

# Celebration of WOMANHOOD

Healthy Women are Leaders and Super Achievers!

Dear Group Chaperone:

United Way of Greater Union County in partnership with the New Jersey Governor's Juvenile Justice and Delinquency Prevention Committee (JJDP) and the New Jersey Juvenile Justice Commission (JJC) is hosting the Annual Celebration of Womanhood Conference. The conference is designed to educate and empower young women in central New Jersey. Celebration of Womanhood will take place on Saturday, May 30, 2015 at 7:45 AM at the Renaissance Hotel, 1000 Spring Street, Elizabeth NJ.

In order to ensure a pleasant experience for all who attend, we are respectfully requesting the adherence of all attendees to certain conduct guidelines. Therefore, we ask that all staff attending this conference **actively supervise** their students. We are asking each staff member to submit a signed contract (enclosed) to verify acknowledgement of the conduct guidelines that have been set and list The names of the girls you will be chaperoning.

In order for any agency, organization, school, or service provider or parent to attend, **the conduct guideline form must be submitted prior to the registration deadline.**

Once you have completed the Chaperone letter, please e-mail to [Tara.hilliard@uwguc.org](mailto:Tara.hilliard@uwguc.org), or fax to 908-353-6310 Attn: Tara Hilliard  
All letters must be returned by Monday, May 25, 2015

Thank you for supporting the Annual Celebration of Womanhood Conference. If you have any questions or concerns regarding these codes of conduct, please feel free to contact Tara Hilliard, Creative Services Manager, United Way of Greater Union County, at (908) 353-7171 ext. 130 or via email at [tara.hilliard@uwguc.org](mailto:tara.hilliard@uwguc.org)

Sincerely,



**Tara Hilliard**  
Creative Services Manager  
United Way of Greater Union County

### **Celebration of Womanhood Guidelines for Staff and Student Conduct**

Please have the program director, parent or guardian and each staff member attending this conference **sign and return the bottom portion** of this form. By signing this form, I agree and comply with the following:

- It is my understanding that **if my agency does not return a signed copy of this contract before the deadline, my agency will not be eligible to attend the 2015 Annual Celebration of Womanhood Conference.**
- I understand that my agency is not considered fully registered until I receive an email confirmation of the signed letter.
- **My agency, organization, or school will adhere to the student to staff ratio of one staff member for every ten students.** It is my understanding that if my agency does not adhere to this clause, my agency will not receive confirmation of attendance. I further understand that if I arrive at the conference with less than the required staff, I will not gain admittance to the conference.
- I understand that this conference is strictly for girls between the ages of 13-17, and verify that the girls I am chaperoning are of the appropriate age. I understand that if I bring someone under the age of 13, I will not gain admittance to the conference.
- The students and staff members representing my agency will arrive at the conference during the time set aside for conference registration (between 7:45 – 9:00 AM). It is my understanding that if my representatives cannot adhere to this stipulation, they will be placed on a waiting list, as first priority will be given to those who can and will arrive on time. If my agency representatives arrive late to the conference, the conference staff has the discretion to allow admittance to the conference.
- The students and staff members representing my agency will stay for the entire conference. It is my understanding that if my agency representatives leave the conference early, **they will not receive any giveaway items**, which will only be distributed at the end of the conference.
- The staff members representing my agency are responsible for the active and complete supervision of all students who attend this conference. It is my understanding that if any of the students representing my agency become disrespectful and/or unruly, the entire group will be asked to leave and may not receive an invitation to future conferences.
- **The students and staff members will adhere to the appropriate dress code outlined for this event: This year we are focusing on health and movement, therefore the girls should be dressed in comfortable loose-fitted clothing and comfortable shoes. PLEASE NO LEGGINGS, BIKER SHORTS OR CUT OFF SHIRTS**
- United Way of Greater Union County routinely documents programs and special events, using photography and video, for promotional purposes only. If you do not wish yourself or your child photographed, please notify United Way of Greater Union County in writing prior to the conference.

Program Name \_\_\_\_\_  
Agency/ School Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person/ Program Director/Chaperone \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Program Director (signature) \_\_\_\_\_ Date \_\_\_\_\_

