Resource Center, MSU BEACON Center and Women’s Center of Greater Lansing, with generous support from the Lansing Area Zonta Foundation. This handbook has been created to establish expectations for conduct during the program and proactively answer participant and parent/legal guardian questions.

I. All participants must be registered and all forms must be completely filled out by the participant’s parent/legal guardian prior to participation. No one under the age of 18 will be allowed to participate without the following **signed and returned forms**:
   a. Registration Form
   b. Michigan State University Youth Program Parent/Guardian Consent Form
   c. Medical Treatment Authorization for Michigan State University
   d. Michigan State University Media Release Form

II. If you need to reach your child during the program, go to the Communication Arts & Sciences Building (where you drop off and pick up your child/ren). There will be a volunteer at the registration desk who will be able to help you locate your child within the building. Parents/guardians ARE NOT allowed to attempt to locate their child/ren without the guidance of an authorized volunteer, for the safety of all minors in attendance. If you have an immediate concern the day of the program and you must phone in, call (517) 884-7316 and someone should be able to assist you.

III. Program Rules:

   a. The goal of this conference is to **have fun and learn**! Ideally, we want participants to develop leadership skills, learn about Communication Arts & Sciences careers and engage in hands-on skill building. By participating in the G2W Conference, girls will have the opportunity to choose from a selection of workshops and presentations about making the transition from “girls to women.” Participants will learn through interactive activities focused on “Leading with Your Voice” in order to foster communication and leadership.

   b. No violence of any kind will be tolerated. Should there be an incident, participants will be escorted from the program to a supervised waiting area and the contact person on the registration form will be contacted to pick up the participant immediately.
c. Participants may not leave the Communication Arts & Sciences Building until the end of the program (unless prior authorization has been made with the participant’s parent/legal guardian – an authorization form must be signed by the parent/legal guardian when the participant is dropped off. If the form is not signed when the participant is dropped off at the G2W Conference, they will not be allowed to leave until the end of the program).

d. Alcohol, tobacco, drugs, fireworks, guns and other weapons are prohibited.

e. Sexual harassment, sexual abuse and other sexually inappropriate conduct will not be tolerated.

f. Harassment in violation of the University Anti-Discrimination Policy will not be tolerated.

g. Hazing and bullying (physical or verbal) will not be tolerated.

h. Misuse or damage of University property is prohibited and participants may be financially responsible for damage or misuse of University property.

i. Cameras and other digital recording devices are not permitted in restrooms and other areas where privacy is expected by participants.

j. All cell phones must be silenced and use of cell phones is NOT permitted for the duration of the Conference.

IV. Violations of Policy or Program Rules: In the event that a participant, group leader, or other individual associated with the Girls to Women Conference is alleged to have violated University policies or program rules, the individual will be immediately escorted from the program by an authorized Conference volunteer pending investigations. Criminal charges may be pursued pending the outcome of the investigation.