



**HEADQUARTERS IOWA NATIONAL GUARD**  
**Office of the Adjutant General**  
*Camp Dodge Joint Maneuver Training Center*  
7105 NW 70<sup>th</sup> Avenue  
Johnston, Iowa 50131-1824

NGIA-TAG

31 January 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State Family Readiness Training Conference and Youth & Teen Symposium, 15-17 April 2011

1. The Iowa National Guard Family Readiness Program will conduct its Annual State Family Training Conference and Youth Symposium **15-17 April 2011**, at the Airport Holiday Inn, 6111 Fleur Drive, Des Moines, Iowa 50321. This year's event will be a fun packed event for our Family Readiness Groups (FRGs), Service Members, Family Members, Survivors and Volunteers of the Iowa National Guard. Our theme, *Family Readiness: Beyond All Limits*, will be the focal point of the weekend guiding lectures, training, and discussions. The intent for the conference will be to educate current Service Members, Family Members, and Volunteers of the Iowa National Guard with the latest resources, programs, and training regarding family readiness which enhances the overall readiness of the Iowa National Guard.

2. The Youth & Teen Symposium will conduct sessions for children and youth in grades K-12. Activities will focus on teambuilding, leadership development, and identifying resources available to National Guard youth and teens (Enclosure 2). Registration and release of liability forms must be completed by the parent or guardian for every youth/teen delegate (Enclosure 4) prior to the symposium.

3. All Service Members, Family Members, and Volunteers of the Iowa National Guard are encouraged to attend. Service Members include those serving in the Iowa Air and Army National Guard. Family Members include Spouses' and children of Married Service Members; Parents of Single Service Members; Survivors of Service Members who were killed on orders serving for the Iowa National Guard (spouses and children of Married Service Members and parents of Single Service Members); and Volunteers who are currently providing services for the Iowa National Guard.

4. Attendees will be placed on Invitational Travel Orders. Attendance for this event will be paid for by the National Guard Bureau. Travel, lodging and per diem will be reimbursed in accordance with the Joint Federal Travel Regulations. Each adult and youth delegate will complete all registration forms (Enclosures 3&4) prior to the conference. The registration forms may be mailed, faxed or emailed to the **State Family Program Office, 7105 NW 70<sup>th</sup> Ave, JFHQ, Room 186, Johnston, IA 50131**. Fax: 515-727-3103. Email: **shalee.torrence@us.army.mil**. **Registration deadline April 1, 2011.**

5. Upon arrival at the hotel, youth and adult attendees should report to the registration table in the Main Lobby from 4:00 – 9:00 P.M. Friday, 15 April 2011 or from 7:00 to 9:00 A.M. on

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Saturday, 16 April 2011. Youth must be signed in by a parent/guardian and teens must be signed in NLT 8:00 P.M. Friday. The conference will conclude at 12 noon on Sunday, 17 April 2011. The Youth and Teen Symposium will be split into three locations this year. Youth will be participating both on and off-site activities in the Des Moines area. Transportation to and from off-site locations will be provided.

6. The Army and Air will fund their own volunteers. Family member volunteers (spouses, significant others, parents, siblings and survivors of the Iowa National Guard) who register to attend the conference will be placed on Invitational Travel Authorizations (ITAs). Travel vouchers will be completed before participants leave the conference. If a volunteer wishes to stay overnight and does not qualify for per diem, they may do so at their **OWN** expense. **Each adult participant who is issued an ITA must submit a voided check (with their registration form) to expedite travel reimbursement which will be automatically transmitted to the financial institution account of their choice.**

7. The per diem rate for meals and the cost of POV expense (\$.50 per mile) will be reimbursed to volunteers who live over 50 miles (one way) from the conference location, and are away from home of record for more than 12 hours. Volunteers who are NOT eligible for per diem will be reimbursed for mileage ONLY. Childcare will not be provided at the conference. However, if a volunteer would be unable to attend training due to child care expense, the volunteer is eligible for reimbursement at a rate of \$4.00 per hour per child multiplied by the number of actual training hours. Children should not attend the adult training sessions.

8. The State Family Program Office will contract the cost of all hotel rooms for family program volunteers who qualify for overnight lodging. Volunteers who live 50 miles or less from the hotel location do not qualify for a contracted room. All youth/teen delegates will share a room with their parents. If you wish to share a room with another volunteer, please indicate who you prefer to room with on your registration form.

9. Continental Breakfast on Saturday and Sunday and lunch on Saturday are all contracted; therefore, attendance is mandatory for both adult and youth delegates. Contracting ensures less "out of pocket" expenses for our families; therefore, orders will reflect that one meal is being provided. The youth luncheon will be held at a different location from the adults. **Attendees will not make their own hotel reservation. Completing Enclosure 3 (adult) and Enclosure 4 (youth), registers the attendee for the training conference and also for their lodging.** However, upon check-in, the hotel may request a credit card or cash to cover any incidentals such as long distance telephone calls or video rentals. If there are no additional charges, the attendee will not be charged for any incidentals. On the registration form volunteers must provide the needed NGIA-PER-FA information (i.e. 1 or 2 nights lodging, choice of 2 double beds or 1 king, if they prefer to room with another volunteer and **ROUND** trip mileage).

**ROOM CANCELLATIONS:** Because of the contract, all rooms are obligated for payment. If for **ANY REASON** you are unable to attend the conference, please contact the State Family

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**Program Office PRIOR to 12:00 noon on 1 April 2011. If we are not notified, you will be responsible to reimburse the hotel for the cost of your room.**

10. Commanders, Recruiting/Retention NCO's, and Military personnel will benefit from this training. Command emphasis will ensure all Units and Bases are represented. Military representation will be a command funding responsibility, as family appropriated funds CANNOT be used for military members. Dress Code, if on military orders, is ACU/ABU for Army and Air members. We encourage military members who are not on orders to attend in civilian attire with the family member who will be on an Invitational Travel Authorization (i.e. spouse, parent, retiree or significant other).

11. Saturday evening there will be a social with entertainment followed by free time for networking, visiting, and family time.

12. Attire: The attire for all attendees will be appropriate civilian office wear during all business sessions. Jeans, tennis shoes, shorts, or similar leisurewear will be acceptable only during **off-hours**.

13. The point of contact at this Headquarters is Shalee Torrence, Family Readiness Assistant, at DSN: 431-4781, COMM: 515-252-4781 or 1-800-294-6607, ext 4781; email: [shalee.torrence@us.army.mil](mailto:shalee.torrence@us.army.mil), FAXNUMBER: 515-727-3103.

4 Encls

1. Agenda & Training
2. Youth Agenda
3. Conference Registration
4. Youth Registration, Youth Permission  
Forms & Youth Code of Conduct



TIMOTHY E. ORR

Major General, Iowa National Guard  
The Adjutant General

**DISTRIBUTION:**

A - Army  
Ea OMS  
Ea AASF  
Ea MACOM, Bn Cdr  
Ea Air Base Commander, Ea CPM  
Ea Air Family Coordinator  
Air/Army Chaplains  
Ea State Family Volunteer Council  
Ea Conference Presenter

## **2011 State Family Readiness Conference Agenda**

Theme: Beyond All Limits

### **Friday**

- 1600 - 2100: Registration & Exhibits
- 1830 - 2030: Youth Event
- 1830 - 1930: Newcomers' Briefing
- 1930 - 2030: Town hall Meeting

### **Saturday**

- 0630 - 0800 Continental Breakfast
- 0700 - 0900 Registration open
- 0800 - 1100 GENERAL SESSION
  - 0800 - 0815 Opening: National Anthem & Opening Remarks
  - 0815 - 0915 Motivational Speaker
  - 0915 - 0930 Break
  - 0930 - 1100 MG Orr and Panel
  - 1100 - 1130 Break for lunch setup and time to visit exhibitors
- 1130 - 1230 LUNCH and Awards Program
- 1230 - 1245 Break
- 1245 - 1345 Breakout 1
- 1345 - 1400 Break
- 1400 - 1500 Breakout 2
- 1500 - 1515 Break
- 1515 - 1615 Breakout 3
- 1615 - 1630 Break
- 1630 - 1730 Breakout 4
- 1730 - 1930 Break for dinner on your own
- 1930 - 2200 Family Social

### **Sunday**

- 0700 - 0845 Continental Breakfast
- 0800 - 0830 Chapel
- 0845 - 1145 GENERAL SESSION
  - 0845 - 0900 Opening
  - 0900 - 1000 Motivational Speaker
  - 1000 - 1015 Break
  - 1015 - 1130 Youth Presentation and Awards
  - 1130 - 1145 Closing announcements
- 1145 - Travel Vouchers



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## 2011 Youth and Teen Symposium Screamin' Eagles Agenda (Grades K-3)

### Friday:

6:00-9:00 Registration is Open  
6:30-7:00 Welcome (room TBD)  
7:00-8:30 Activity at Hotel (room TBD)  
Rehearsal for Sunday Morning (room TBD)  
8:30 Return to Parents/Guardians

### Saturday:

7:30-8:00 Gather for Opening Ceremonies (room TBD)  
8:00-8:30 Opening Ceremonies (Ballroom)  
8:30-8:45 Load Bus for off-site location  
8:45-9:15 Travel to off-site location  
9:15-11:30 Activities at off-site location  
11:30-12:00 Lunch  
12:00-12:15 Clean up  
12:15-12:30 Load Bus for Triad Kids Campus  
12:30-1:00 Travel to Triad Kids Campus  
1:00-3:00 Activities at Triad Kids Campus  
3:00-3:15 Clean up/Load Bus for Hotel  
3:15-4:00 Travel to Hotel  
4:00-4:15 Unload at Hotel  
4:15-5:30 Activities at Hotel TBD  
Rehearsal for Sunday Morning (room TBD)  
5:30 Return to Parents/Guardians

### Sunday:

8:30-9:00 Gather for Activities (room TBD)  
9:00-10:00 Activities at Hotel TBD (room TBD)  
10:00-10:15 Walk to Closing Ceremonies (room TBD)  
10:15-11:45 Closing Ceremonies (room TBD)  
Final Presentations  
Awards  
11:45 Return to Parents/Guardians

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### Additional Notes:

- Youth will be expected to dress for the weather all weekend
- Parents/Guardians will be required to sign-in/sign-out youth all weekend
- Youth will be required to wear an ID bracelet all weekend

Jeremy Van Wyk  
State Youth Coordinator  
Iowa National Guard  
Work: 515.252.4040 or 800.294.6607 ext. 4040  
jeremy.vanwyk@us.army.mil



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## 2011 Youth and Teen Symposium Youth Agenda (Grades 4-6)

### Friday:

6:00-9:00 Registration is Open  
6:30-7:00 Welcome (room TBD)  
7:00-8:30 Activity at Hotel TBD (room TBD)  
Rehearsal for Sunday Morning (room TBD)  
8:30 Return to Parents/Guardians

### Saturday:

7:30-8:00 Gather for Opening Ceremonies (room TBD)  
8:00-8:30 Opening Ceremonies (room TBD)  
8:30-8:45 Load Bus for Climb Iowa  
8:45-9:30 Travel to Climb Iowa  
9:30-11:30 Activities at Climb Iowa  
11:30-12:15 Lunch  
12:15-12:30 Clean up  
12:30-12:45 Load Bus for Principal Park  
12:45-1:30 Travel to Camp Dodge  
1:30-3:15 Activities Principal Park  
3:15-3:30 Clean up/Load Bus for Hotel  
3:30-4:00 Travel to Hotel  
4:00-4:15 Unload at Hotel  
4:15-5:30 Rehearsal for Sunday Morning (room TBD)  
5:30 Return to Parents/Guardians

### Sunday:

8:30-9:00 Gather for Closing Ceremonies  
9:00-11:45 Guest Speaker  
Final Presentations  
Awards  
11:45 Return to Parents/Guardians

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### Additional Notes:

- Youth will be expected to dress for the weather all weekend
- Parents/Guardians will be required to sign-in/sign-out youth all weekend
- Youth will be required to wear an ID bracelet all weekend

Jeremy Van Wyk  
State Youth Coordinator  
Iowa National Guard  
Work: 515.252.4040 or 800.294.6607 ext. 4040  
jeremy.vanwyk@us.army.mil



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## 2011 Youth and Teen Symposium Teen Agenda (Grades 7-12)

### Friday:

6:00-9:00 Registration is Open  
7:00-8:00 Welcome (room TBD)  
8:00-8:30 Load bus for Camp  
8:30-10:00 Travel to Camp/Unload at Camp

**\*\*Note – The bus to camp will only be making one trip...ensure you are on-time otherwise you will be responsible for your own transportation to the Camp**

10:00- Activities at Camp

### Saturday:

8:00-8:30 Breakfast  
8:30-12:00 Activities at Camp  
12:00-12:45 Lunch  
12:45-2:00 Activities at Camp  
2:00-2:15 Load bus  
2:15-3:45 Travel to Hotel  
3:45-4:00 Unload at Hotel  
4:00-5:30 Iowa Safe Schools Activity  
5:30 Return to Parents/Guardians

### Sunday:

8:30-9:00 Gather for AM Speaker  
9:00-10:00 Guest Speaker  
10:00-10:30 Break  
10:30-11:45 Final Presentations  
Awards  
11:45 Return to Parents/Guardians

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### Additional Notes:

- Due to the fact the teens will be leaving Friday evening, all teens **MUST** be registered/checked in no later than 8:00 Friday evening.
- Teens will not return to Des Moines until Saturday afternoon, unless an emergency warrants otherwise
- Teens will be responsible for providing the required materials for their overnight stay at Camp

Jeremy Van Wyk  
State Youth Coordinator  
Iowa National Guard  
Work: 515.252.4040 or 800.294.6607 ext. 4040  
jeremy.vanwyk@us.army.mil

**State Family Readiness Conference Adult Form**

**RETURN REGISTRATION FORM TO:**

**WARRIOR & FAMILY SERVICES BRANCH, IOWA NATIONAL GUARD  
7105 NW 70<sup>th</sup> AVE, JFHQ, Room 186, JOHNSTON, IA 50131-1824  
BY FAX 515-727-3103 OR EMAIL SHALEE.TORRENCE@US.ARMY.MIL**

**Check All That Apply:**

- Have Previously Attended # Years? \_\_\_\_\_
- Service Member
- Volunteer
- Military Spouse
- Military Parent
- Staff Member
- Military Child
- Survivor
- Other: \_\_\_\_\_



**Conference Attendee:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_  
City State Zip

**Telephone:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Service Member Name & Rank:** \_\_\_\_\_

**Is Service Member attending conference?** Yes \_\_\_ No \_\_\_ **Is Soldier/Airman Deployed?** Yes \_\_\_ No \_\_\_

**Unit or Organization being represented:** \_\_\_\_\_

**HOTEL INFO: If you are over 50 miles you will qualify for a room both Friday and Saturday evenings.**

**CHOOSE ONE OF EACH-**

- \_\_\_ 2 Nights (Fri. and Sat.)
- \_\_\_ 1 Night (Sat.)
- \_\_\_ 2 Double Beds
- \_\_\_ 1 King Size Bed

**Do you require a special diet meal?** Yes \_\_\_ No \_\_\_ (please explain) \_\_\_\_\_

**Are you driving your vehicle?** Yes \_\_\_ No \_\_\_

**Do you have youth attending the Youth Symposium?** Yes \_\_\_ No \_\_\_ **How many?** \_\_\_\_\_

**Airport Holiday Inn  
6111 Fleur Drive  
Des Moines, IA 50321  
15-17 APRIL 2011**

**Services Branch  
Youth and Teen Program  
2011 Youth Symposium Registration  
15-17 April 2011**



**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_  
(Last) (First) (MI)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Telephone Number:** ( ) \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ M \_\_\_\_\_ F

**Grade as of 1 April 2011:** \_\_\_\_\_ **Shirt Size:** YS YM YL S M L XL

**NG Unit/Wing Representing:** \_\_\_\_\_

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Dear Iowa National Guard Youth/Teen,

It is with great excitement we are sending out the registration information for the 2011 State Youth and Teen Symposium. We invite you to carefully read through the information provided with your parent and/or guardian and complete the necessary forms. To help ensure your registration materials are received, please return them along with your parent/guardian's registration information, no later than 1 April 2011.

Plans for the 2011 State Youth and Teen Symposium are quickly coming together and we anticipate it to be a great weekend of teambuilding, learning and laughing. We highly encourage you to attend the symposium so that you might meet youth and teens with shared experiences, like your own. This is a great opportunity to build friendships with peers from across the state of Iowa and surrounding states.

When completing the forms, it is very important you provide all of the required information. This information is used in processing your travel authorizations, so that you are able to participate in the planned activities. Please note that any missing information will impact how quickly we are able to process your travel authorizations, so please take time to double check everything.

Activities being planned for the weekend will be held at both the conference location and at off-site locations – please be sure to dress appropriately for the weather.

We are really looking forward to this weekend and meeting all of you. Please contact us if you have any questions.

Take care,

Jeremy Van Wyk  
State Youth and Teen Coordinator, IA NG  
Office: 515-252-4040

Audrey Giese  
Deputy State Youth Coordinator, IANG  
Office: 515-727-3064

*Enclosure 4*

**PERMISSION FORMS**

Iowa National Guard Youth and Teen Program

Rev. 1 Jan 2011



**Youth/Teen Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

Cell Number

Back-up Emergency Number

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**RELEASE FORM:**

**Event: 2011 Youth and Teen Symposium**

By signing this form, I agree to allow my youth (name listed above) to participate in the activity/event listed above. In addition, I release the Iowa National Guard and its employees, contractors and volunteers from any responsibility or liability regarding any possible injury/death that might occur to my child. This release does not waive any statutory right conferred by act of congress or the Iowa General Assembly.

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Parent or Legal Guardian Signature

Date

**PHOTO/PRESS RELEASE:**

I understand the National Guard Youth Program is developing photographic and multimedia materials, which will illustrate events occurring throughout the year for the Iowa National Guard Youth Program. I grant the National Guard Youth Program and its associated staff and subordinate entities the right to take, use, reproduce, assign and/or distribute photographs, films, non-confidential information, videotapes and sound recordings of the Iowa National Guard Youth Program participants, for use in any such materials as the National Guard Youth Program or its associated entities may create, without any payment to or future approval by me. I concur that there shall be no payment for such use.

---

Parent or Legal Guardian Signature

Date

**MEDICAL RELEASE:**

Complete the information below. If your youth/teen has allergies, medication needs or any other medical condition we need to be aware of, please let us know.

YES NO Medical condition or needs that require monitoring: \_\_\_\_\_

YES NO Allergies (Food, medicine, insects, etc.): \_\_\_\_\_

YES NO Currently taking medication (including prescription or over-the-counter medication): \_\_\_\_\_

YES NO My youth/teen has permission to administer his/her own medication. If "NO", the following individual will dispense all medication to my youth/teen: \_\_\_\_\_

In order to dispense medication we need to know the following:

- Condition for which it is given: \_\_\_\_\_
- Exact name of medication(s): \_\_\_\_\_
- Dosage: \_\_\_\_\_
- When it should be given: \_\_\_\_\_

NOTE: All medication must be in its original container to include any items (inhalers, spoons, cups, etc.) which will be needed to properly dispense the medication.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

**MEDICAL ADMINISTRATION RECORD:**

DATE	MEDICATION	DOSAGE	TIME	ADMINISTERED BY

**AUTHORIZATION TO TREAT:**

I hereby give permission to medical personnel selected by \_\_\_\_\_ to provide for  
(Parent/Guardian)  
emergency medical treatment and necessary transportation for my youth/teen. In the event I cannot be reached in an emergency, I hereby give permission to the physician selected by \_\_\_\_\_ to secure  
(Emergency Contact with number)  
and administer treatment including hospitalization of the above mention youth/teen.

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

Iowa National Guard Youth Program  
Code of Conduct

To ensure the Iowa National Guard Youth Program (INGYP) is a positive and enjoyable experience for all participants, it is necessary to establish and enforce high standards of behavior. Please read the following and sign below.

I, \_\_\_\_\_, a representative of the Iowa National Guard Youth Program, will uphold the following conduct and behavior standards:

**SECTION 1:**

- a) I will be courteous and respectful towards others at all times.
- b) I agree to value and respect others' ideas, regardless of whether they are the same as my own.
- c) I agree to respect authority and comply with the requests of the State Youth Coordinator, Family Program Staff, Volunteers, Chaperones, event personnel and Guardsman while participating in all INGYP activities.
- d) I will take full responsibility for any damage to personal or public property due to my actions.
- e) I will actively, and without complaining, participate in all training sessions, activities, camps and retreats
- f) I will conduct myself in a professional manner at all times
- g) I will dress appropriately at all times. **\*See Dress Code**
- h) I will acknowledge and follow times on schedules and agendas.

**SECTION 2:**

- a) I understand discrimination and/or bullying of any type will not be tolerated.
- b) I will not use alcohol, tobacco or other drugs or engage in any behavior of a sexual nature at any time during my participation in INGYP sponsored events
- c) I understand, in the event overnight stays are required, I am not allowed in the room(s) of opposite sex attendees/delegates.

Consequences of a SECTION 1 violation include removal from training and/or removal from activities. Further disruption will warrant a parent/guardian phone call and a meeting with the State Youth Coordinator. If it is determined that a behavior warrants dismissal from activities/trainings entirely, parents/guardians will be notified and I (the youth representative) will be sent home, at the expense of the family, and all Government funds will be recovered from the family.

Violations of SECTION 2 will result in immediate dismissal from all INGYP trainings and/or activities. Parents/Guardians will be notified and I (the youth representative) will be sent home immediately, at the expense of the family, and all Government funds will be recovered from the family.

Furthermore, as a representative of the Iowa National Guard Youth Program, I understand I represent not only myself, but also the Youth Program, State Coordinator, Volunteers, other delegates and families of my state. I pledge to uphold this commitment. I understand if I am not able to remain in good standing (as determined by the State Youth Coordinator or assigned adult) during all sponsored trainings/activities with the commitments set forth above, I will be required to leave:

\_\_\_\_\_  
Youth Representative Signature

\_\_\_\_\_  
Date

I have witnessed the pledge made by my son/daughter and will support him/her in carrying out the established expectations for participation in the Iowa National Guard Youth Program. I understand if my son/daughter violates the codes of conduct, appropriate consequences will be administered, possibly including removal from all INGYP trainings/activities.

---

Parent/Legal Guardian Signature

---

Date

**DRESS CODE:**

Trainings: Nice jeans or khakis and INGYP T-shirt (if applicable)

Presentation: Nice jeans, shorts or khakis, as well as appropriate shirt or INGYP T-shirt (if applicable)

**GENERAL GUIDELINES FOR DRESS CODE:**

- a) Hair must be neat, clean and worn in a manner which does not interfere with vision or cause a disturbance
- b) No article of clothing (including hats) that pertains to or depicts the following will be acceptable:
  - Substances or activities illegal by law for minors; alcohol, drugs, tobacco and/or gambling
  - No profanity, suggestive, violent or other inappropriate language, no derogatory symbols
  - Racial or discriminatory symbols/remarks directed toward any ethnic group, gender, nationality, color, race or religion
- c) Sufficient underclothes must be worn appropriately and must not be exposed
- d) Tank tops, tube tops, spaghetti straps, thin straps, tops that expose the midriff, bust, excessive part of the back, are excessively tight or distracting are not permitted
- e) No spandex articles of clothing are allowed
- f) All pants/shorts must be worn fitted at the waist, with or without a belt
- g) All shorts and/skirts must be no shorter than six inches above the knee
- h) No distracting tattoos or piercing
- i) Hats, caps or other head coverings are not to be worn during trainings (unless deemed acceptable for medical and/or religious beliefs)

**The State Youth Coordinator reserves the right to determine the meaning of appropriate**