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| <p>2018 YAC Training Dates:</p> <p>April 14 (10am-4pm) May 5 (10am-4pm) June 9-10 (7pm-12noon) July 14 (10am-4pm) August 11 (10am-4pm)</p> <p>All trainings are held at the Wood-Ridge Civic Center, 495 Highland Avenue, Wood-Ridge, NJ 07075 EXCEPT for the overnight June training located at the Secaucus Recreation Center, 1200 Koelle Blvd, Secaucus, NJ 07094.</p> | <p>ATTENDANCE POLICY</p> <p>Attendance at each of the trainings is <i>critically</i> important to the success of the YACs. We expect that every effort will be made to attend <i>all</i> trainings. However, we do understand that conflicts may arise and therefore will allow all YACs one (1) excused absence, provided that you follow the procedure detailed below. Beyond that, any additional absences will be reviewed by the LMTI staff on a case by case basis.</p> |
| <p>SUMMER LEADERSHIP CONFERENCE INFO Dates: Sunday, August 19 – Friday, August 24</p> <p>Please note that your full participation in the Summer Leadership Conference is mandatory. This means that you cannot arrive late or leave early. For YACs and other staff members, the conference begins on Sunday, August 19th at 2:00 PM. You cannot miss any portion of Sunday's activities.</p> | |

MISSED TRAINING PROCEDURE (NON EMERGENCY)

In a non-emergency situation (i.e. family vacation, sports game, etc), please adhere to the following procedure:

1. Prior to the training (**cannot** be the day of the training), contact the LMTI staff informing them of the training that you will be missing and the reason for the absence. You **MUST** contact the staff via email, Remind 101, or the Band App. Phone messages will not be accepted.
2. The LMTI staff will respond and acknowledge the absence and will let your YAC Coordinators know.
3. LMTI will contact you with any missed assignments, instructions, or information.

We would appreciate **at least 7 days notice** if you must be absent from a training. This allows us time to adjust the training accordingly and to communicate properly with your YAC Coordinators.

****Even if you have previously informed the LMTI staff of a conflict (either verbally or on your application), you must follow the above steps to confirm the absence.****

MISSED TRAINING PROCEDURE (EMERGENCY)

In an emergency situation (family emergency, illness), please adhere to the following procedure:

1. As soon as possible, notify the LMTI staff of the circumstances via phone, email, Remind 101, Band, or Facebook message.
2. The LMTI staff will respond and acknowledge the absence and will let your YAC Coordinators know.
3. LMTI will contact you with any missed assignments, instructions, or information.
4. At the next training, please provide a note from a parent/guardian. If you miss the last training, please bring this note with you to the Summer Leadership Conference.

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| <p>LMTI CONTACT INFORMATION:</p> | <p>37 Harmon Cove Towers Secaucus, NJ 07094</p> | <p>(201) 696-0368 rachel@lmteeninstitute.org www.lmteeninstitute.org www.facebook.com/lmteeninstitute</p> |
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