



Marcus R. Clark  
Director of Senior Staff  
(319) 366-7566  
(319) 431-7392  
[seniorstaff@iahoby.org](mailto:seniorstaff@iahoby.org)  
[www.iahoby.org](http://www.iahoby.org)

May 26<sup>th</sup>, 2010

Dear Iowa HOBY Senior Staff Volunteer,

Thank you in advance for assisting this year at the Iowa Hugh O'Brian Youth Leadership Seminar. With less than one month until seminar, I am writing to inform you of some important information regarding your participation as a senior facilitator.

Please ensure that you received all of the following materials with this letter (if you did not, please contact Marcus Clark at the email listed at the bottom):

- This informational letter
- 1 Map of Central College campus
- 1 Link to directions to Central College in Pella, IA
- A Frequently-Asked-Questions sheet
- Senior staff assignments and JUFA-SEFA assignments.

**Please let me know ASAP if 1) if your assigned JUFA(s) have been in your group before or 2) they were your student ambassadors in the past. Also, please check the spelling of your name in the assignment spreadsheet and let me (Marcus) know immediately**

- HOBY Code of Conduct
- Facilitator Conduct Guidelines
- All information in this packet *will* soon be posted online at [http://www.iahoby.org/volunteers/sefa/senior\\_staff.php](http://www.iahoby.org/volunteers/sefa/senior_staff.php)

Please review all of the above material. In addition, please take the time to familiarize yourself with the information in the Appendices of the HOBY International Facilitator Handbook, starting on page 30 of the PDF at the following location:

<http://www.iahoby.org/volunteers/sefa/FacilitatorHandbook.pdf>

Do not feel you need to print or read the entire Handbook, as this is a general HOBY document, and we will provide Iowa-Seminar-specific training when you arrive.

A copy of the "Student Ambassadors Rules and Regulations" will be provided at seminar. You will be asked to sign a copy of the HOBY Code of Conduct upon checking in at seminar, you can review this in the Facilitator Manual attached to this email. It can also be found at [http://www.iahoby.org/volunteers/sefa/senior\\_staff.php](http://www.iahoby.org/volunteers/sefa/senior_staff.php).

Please bring all the above *attached* documents with you to the seminar. Again, if you do not receive any of these documents, or are unable to receive email attachments, let Marcus know. More detailed information is available in the FAQ included with this letter.

You will need to arrive on the campus of Central College in Pella, Iowa on Thursday, June 10<sup>th</sup>. Please attempt to arrive by 6:00 p.m. so you have time to check in before facilitator training/orientation. Food will be provided after 6:00 p.m. Check-in is in Scholte Hall near the parking lot from 6:00-6:45 p.m. (see included map). We will be meeting on the North basement lobby of Scholte Hall. Training will start promptly at 7:00pm in the Maytag Center, signs will be posted. Training/orientation will give time to familiarize you with the HOBY seminar as well as meet the other facilitators and staff members. We will have casual dinner (pizza/subs) available from 6-6:45 near check in. Please let Marcus Clark know if you will not be able to arrive before 6:45.

In the case of an emergency during the seminar weekend, your family may contact you via the Central College Security at 641-780-2847 and ask for the Iowa HOBY staff. In the case of an emergency they may also contact Sarah Burke at 515-570-8619.

The following is a checklist of items to bring with you for your reference. Note that housing and meals will be provided during the duration of the seminar.

- ✓ Personal care items (e.g. shampoo, soap, deodorant, lotion, contact lens solution, toothbrush, tooth paste, glasses, baby powder, face wash, loofa, toner, moisturizer, floss, wrinkle-minimizing cream, etc)
- ✓ Bedding (e.g. Pillow, sheets, blankets or a sleeping bag)
- ✓ Towels
- ✓ Casual slacks or dress shorts for Friday. Khaki color is recommended. A Senior Staff polo will be provided.
- ✓ Work shoes and shorts/jeans, long socks for Saturday's community service project. A Senior Staff T-shirt will be provided. Work gloves & pants are recommended (but may not be required for your groups project). Assume your clothes may get wet, dirty, painted, drawn on... etc.
- ✓ Casual dress for Saturday afternoon. Please bring your prior year's staff shirt if you are a returning volunteer.
- ✓ Dress-up clothing for Sunday. We have a closing ceremony and banquet.
- ✓ High Energy and HOBY Spirit
- ✓ Cell phone (for use during community service project only)

#### **optional**

- ✓ Alarm Clock (though we will pound on doors)
- ✓ Digital camera to take lots of pictures of your group **and the necessary components to upload the pictures to a laptop.** Pictures may be used for seminar Year Book CD.
- ✓ Clipboard for your staff booklet (optional)
- ✓ Money (optional - for group pictures, snacks, HOBY items)
- ✓ Sunscreen, Umbrella, Bug Spray
- ✓ Fan – rooms *will* be airconditioned.
- ✓ Candy, Toys, games, or other fun stuff for groups
- ✓ Some facilitators choose to bring something to share during their final group time – this can be as simple as business cards or a poem to whatever you dream up.

In addition, we are always in need of Gifts-in-Kind. This year, *we are asking if Senior Staff could bring a book of stamps (or more) to donate.* This is not mandatory.

Please don't hesitate to contact Marcus Clark with additional questions – [seniorstaff@iahoby.org](mailto:seniorstaff@iahoby.org). We look forward to working with you for an OUTSTANDING HOBY Seminar!

Sincerely and with HOBY Spirit,

Sarah Burke

Ryan Anderson

Marcus R. Clark

Seminar Chair  
lsc@iahoby.org  
515-570-8619

Corporate Board Vice Pres  
vicepresident@iahoby.org

Director of Senior Staff  
[seniorstaff@iahoby.org](mailto:seniorstaff@iahoby.org)  
Pre-seminar (319) 366-7566  
At seminar (after June 9<sup>th</sup>)  
(319) 431-7392