

## Department Code

## Junior Activities

1. The Department Chairman's allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee for review and approval by May 1<sup>st</sup>. (1997)
2. The Department endorses the formation of Junior groups statewide and promotes the use of the Junior Activity Handbook as a necessary guide for the development and participation of Junior members.
3. The Department Chairman shall encourage Junior membership and each month the Department Office shall forward the current membership standings of Junior enrollments by Unit and District totals to the Department Chairman.
4. Junior members are encouraged to participate in all programs and contests sponsored by the National Organization, including the junior patch program and attendance to junior mission training, following all rules pertaining to these programs and contests. The Department Chairman shall advise the Districts of contests, rules, programs, deadline dates and junior mission training location, dates, and registration information. (2017)
5. Contests on District level shall be under the direction of the District Chairman. There shall be only one entry in each classification forwarded to the Department Chairman for judging. Department awards for each class shall be First, Second, and Third. The Department assumes NO responsibility for returning entries.
6. There shall be a Department award for the Junior Group submitting the most outstanding Junior Activities Report; an award will also be presented for the Junior Group with the most outstanding Junior Community Service program.
7. Junior members when requested by the VA Medical Centers, Children's Hospitals, etc., shall be encouraged to participate in providing tray favors, scrapbooks, poppy corsages or arrangements and other handicraft items.
8. The Department Chairman shall be responsible for the promotion of Junior Conference and all fundraising efforts in support of the conference. All ticket stubs and all funds will be earmarked Junior Conference and made payable to the ALA, Department of CA and sent to the Department Treasurer. The Department Treasurer will provide Junior Activities Chairman a report on the collected funds and forward ticket stubs monthly. (2022)
9. The Department Chairman shall attend the Junior Conference and assist the Conference Committee. Cooperation between the Department Chairman and the Conference Committee will enhance the success and the Junior Conference.
10. The Junior Conference meeting at Convention shall be combined with the Junior Activities Committee meeting.

11. The Department shall sponsor a scholarship from donated funds for Junior members completing their senior year. Minimum awarded shall be \$300.00; maximum \$1,000.00 if funds permit. Applications and rules will be available through the Department Office and/or the Department Website prior to January and will be mailed to Units upon request. Completed applications must reach the Department Junior Activities Chairman by April 30<sup>th</sup> of the current year. Applicants shall be judged by three (3) Past Department Presidents appointed by the Junior Activities Chairman, when more than one applications is received. The Department Chairman shall provide the name of the scholarship recipient to the Department Secretary/Treasurer no later than June 1<sup>st</sup> when a scholarship is awarded. (2017)
12. Tickets for the Junior Conference drawing will be ordered by the incoming Junior Activities Chairman before the Department Convention, if possible. The ticket numbers will be recorded before disbursement. All Junior Conference Tickets, after recording, will then be distributed by the Junior Activities Chairman. Distribution to be made at Convention when possible. (2017)
13. The Education, Junior Activities, and Past Presidents' Parley Chairman will be coordinate with each other to assure no duplication of scholarship recipients. (2001)
14. The Department Chairman shall support the Department Leadership Chairman to encourage coordination of a least one Department Junior Leadership Workshop per administrative year. (2006)
15. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
16. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1<sup>st</sup>.

## **Junior Conference**

1. The Conference and Committee expenses shall be as recommended by the Committee and as adopted by the Finance Committee. The Conference Director in consultation with the Department Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the committee and the Junior Conference budget for the next year to the Finance Committee for review and approval by May first. (1996)
2. The Junior Conference shall be self-supporting and the current income from the fund raising project and contributions shall be used for planning and conducting the Junior Conference. There will be no exceptions. The Junior Conference Committee will add a line item of \$120 to the Jr. Conference

- Budget for the Veronica Spence Americanism Essay Awards for Junior members adhering to rules as outlined in the Department Americanism Code. The Department Junior Activities Chairman will be responsible for the promotion of the conference and all fund raising efforts in support of the conference (2015)
3. Facilities for the Conference must include proper beds, showers, and restrooms to accommodate the attendees. Recreational facilities are desirable. If requirements can be met for a suitable site, a rotation between Northern and Southern California would be preferred. However, the prime consideration shall be proper facilities at an affordable cost. (2013)
    - 3.a. The dates of the Junior Conference session to be set for a period of one or more years to allow for affordable rates. (1996)
  4. Any films to be shown during Junior Conference must first be previewed and then approved by the Department President, Junior Conference Committee, and the Department Honorary Junior President. A parental consent form including the film titles and subject matter, shall be mailed with the Junior Conference Reservation Forms. (1998)
  5. The Junior Conference Director will call the Junior Conference Committee and the Department Junior Activities Chairman at the Department Mid-Year Executive Meeting to finalize plans for the Junior Conference. The Junior Conference Director shall send pertinent information to the Units no later than ninety (90) days prior to the planned Junior Conference date. Copies of all material shall also be sent to members of the Junior Conference Committee, Advisor and Junior Activities Chairman. (2007)
  6. The Conference Director is responsible for implementation of planned activities. Program plans by the Junior Conference Committee should provide an opportunity for leadership development in a creative atmosphere. The Director shall be responsible for extending invitations to the members designated as staff. The staff shall be selected by the committee with the approval of the Department President. (1995)
  7. The registration fee shall be set by the Conference Committee as soon as the plans for the conference are made, based on a realistic estimate of cost and available funds raised for the conference. Units shall be encouraged to assist their Junior members financially for transportation and registration fee.
  8. Chaperones who have not been assigned specific duties by the committee shall find other activities of interest off the premises. Housing may be available for chaperones only if facilities are large enough to accommodate these chaperones in a separate location on the grounds at their own expense. (1995)
  9. The Department Secretary/Treasurer shall arrange for adequate camp insurance for all participants. (1995)

10. The committee shall prepare the proper release forms for signature of the parent or guardian, including permission for emergency medical treatment at the parent or guardian's expense. The chaperone shall have duplicate release form in her possession en route to and from the conference.
11. Junior groups will be formed and housed according to age groups, combining large and small communities statewide. Assigned Senior Advisors will serve as group counselors and as chaperones on the conference grounds. Senior Advisors will not have Junior members that are relatives assigned to their room, unless there are extenuating circumstances, and it has been approved by the Junior Conference Director and Department President. (2017)
12. Junior members shall arrive at the conference under the supervision of their parents or an adult chaperone. Those arriving by public transportation shall notify the committee so arrangements may be made to meet them.
13. Eligibility for attendance at the conference shall be limited to Juniors eight (8) to eighteen (18) years of age. It is understood that Junior members sent to Junior Conference are comfortable with staying away from home over night and are able to enjoy the away from home experience. If a Junior member is elected to an office or serving as a chairman at any level and attains the age of eighteen (18) during her term, she may complete her year in office and attend Junior Conference. In addition to the age requirements, she shall have given at least five (5) hours of service during the current fiscal year to her Unit. If any Unit does not provide the opportunity for the Junior to serve the required hours, five hours of service to a community organization may be substituted. (2017)
14. Election of Junior Officers shall be conducted according to rules established by the committee. Adults are not allowed to participate in the elections except those persons assigned to counsel the current officers on the procedures.
15. Candidates may not bring gimmicks to the conference. All campaign signs, gimmicks, etcetera; will be made at the conference from materials supplied by the committee.
16. Juniors shall caucus with their Districts prior to nominations. Each District will have a Senior Advisor to counsel candidates on their responsibilities prior to the nomination and elections so each will know their commitments. A District may nominate a candidate for each office if they desire. However, only two elected officers may serve on the Department level from each District. In the event more than two candidates from the Districts are elected, the rules for handling will be established by the Junior Conference Committee and printed in the Junior Conference Election Rules. The Honorary Junior President and Honorary Junior Vice President shall be from different Districts. (1992)
17. Junior members in attendance shall abide by the rules set by the Conference Committee and serious violations of these rules shall be cause for sending the Junior home.

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## Junior Activities

18. The Department President or her representative shall install the Junior Department Officers.
19. The Honorary Junior President shall be authorized an expense allowance for visitations and other related duties during her term in office. All travel arrangements must be approved by the Department President prior to acceptance of any invitation. The Finance Committee shall budget for the allowance and review expenses before reimbursements are made. (1992)
20. Each Honorary Junior President shall be given a copy of the Junior Activities Conference Code. (1992)
21. The candidate for Honorary Junior President must be a minimum of fifteen (15) years old. (1992)
22. Future elected Honorary Junior Department Officers shall be prohibited from succeeding themselves. (2008)
23. Newly installed Honorary Junior President will be invited to attend convention at the discretion of the Department President. The Honorary Junior President who served with the current Department President may be invited to attend convention at the discretion of that President. (1995)
24. Junior members attending Junior Conference will be expected to report on the conference to their Unit. (1989)
25. The Department Office will send the reservation forms for Junior Conference to all Units, with the age requirements listed there-on. The completed reservation forms shall be sent to the Junior Conference Director for accounting. It is the responsibility of the Junior Conference Director to provide completed forms to the Department Office by January 1. (2007)
26. The Junior Conference Director will provide to all Senior attendees, a Unit Meeting Agenda, complete with Election Rules, for the purpose of conducting quality leadership during Junior Conference. This will be used as a guide by all Senior members participating during Junior Unit Meetings at Junior Conference. (1998)
27. All adults to Junior Conference must obtain a background check every two years. If the background check is completed through a job or another volunteer organization. It must be forwarded to the Junior Conference Director by April 1 to verify that it complies with National Standards. The cost of the background checks will be paid for out of the Junior Conference Funds. (2018)
28. The Audio system will be in the possession of the Junior Conference Director and will be passed on to the next Director at Convention with all the other Junior Conference information. (2018)
29. Reservation forms for Junior Conference will be made available on the Department Website and mailed by the Department Office by September 1.

Units shall file a reservation with the Junior Conference Director annually, naming any Junior members that will be attending Junior Conference. Deadline date for reservations to the Junior Conference director is October 1. (2018)

### **Junior Mission Training**

1. The Junior Activities Chairman, Junior Conference Director and the Committee will choose two Department Junior representatives to Junior Mission Training at Junior Conference. The representatives may or may not be the Honorary Junior Department President or the Honorary Junior Department Vice President, but must exhibit leadership qualities. If the representative turns eighteen (18) prior to or during the Junior Mission Training, she will be eligible to attend Junior Mission Training but will not be eligible to hold a National Office. (2017)
2. Airfare, \$100.00 per diem for two (2) days and the registration fee will be paid for by the Department Office for the first representative to Junior Mission Training. Should the first representative not be able to attend the second representative will move up to first representative. The Department President, Junior Activities Chairman, Junior Conference Director and Junior Conference Committee will select a Junior that attended the current year Junior Conference to attend as the second representative. In the event that both the representatives are unable to attend Junior Mission Training, the Department President, Junior Activities chairman, Junior Conference Director and Junior Conference Committee will select two (2) Junior members that attended the current year Junior Conference to attend as the first and second representative. (2017)
3. It shall be the responsibility of the Junior Conference Director to contact the parents/guardian of any member that is selected a representative to attend the Junior Mission Training to ensure they will have a chaperone while traveling to, from and during the Junior Mission Training. The outgoing director shall coordinate with the Department Secretary to ensure all necessary paperwork is complete and forwarded to National. (2017)