



February 8, 2008

Dear HOBY Ambassador,

Congratulations! You have been selected to represent your high school at the Hugh O'Brian Youth Leadership (HOBY) Seminar. You were chosen because of the outstanding leadership potential you have demonstrated in school and community activities.

The HOBY New York Metro Leadership Seminar will take place on **Friday May 30 – Sunday June 1, 2008**. The event will be held at **St. John's University in Queens, NY**, with more than 150 sophomores in attendance. Your Registration Fee has been paid, and excluding transportation to and from the site, a sponsor has generously paid for your expenses. During the weekend, you will join other "HOBY Ambassadors" from our state to enjoy a unique learning experience. We will present multiple viewpoints on important issues and encourage you to think critically about leadership. Most importantly, you will begin to identify your own particular leadership strengths. The seminar will be an enjoyable experience in a stimulating workshop environment. What you get out of the seminar will correlate directly with your level of participation in the activities – come prepared to interact!

Enclosed, please find the HOBY pre-seminar materials and program details. Please ensure that you thoroughly review and complete all of the forms with your parent or guardian. You must return the following forms to me by **April 15, 2008**:

1. Participant Confirmation Form
2. Medical History Records Form (2 pages)
3. Medication Verification Form from Physician
4. Health Insurance Form
5. Consent & Acknowledgment of Risk Form
6. Notice of Privacy Practices

If you will be bringing medication with you, you must also complete the **Medication Verification Form for Physicians**.

Please visit the HOBY New York Metro website at www.hobynys.com. If you have any questions or if you find you will not be able to attend the seminar, please contact me at 347-409-9169. We are delighted to offer you this opportunity and look forward to greeting you personally at the New York Metro Leadership Seminar.

Sincerely,

Ann Marie Hollywood
Director of Recruitment

10880 Wilshire Boulevard - Suite 410
Los Angeles, CA 90024
310 474 4370
(f) 310 475 5426

www.hoby.org

EMPOWER • LEAD • EXCEL



Answers to Commonly Asked Questions from Students and Parents



- * **Where will the seminar be held?**
The seminar will take place at St. John's University located at 8000 Utopia Parkway, Queens, NY 11439.
- * **When will the seminar be held?**
The seminar will take place starting 7:00 AM Friday May 30 – 2:30 PM Sunday June 1, 2008. You must be present for the entire seminar including overnight stay.
- * **Where should I go when I arrive on Friday May 30?**
Please report to Donovan Hall on the St. John's University campus for registration. Registration will remain open from 7:00 AM – 8:30 AM on Friday May 30.
- * **Where can my parents / guardians pick me up on Sunday June 1?**
On Sunday June 1, your parents are invited to attend a Parent's Luncheon at 12:00 PM (location TBD) and the Closing Ceremonies at 1:00 PM (in Marillac Auditorium). However, if your parents cannot attend the luncheon or the closing ceremonies, they can pick you up at 2:00 PM at Donovan Hall.
- * **What can I expect from the Seminar?**
You should expect to experience a dynamic, energetic, and fun weekend! During your HOBY Leadership Seminar, many leaders—all volunteers from the fields of business, education, government, and other professions—will address aspects of our changing world and the challenges future leaders will confront. The program will not promote any specific political party, religion, or way of thinking; but is designed to develop critical thinking skills by actively involving participants in discussions and informal debate. You will have the opportunity to interact with these leaders, participate in leadership challenges and team building exercises, and meet other passionate students in the New York metro area. There will be over 150 schools represented across New York City, Long Island, and Westchester and Rockland counties.
- * **Am I required to sleep on campus?**
Yes. Since your day will begin at 8:00 AM and end at 10:00 PM, we require students to stay on campus during the entire seminar.
- * **What are my accommodations like?**
You will be assigned to dorm rooms with two to three ambassadors per room on floors reserved exclusively for the seminar. Dorm rooms are furnished with beds, dressers, and an air conditioner. St. John's University will **not** be providing bed linens, blankets, towels, or pillows. Please bring these items with you to the seminar.
- * **What do I need to bring to the seminar?**
Please bring with you clothing, sleepwear, toiletries, bed sheets and blanket (twin bed) or sleeping bag, towel, pillow, alarm clock, and any other personal items you will need during the weekend. All other supplies and materials that you will need during the day will be provided to you. Breakfast, lunch, and dinner will also be provided (except breakfast on Friday May 30). However, feel free to bring additional snacks or beverages to have in your dorm room at the end of the day.
- * **What if I need to take medication while I am at the seminar?**
Please provide information about your medication on the Medical History Records Form and bring the Physician Medication Verification Form with you to the seminar (documents are included in this packet). Make sure to read and comply with the Policy for Use of Medication During a HOBY Event.
- * **What is the dress code?**
Please wear comfortable, casual clothing as you will be participating in leadership and team building exercises and workshops throughout the weekend. On Sunday, you may choose to "dress up" for closing ceremonies but it is not required.
- * **What is the cell phone policy?**
While you are allowed to bring a cell phone with you to the seminar, cell phone usage should be limited to the end of the day when you return to your dormitories or meal breaks. We will not tolerate cell phone usage during any other time.

- * **If necessary, how may I be contacted during the seminar?**
We encourage you to call your parents / guardians at the conclusion of each day or during meal breaks. Parents, friends, and family members are strongly discouraged from calling students during the seminar due to the disruption to panels and activities. In case of emergency, your parent(s) or guardian may call Ann Marie Hollywood at 347-409-9169 or Resa Macalisang at 917-209-8653. The seminar will be chaperoned by qualified adults who will be staying at the facility 24 hours a day.
- * **Who pays for the seminar?**
Your school or parent has paid a \$150 Registration Fee. All costs for meals, lodging and training materials have been generously provided by sponsors, including businesses, foundations, individuals, and service organizations wishing to support leadership education.
- * **What about religious services?**
Services will be available for ambassadors; there will also be provision for a non-denominational service in the schedule. All ambassadors must sign up for one of the Sunday morning options.
- * **What transportation arrangements have been made?**
You are responsible for your transportation *to and from the seminar*. Please include all details of your itinerary on the enclosed Participant Confirmation Form. If you have last minute transportation problems up to Wednesday May 30, please notify Ann Marie Hollywood at 347-409-9169.
- * **What if I am unable to attend the seminar?**
If circumstances arise that prevent you from attending the entire seminar, including overnight stay, we would like to give another student the opportunity to attend. Please return these forms to the person at your school who selected you, and follow up with a call to Ann Marie Hollywood at 347-409-9169.
- * **What action should I take now?**
With your parent or guardian, carefully review, complete and sign the forms enclosed with this packet and return by April 15, 2008 to: Acquis Consulting, ATTN: Resa Macalisang, 299 Broadway, 12th Floor, New York, NY 10007. Please use the envelope enclosed and affix the proper postage.



Please use the enclosed envelope and return this form by April 15, 2008 to:
 Acquis Consulting, ATTN: Resa Macalisang
 299 Broadway, 12th Floor
 New York, NY 10007

Participant Confirmation Form

(Please type or print legibly)

Mr. / Ms. _____
(Last name) (First name)

Preferred name for nametag: _____ Gender: Male Female

Date of Birth: ____/____/____ Social Security # (last 4 digits only): _____

Address: _____

City: _____ State: _____ Zip code: _____

Home Telephone Number: (_____) _____ Email: _____
Area Code

High School You Will Represent: _____

T-Shirt Size: S / M / L / XL / XXL / XXXL

Newspaper Name: _____ City: _____

Travel Information

Participant will arrive at the HOBY Leadership Seminar by: CAR BUS TRAIN PLANE

If traveling by car, participant will be driven by (name of driver): _____

Cell phone number: (_____) _____ OR _____ Participant will be driving him/herself to the seminar.
Area Code

*Note: Participants that drive themselves to the seminar are required to surrender their car keys upon arrival; they will be returned at the conclusion of the seminar.
 Parents: HOBY strongly discourages students from driving themselves to and from the seminar; students are typically very tired by the end of the weekend.*

If traveling by bus, train, or plane – Name of Carrier: _____

Bus/Train/Flight Number: _____ Arrival Date: _____ Arrival Time: _____ AM / PM

How will student be transported between bus/airport/train station and seminar facility? _____

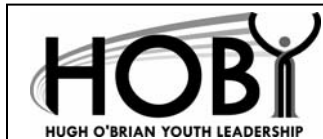
If departure plans are different, please explain: _____

If departing by bus, train, or plane – Name of Carrier: _____

Bus/Train/Flight Number: _____ Departure Date: _____ Departure Time: _____ AM / PM

I UNDERSTAND THAT ALL TRANSPORTATION TO AND FROM THE SEMINAR FACILITY IS MY RESPONSIBILITY. THIS INCLUDES RESPONSIBILITY FOR MY SON OR DAUGHTER DURING ANY CONNECTION FLIGHTS, BUS TRANSFERS, OR IN BETWEEN MODES OF TRANSPORTATION.

Signature of Parent/Legal Guardian: _____ Date: _____



Please use the enclosed envelope and return this form by April 15, 2008 to:
 Acquis Consulting, ATTN: Resa Macalisang
 299 Broadway, 12th Floor
 New York, NY 10007

Medical History Records Form

(Please type or print legibly)

Dear Participant:

For our records, and for your protection, please have your parent or legal guardian complete this form in its entirety. Please provide ALL requested information and obtain the signature of your parent or legal guardian.

PARTICIPANT PERSONAL INFORMATION

Last name		First name	Middle initial
Gender	Date of birth	Place of birth	
(Area code) Telephone number		High school/Institution participant represents	
Participant's permanent street address			
City		State	Zip code

EMERGENCY CONTACT INFORMATION

Last name	First name	Relationship to participant
(Area code) Primary telephone number		(Area code) Secondary telephone number
Name of family physician		(Area code) Physician telephone number

PARTICIPANT PERSONAL MEDICAL HISTORY

Please check the following diseases the participant has had in the past:

- | | | |
|---|--|--|
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Mononucleosis | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Diphtheria | <input type="checkbox"/> Mumps | <input type="checkbox"/> Tonsillitis |
| <input type="checkbox"/> German Measles (Rubella) | <input type="checkbox"/> Polio | |
| <input type="checkbox"/> Measles | <input type="checkbox"/> Pneumonia | |

Check the following conditions the participant has had or are subject to now:

- | | | |
|---|--|--|
| <input type="checkbox"/> Anxiety | <input type="checkbox"/> Ear Infection | <input type="checkbox"/> Nose Bleed |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Seizures |
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Fainting Spells | <input type="checkbox"/> Difficulty Sleeping |
| <input type="checkbox"/> Bleeding tendencies | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Upset stomache |
| <input type="checkbox"/> Emphysema/ Bronchitis | <input type="checkbox"/> Headache | <input type="checkbox"/> Vision Loss |
| <input type="checkbox"/> Congestive Heart Failure | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Migraine | |

What treatments or medications (if any) does the participant require for any of the above conditions? _____

Has the participant ever been hospitalized or had serious illnesses? If so, please explain in detail; use additional sheet if necessary. _____

If there are any limitations on the amount of physical exercise the participant can engage in, please describe and explain (use additional sheet of paper if necessary): _____

Please list all allergies (insect stings, plants, foods, etc.) and any dietary needs or restrictions, including vegetarianism. _____

Medical History Records Form (page 2)

MEDICATION

Please list any medications the participant has allergic reactions to (penicillin, sulfa drugs, tetnus antioxin, etc.) and what the reaction is:

Please list any prescription medications the participant is taking, including: (1) name and type of medication; (2) condition for which medication is being prescribed; and (3) dosage information. Please also list any non-prescription medication the participant takes regularly. **Please read HOBY's Policy for Use of Medication During a HOBY Event and have the participant bring a doctor's note or completed Medication Verification Form for Physicians to the seminar.** By signing this form, you attest that the use of the medication will not impair the participant's ability to care for his/her own safety or the safety of others; increase the risk of harm to others; or cause dizziness and/or fatigue.

Please mark the below over-the-counter medications that you approve to be administered to your child by HOBY:

- | | |
|--|--|
| <input type="checkbox"/> ibuprofen (such as Advil, Motrin)
<input type="checkbox"/> acetaminophen (such as Tylenol)
<input type="checkbox"/> diphenhydramine (such as Benadryl)
<input type="checkbox"/> naproxen (such as Aleve)
<input type="checkbox"/> throat lozenges
<input type="checkbox"/> Pepto Bismol
<input type="checkbox"/> loperamide (such as Imodium) | <input type="checkbox"/> decongestant (please specify if a specific
decongestant is necessary: _____)
<input type="checkbox"/> antibiotic ointment (such as Neosporin, Polysporin,
Bacitracin)
<input type="checkbox"/> eye drops (such as artificial tears or saline)
<input type="checkbox"/> Gas-X
<input type="checkbox"/> other (please specify: _____) |
|--|--|

IMMUNIZATIONS

Please list the type of illness the participant has received immunizations for:

Type of Illness:	Approximate Date(s) of Immunization:
<input type="checkbox"/> Hepatitis B	
<input type="checkbox"/> DPT (Diphtheria, Pertussis, Tetanus)	
<input type="checkbox"/> Tetanus booster (Please indicate date of last booster)	
<input type="checkbox"/> Hib (Haemophilus influenzae type B)	
<input type="checkbox"/> Polio	
<input type="checkbox"/> MMR (Measels, Mumps, Rubella)	
<input type="checkbox"/> Chicken pox (Varicella)	
<input type="checkbox"/> Influenza (Flu shot)	
<input type="checkbox"/> Pneumonia (Pneumococcal)	
<input type="checkbox"/> Meningitis (Meningococcal)	
<input type="checkbox"/> Smallpox	
<input type="checkbox"/> Typhoid	

I verify that all information provided in this Medical History Records Form is complete and accurate.

I hereby give my permission to HOBY to store the above prescription medication listed to my child. I understand and have discussed with my child that it is the responsibility of my child to take the medication as directed by his or her physician while at a HOBY event. I also give permission for HOBY to administer over-the-counter medications that I have approved above that may be necessary to treat minor conditions. I understand that if HOBY deems necessary, they will take my child to a hospital or other medical facility for more intensive treatment. I understand that all HOBY staff, volunteers and HOBY, as an organization, are not liable for any adverse affects that may occur due to this medication and they are not liable in the possibility that a child misses a prescribed dose or in the event the medication is administered incorrectly. I also state that all the above information is complete and accurate and any misapplication of medication due to inaccurate, incomplete, or unreadable information is not the responsibility of HOBY. I also understand that the HOBY staff, volunteers and HOBY, as an organization, are not responsible if my child fails to present themselves at the announced places/times to take the above specified medication.

Signature of Parent/Legal Guardian: _____ Date: _____

Signature of Participant: _____ Date: _____



Policy for Use of Medication During a HOBY Event

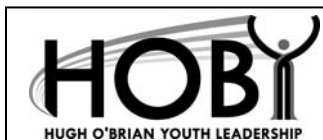
If a minor or adult participant is required to take medication during a HOBY event, including the HOBY Leadership Seminar, he/she must comply with the following guidelines:

1. HOBY volunteers will not dispense prescription medication for participants during the event.
2. Any participant bringing prescription medication to the event must submit a doctor's note or completed Physician Medication Verification Form to HOBY, preferably in advance or at the event check-in, detailing the following:
 - a. The name and type of medication.
 - b. The condition for which the medication is being prescribed.
 - c. Dosage information.
 - d. Attestation that use of the medication will not impair the participant's ability to care for his/her own safety or the safety of others; increase the risk of harm to others; or cause dizziness and/or fatigue.

This information is necessary to provide medical personnel in the case of emergency and the participant is unable to communicate the information. All prescription medication must be submitted to HOBY in its original container as labeled by the pharmacy. HOBY will store required medications in a locked facility. The medications a participant may be allowed to keep in his/her possession is any asthma medications (inhalers, oral steroids, etc.), birth control pills, acne medication, any topical medications, allergy medications, medications for treatment of diabetes (insulin, etc.) and EpiPens, as well as any other prescription medication required by the doctor to be in their possession at all times. But there will need to be a doctor's note completed and on file for all medication brought to the event, whether stored or not.

If a participant fails to advise HOBY that he/she is taking prescription medication, is not taking the medication as prescribed, and/or has stopped taking prescription medication, HOBY reserves the right to send the participant home at the participant's guardian or parent's expense.

3. If the participant has a medical condition that requires any assistance, the assistance must be provided or contracted directly by the participant or his/her parent/guardian. Under no circumstances will a HOBY volunteer help with dispensing medication. If help is needed on an emergency basis, emergency personnel will be contacted.
4. Proper administration and dosage of medication shall be the sole responsibility of the participant. HOBY will have no responsibility in seeing that the participant takes the medication as prescribed by the doctor.
5. Participants should only bring as much medication as will reasonably be needed during the event.
6. Participants are prohibited from sharing their personal medication with another participant. Conversely, participants are prohibited from accepting medication from anyone, other than HOBY medical staff.
7. Any participant bringing illegal drugs, narcotics, misused prescription drugs and/or mood altering substances or alcoholic beverages to a HOBY event, using them on HOBY premises or dispensing or selling them on HOBY premises will be subject to disciplinary action, including automatic expulsion from the event. The discharged participant will be responsible for any charges/fees incurred as a result of leaving the event early (i.e. change in airfare, taxi, etc.). HOBY has a very strict/no-tolerance policy when it comes to drugs.



Please use the enclosed envelope and return this form by April 15, 2008 to:
 Acquis Consulting, ATTN: Resa Macalisang
 299 Broadway, 12th Floor
 New York, NY 10007

Medication Verification Form for Physicians

(Please type or print legibly)

(This form is to be completed by the participant's prescribing physician. If the participant has more than one prescribing physician, then each physician will need to complete a form. Please type or print legibly.)

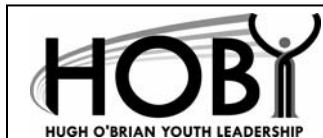
1. Name of Participant/Patient: _____
2. Prescribing Physician Name: _____
3. Prescribing Physician Medical License Number and State where licensed: _____
4. Please complete the chart below for the medications which you have prescribed to the participant.

Name of Medication	Type of Medication	Condition for Treatment	Dosage	Frequency

5. Please affix physician's business card or voided prescription in the space below.

As the prescribing physician, I attest that the use of the medications prescribed by me, and taken as directed as listed above, should not impair the participant's ability to care for his/her own safety or the safety of others; increase the risk of harm to others; or cause dizziness and/or fatigue.

Signature of Prescribing Physician: _____ Date: _____



Please use the enclosed envelope and return this form by April 15, 2008 to:
Acquis Consulting, ATTN: Resa Macalisang
299 Broadway, 12th Floor
New York, NY 10007

Health Insurance Form

(Please type or print legibly)

1. Name of Participant: _____

2. Health insurance plan name: _____

3. Health insurance plan number: _____

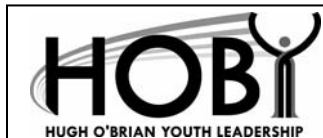
4. Health insurance group number: _____

5. Check here if participant is not covered by a health insurance plan.

6. Name of parent or legal guardian: _____
(Last) (First)

7. Emergency contact telephone number: _____
(Area Code)

Signature of Parent/Legal Guardian: _____ Date: _____



Please use the enclosed envelope and return this form by April 15, 2008 to:
 Acquis Consulting, ATTN: Resa Macalisang
 299 Broadway, 12th Floor
 New York, NY 10007

Consent & Acknowledgement of Risk Form

(Please type or print legibly)

Participant's Name: _____

Event/Activities: HOBY New York Metro Leadership Seminar

Dates: May 30 – June 1 Location: St. John's University, 8000 Utopia Parkway, Queens, NY 11439

IN CONSIDERATION of the right to attend and participate in the Activities described above, the Participant (and, if the Participant is a minor, his or her parent or legal guardian) hereby:

- 1) Agrees to abide by all rules and regulations established by Hugh O'Brian Youth Leadership (HOBY);
- 2) Authorizes HOBY or any of its agents to provide, obtain, or authorize any reasonable incidental and/or emergency medical treatment for the Participant, in the event of the Participant's illness, injury, or incapacity, and hereby accepts the responsibility to pay for such treatment;
- 3) Grants to HOBY for any purpose connected with promoting the purposes and goals of HOBY, but not for commercial exploitation, the right to use the Participant's name, voice, and likeness in any writings, photographs, films, and recordings of the Participant while he or she is participating in the Activities, and any biographical information submitted by the Participant to HOBY, and to use, reproduce, publish, and distribute the same;
- 4) Acknowledges that there is an element of risk involved in any activity involving travel outside of one's own home or community; certifies that the Participant is physically, mentally, and emotionally capable of attending and participating in the Activities; assumes all risk of and financial responsibility for any loss or injury to the Participant or others that may occur as a result of the Participant's negligence or misconduct; and indemnifies and holds HOBY harmless from and against any and all costs, claims, demands, charges, liabilities, obligations, judgments, executions, costs of the suit and actual attorneys' fees incurred or suffered by HOBY as a result of, or arising out of, the Participant's negligence or misconduct;
- 5) Agrees to immediately advise in writing the person in charge of the HOBY event and/or HOBY International of any injury, illness, or loss that occurs to the Participant during the event;
- 6) This Consent and Acknowledgment of Risk shall not be amended, supplemented, or abrogated without the written consent of HOBY's International Office in Los Angeles, California;
- 7) The Participant (and, if the participant is a minor, his or her parent or legal guardian) has read this Consent and Acknowledgment of Risk, and understands its contents.

Signature of Participant: _____ Date: _____

IF PARTICIPANT IS A MINOR, SIGNATURE OF HIS OR HER PARENT/LEGAL GUARDIAN IS REQUIRED:

Name of Parent/Legal Guardian: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Signature of Parent/Legal Guardian: _____ Date: _____

TO BE NOTARIZED

STATE OF _____ COUNTY OF _____

On _____ before me the undersigned, a Notary Public in and for said _____ State, personally appeared _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged that executed the same.

WITNESS my hand and official seal.

Signature: _____ Name: _____



Please use the enclosed envelope and return this form by April 15, 2008 to:
 Acquis Consulting, ATTN: Resa Macalisang
 299 Broadway, 12th Floor
 New York, NY 10007

Notice of Privacy Practices

WE PROVIDE THIS NOTICE TO DESCRIBE HOW MEDICAL INFORMATION ABOUT YOUR CHILD OR DEPENDENT MAY BE USED AND DISCLOSED. PLEASE REVIEW THE BELOW INFORMATION CAREFULLY AND IF YOU AGREE, PLEASE EXECUTE THE ATTACHED AUTHORIZATION.

We understand the importance of privacy and are committed to maintaining the confidentiality of your child or dependent's medical information. We may preserve the medical disclosure information ("medical information") concerning your child or dependent provided by you to HOBY for up to seven years. We use and retain these records to provide or enable health care providers to provide quality medical care to your child or dependent in the event of an emergency. This notice describes how we may use and disclose your child or dependent's medical information. It also describes your rights, the rights of your child or dependent, and our legal obligations with respect to your child or dependent's medical information.

A. How HOBY May Use Or Disclose Your Child Or Dependent's Medical Information

HOBY collects health information about your minor child or dependent and stores it in a file and on a computer. These files are the property of HOBY, but the information belongs to you and your child or dependent. The law permits us to use or disclose your child or dependent's medical information for the following purposes:

1. Treatment. In the event of an emergency, we will provide medical information about your child or dependent to the appropriate health care provider to provide for the medical care of your child or dependent. We may also disclose medical information to members of your family or others who can help your child or dependent if you are not available.
2. Awareness. We may also provide medical information about your child or dependent to HOBY employees and/or volunteers to the extent necessary.
3. Alumni Activities. We may provide medical information about your child or dependent to HOBY employees and/or volunteers in connection with alumni activities or events in which your child or dependent may be a participant.
4. Limited Disclosure. We will limit the use and disclose of medical information about your child or dependent as detailed below.

B. When HOBY May Not Use Or Disclose Medical Information

Except as described in this Notice of Privacy Practices, HOBY will not use or disclose health information which identifies your child or dependent without your written authorization.

C. Your Health Information Rights

1. Request for Special Privacy Protections. You have the right to request restrictions on certain uses and disclosures of your health information by way of a written request specifying what information you want to limit and what limitations on our use or disclosure of that information you wish to have imposed. We reserve the right to accept or reject your request and will notify you of our decision.
2. Copy of Notice. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights, or if you would like to exercise one or more of these rights, contact Hugh O'Brian Youth Leadership at (310) 474-4370.

D. Changes to this Notice of Privacy Practices

We reserve the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, we are required by law to comply with this Notice. After an amendment is made, the revised Notice of Privacy Protections will apply to all protected health information that we maintain, regardless of when it was created or received.

E. Questions or Complaints

Questions or complaints about this Notice of Privacy or how HOBY maintains the medical information of your child or dependent should be directed to Hugh O'Brian Youth Leadership at (310) 474-4370.

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I hereby acknowledge that I received a copy of the Notice of Privacy Practices.

Signature of Parent/Legal Guardian: _____ Date: _____

Name of Participant: _____



HOBY AMBASSADOR RULES AND REGULATIONS

So that this seminar may be conducted as smoothly and efficiently as possible, we ask that you observe the following rules. Any participant who does not abide by these rules and regulations will be dismissed from further participation. Your parents will be notified immediately of any violation of the Rules and Regulations, and they will be instructed to have you removed from the facility. Your school will also be notified of your dismissal from the program.

1. **YOU MUST MAKE A COMMITMENT TO STAY FOR THE ENTIRE SEMINAR, INCLUDING OVERNIGHT.** If you have a scheduling problem, we strongly suggest offering the weekend to your school's alternate.
2. You are expected to be on time for all seminar functions and attend all scheduled activities, including meals.
3. You must wear your HOBY nametag at all seminar functions.
4. No outside guests are allowed in or around the seminar facility except for closing ceremonies.
5. You must stay within your assigned group during panel sessions. If you must leave a session, gain permission from your group facilitator and wait for an adult staff member to escort you. No ambassador is to leave the facility except for scheduled seminar events.
6. Room visitation by members of the opposite sex is not permitted.
7. No smoking, no drinking of alcoholic beverages and no unauthorized drug use is permitted.
8. Any ambassador who has a medical problem that requires special care, treatment or medication must inform his or her group facilitator.
9. In case of emergency, contact your group facilitator or come directly to the Operations Room. There are chaperones and facilitators available 24 hours a day and they can be contacted at any time.
10. Lock your room door at all times, whether you are in it or not. Notify the security staff on-duty immediately if you need assistance.
11. Use the "Buddy System" when moving throughout the facility without your facilitator.
12. Ambassadors are not permitted to use the telephone in their rooms for outside calls. For all outside calls, use public pay phones in the hotel/dorm lobby.
13. Payment for any extra charges billed to a room (i.e., lost keys, damaged furniture, etc.) will be the responsibility of all ambassadors assigned to that room.
14. Ambassadors are not allowed to make room changes. You must be in your assigned room at the announced curfew and must remain in such until the start of activities the next morning.
15. You must observe the morning wake up call, which will be one hour prior to the first scheduled activity each day.
16. Respect the rights of other facility guests and enter only those rooms and floors in which seminar-related activities are being held. Keep noise to a minimum.
17. Refrain from entering the Operations Room, except in case of an emergency.
18. Personal electronic/communication devices (iPods, MP3 players, Cell phones, handheld video games, etc.) are not allowed to be used during scheduled seminar functions. HOBY strongly discourages participants from bringing these devices to the seminar, if you do bring these items to the seminar; they are your sole responsibility.
19. The following attire is not permitted at any time: strapless/tube tops, tops with spaghetti straps, tank tops, bare midriffs, exposure of undergarments, short shorts, mini skirts, clothing with profane or offensive language or graphics, torn clothing, and clothing with holes.