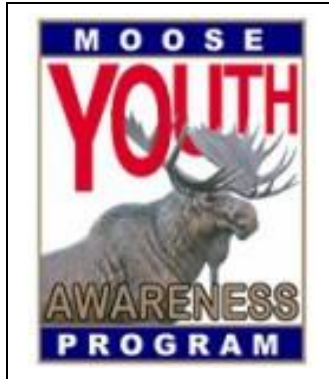


APPLICATION TO HOST THE MOOSE INTERNATIONAL

YOUTH AWARENESS CONGRESS

This Document Contains Eligibility Criteria & Other Important Information



HOSTING ELIGIBILITY CRITERIA:

1. **Associations must submit their bid a *minimum* of three years from the host-year (but preferably earlier, and in enough time to attend the Youth Congress three years prior to their host-year).**
(Rationale – This gives Associations plenty of time to raise funds for their Congress. This also ensures that, if eligibility requirements are not met by the bidding Association, the next qualifying Association on the schedule has time to plan, if they agree to move their Congress up a year. This also allows enough time for Moose International to change promotional materials to reflect any necessary host changes, and time for Moose International to avoid contractual obligations with vendors from the non-qualifying Association’s city, such as the hotel.)
2. **A minimum of three years from the host-year, the bidding Association must send the following three representatives to participate as active volunteers at the International Congress, even if they have attended in the past:**
 - a. **The Association YA Chairman** – *(Rationale – to remain informed of newly implemented modifications of program, to get fresh ideas for activities, and have time to plan)*
 - b. **The Association YA Co - Chairman** – *(Rationale - to remain informed of newly implemented modifications of program, to get fresh ideas for activities, and have time to plan).*
**Having both representatives there ensures that the involved members will be ‘on the same page’ when planning their own Congress together.*
 - c. **One (other) member of the Association Executive Board**, preferably the person who is paying the Association bills. *(Rationale - to gain insights into expenses and activities that the Association must plan for / to bring a second perspective back to the remaining members of the Executive Board.)*
3. **The bidding Association must have qualified for at least one student allotment the year *prior* to the bid, and for each year up to and including the hosting year.** Failure to meet this requirement could result in the Association’s application being delayed until which time this requirement is met.

- a. **If the Association does not utilize their allotment** (i.e. due to a youth's inability to attend), they may request a dispensation from the Moose International supervisor of the program to remain eligible to host.
4. **All Associations who committed to hosting prior to 2023**, will be 'grandfathered' in and will not be held to the above-mentioned requirements, but will still be strongly encouraged to strive towards this protocol to the best of their ability.

Other Important Information:

1. **Have sufficient financial resources to host event.** To be safe, Associations should plan on saving between \$25,000 - \$35,000, depending on and their choice for the 'fun day' entertainment.
2. **Many Associations count on lodges to provide evening dinners and entertainment to the youth.** There are is two lunches and dinners the Association should plan with lodges. This is if the lodges are within close proximity to the Congress area. These are the days the students will be out and about with chaperones.
3. **The program supervisor from Moose International will schedule a site visit approximately one year prior to the event.** The Association's Youth Awareness Chairman should coordinate a meeting and tour of potential hotel sites for the Congress, and/or any other important sites for the Moose International supervisor to see prior to entering into any contractual obligations.

Appropriate lodging and meeting space for the Congress:

- a. The hotel should have enough available rooms (*approximately 40 Doubles, and 20 Singles*)
 - b. There should be an on-site meeting room suitable for the student's Congress.
 - c. There should be no safety concerns in the area surrounding the hotel.
 - d. Two hospitality rooms for ongoing use throughout the weekend: 1) Youth & 2) Adult.
 - e. Hotel should have a catering venue on site.
4. **Moose International will pay the entire hotel bill from the designated YA Moose Charities Account.**
 5. **At the Congress, Moose International will be responsible to pay for meals and youth transportation.**
 6. **The Association, or any individuals therein, should refrain from personally entering into any contractual obligations for the event.** All contracts should be sent to Moose International for thorough review and execution to prevent personal liability issue among Association members.
 7. **All Association contributions to the event should be donated through the designated Moose Charities Youth Awareness account**
(*Rationale: The Association receives credit with Moose Charities and receives tax benefits that they would not have received if they had paid a vendor directly; Moose International has a clearer paper trail when fielding inquiries from tax auditors.*)

8. **Secure Volunteers** – (to serve as Chaperones, 30-40)

- a. The Association is responsible for securing volunteer commitment in advance *for the entire weekend*. There should be no random influx of volunteers as this could significantly impact safety and security of the youth in their care. Volunteers are counted on to supervise “teams” of students the entire weekend, so they should not be coming and going throughout the weekend.

9. **All involved adults will be required to take, and pass, a short online background screening to prevent volunteers with criminal backgrounds from becoming involved.**

(Rationale: This not only improves youth safety but also reduces liability for all involved adults and fraternal units. It also helps us establish more credibility with schools and parents who have become more reluctant in recent years to allow student participation in lieu of more modern safety concerns.)

10. **The Youth Awareness Chairmen should have any instructions/information for volunteers approved by the Moose International program supervisor prior to giving them instructions independently.**

The International program supervisor will provide expectations and instructions to ensure consistency and quality from year to year, and to avoid any ‘mixed messages.’

11. **The Moose volunteers should be utilized by the students when they want to practice their presentations prior to the Congress.**

(Rationale: Youth will be encouraged to approach Moose volunteers when they need to practice and get advice. The youth benefit with the added practice and the adult advice, the Moose members are no longer ‘in the dark’ about what the youth do during their closed-door Congress, eliminating their frustration. Moose members become more inspired to work the program locally and to continue volunteering at future Congresses, knowing more details about how the students are positively impacting young children through these practices.)

12. **A brief Youth Boundaries training emphasizing “How To Avoid Being One-on-One With A Youth” will be included in the chaperone orientation dinner agenda.** *(Rationale: This will help volunteers to protect themselves from false allegations because it ensures that there is always a witness present.)*

13. **The Association should plan on arranging to have a volunteer(s) stationed behind the security gate at the airports to receive and send off Youth.** This may require that the Association schedules a meeting with airport management beforehand. *(Rationale: Eases youth anxiety and/or confusion when trying to find their gate / or when trying to find the baggage area. This also increases the odds that the youth will not miss their flight or get lost).*

14. **The Association should be prepared to help a youth, financially, if luggage gets lost (i.e. run to Walmart to buy clothes), or has some other kind of financial need (i.e. forgot to pack personal hygiene products).**

15. **The Congress Day will be on Saturday** *(Rationale: reduces the amount of time that social ‘clicks’ can form which can cause peers to vote for their ‘favorites’ for the scholarships, yet also provides enough*

time for the youth to practice their presentations on Thursday and Friday. This is also a great relief to the youth - they can let go of the mounting stress and have fun on Sunday.)

16. **The “Fun-Day” should be planned for Sunday.** The culminating awards ceremony and presentations of scholarships should occur Sunday evening. This experience should make the youth’s experience of the local area memorable. Arrange for tickets/entrance for all attendees to attend one all-day outing (*i.e. a theme park or some other attraction*).
17. **Moose International will pay the “Fun-Day” activity in advance out of the designated Moose Charities Account;** Associations traditionally donate this amount *back* into the YA Moose Charities Account to receive the appropriate recognition and tax benefit, as opposed to paying the vendor directly.
18. **At the awards ceremony on Sunday evening, the dinner will occur first, the awards will be next, and the dancing/or other fun activity will be the final activity.** (*Rationale: The youth really enjoyed having the weight off of their shoulders prior to the dancing/fun activity.*)
19. **Ensure an on-site event Coordinator** is present during the event (*the Association YA Chairman/Coordinator*), whose tasks include, but are not limited to:
 - A. **Transportation of youth to/from Airport**
 1. There should also be a clear airport schedule specifying which volunteers are coming and going at certain times;
 2. When youth are returning home, they are expected to communicate their status each leg of their journey until they are safely home. ANY such updates that are communicated to volunteer team supervisors MUST be immediately communicated to the Moose International supervisor on site, who is ultimately responsible for these youth.
 - b. **Ensure there is a check-in registration table, staffed with volunteers**
 - c. Ensure there are volunteers available to get youth oriented to the weekend expectations, and to show them the youth hospitality rooms, and to see them to their sleeping rooms.
 - d. **Coordinate the Chaperoned “teams”** to ensure safety during large group excursions.
 - e. **Plan an Evening Hallway Monitors Schedule for each night**, reflecting “shifts” for volunteers to sign up for. Sign-up will occur at the orientation dinner Wednesday evening.

APPLICATION TO HOST INTERNATIONAL YOUTH AWARENESS CONGRESS

Association Name: _____ . Year interested in hosting: < 20 >

Has the Association ever hosted the International Congress before? (Y / N) If so, When? _____

Name of Association Youth Awareness Chairman/Coordinator: _____

*Has this Youth Awareness Chairman/Coordinator ever managed an Int'l Congress before? (Y / N)

Potential Activities/Outings being considered for the youth: _____

Association Statement of Understanding & Intent

The below listed Association Executive Board members for the _____ Moose Association, have read, fully understand, and agree to the above expectations as set forth by Moose International to host the International Youth Awareness Congress. We collectively request the honor of hosting the < 20 > (year) International Youth Awareness Congress in _____ (Host City), _____ (Host State).

Signature(s) of Assoc. Executive Officers & Youth Awareness Chairman/Coordinator

Name _____ Name _____

Title _____ Title _____

Name _____ Name _____

Title _____ Title _____

Name _____ Name _____

Title _____ Title _____

Name _____ Name _____

Title _____ Title _____

~ Thank you for your interest in hosting the Moose International Youth Awareness Congress! ~

Please submit this application to: Moose International's Coordinator of Activities & Heart of the Community, who will review, approve, and submit to the International Heart of the Community Committee. The Committee will then review this application, and any others submitted for the same year, and vote, if necessary. If multiple Associations have submitted for the same year, the Association who submitted first will be awarded the event for the year requested; and the remaining Association(s) may be offered the opportunity to host in a subsequent year.