



*League of United Latin  
American Citizens*

National Office

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**MEMORANDUM**

**To:** 2015 LULAC Youth Pre-Convention and Convention Chaperones  
**From:** Karina Castellanos, Education and Youth Leadership Programs Coordinator  
**Date:** May 6, 2015  
**Subject:** 2015 LULAC Youth Pre-Convention and Convention

Thank you for your commitment to mentoring and developing LULAC Youth in your community and across the nation. As we are planning and preparing for the 2015 LULAC National Youth Pre-Convention and Convention, I would like to update you all on the following items:

- The deadline for Pre-Convention and Convention bundle registration package is Monday, June 1, 2015.
- We are in the process of finalizing the agenda- we will send out an internal agenda by Friday, May 29, 2015.
- Chaperones must be 25-years-old by July 6, 2015.
- LULAC National will not accept any forms directly from LULAC Youth members, so please gather materials for your students. Chaperones must upload all forms at [www.lore.com/LULACYouth](http://www.lore.com/LULACYouth). In order to upload all forms, please go to [www.lore.com](http://www.lore.com), click on "Join your course" under students, enter "K4FC6E" for the course code, hit "enter" or click on "Join," create your account by entering your email, full name, and password, and finally hit "enter" or click on "Get Started!"
- Chaperones are required to supervise their students at all times, attend all youth workshops, sleep at dorms, assist with events, collect pre and post surveys, and help keep agenda on time.
- Housing at University of Utah, Salt Lake City is only guaranteed for 80 students and it is not guaranteed after the deadline. We only have 8 chaperone spots available this year; we ask that your council limit how many chaperones they send.
- LULAC National will have three staff members on site to administer the Youth Pre-Convention and Convention.
- Chaperones must transport their students to and from the airport.
- Snacks will be available for students and chaperones to eat.
- We are still working with sponsors to reduce the costs of meals- I will keep you updated as new sponsorships and partners come in to cover the "on your own" meals.
- **Conference calls will be held at 3:00PM EST on Thursday, May 21, 2015 and Thursday, May 28, 2015 to go over roles, logistics, agenda, expectations, and other pending items. Additional conference calls will be held on Thursdays during the month of June.**

Once again, thank you for expressing interest in joining us as a LULAC Youth Pre-Convention and Convention chaperone during our stay at the University of Utah, Salt Lake City and Salt

Palace Convention Center. In order to proceed with your role as a chaperone, we need to abide by the following ground rules:

- 1) Your LULAC Council must provide one chaperone for every 15 students. If your LULAC Council plans to send one or two students, you must work with another LULAC Council to have his/her chaperone oversee your students. Students sent without a confirmed chaperone will be sent home at the expense of their parent/guardian(s).
- 2) **Chaperones must fill out the 2015 Chaperone Convention Package. There are seven items that are required from each chaperone:** 1. Chaperone Medical Consent and Health History Form, 2. Chaperone Participation Form, 3. Chaperone Registration and Payment Form, 4. Chaperone Travel Arrangements Form (a form is needed for every travel arrangement that is different from the chaperone) 5. All Youth Registration Forms (Youth Guardian Consent Form, Youth Guardian Information Form, Youth Medical Consent and Health History, Youth Registration and Payment Form), 6. State or Federal Issued I.D. to confirm age requirement, 7. Background check.
- 3) **Chaperones must provide a state background check;** it is a requirement from LULAC National and the University of Utah, Salt Lake City that all chaperones must complete. Please upload background checks to [www.lore.com/LULACYouth](http://www.lore.com/LULACYouth) by 5:00pm ET, June 5, 2015. For your information, a background check will cost you money and the amount varies by location. You can get a background check completed at your local courthouse or local police station (not all stations do them, but they will direct you to the ones that do). *This is mandatory.* Please email Karina Castellanos at [KCastellanos@LULAC.org](mailto:KCastellanos@LULAC.org) or call her at 202-696-5143 if you need assistance with securing a background check.
- 4) Once the students are on campus at the residence hall buildings, a chaperone must be present at all times to monitor the behavior of their students. Each chaperone will receive a copy of their room assignments prior to the start of the Youth Pre-Convention and Convention.