

DEAN OF COUNSELORS DUTIES

DAY 0

Training for new counselors:

- Introduction of staff
- introduction of counselors
 - Tell us about yourself
 - Why are you here at AZBS?
- Go over this year's expectations
- Insure everyone has completed required training
- Answer all questions and concerns

Get a group of people to assist with bring supplies to the campus.

Talk with staff to ensure they arrive at HQ to setup office by 1000 hours on day 1.

DAY 1

0800 Hours: Arrive at HQ and start the setup of office

- Place traffic signs
- Prepare room for check-in
- Move shirts to check-in area

1000 hours: Staff meeting

- Cover check-in process
- Assign staff to locations to direct citizens from parking lot
- Remind the counselors to send kids to band practice
- Have staff inspect citizen rooms prior to arrival for damage and report to NAU staff
- Review the first 24 hour of Boys State
- Provide location for city meetings on day 2

1930 hours: After Opening Ceremonies of Boys State meet with city clerks to discuss the following:

- Introduction
- Go over responsibilities of Clerks and how important their role is to the success of the program and city.
- Talk about the City Clerk award
- Cover the city book requirements
- Provide examples of past city books

- Cover their responsibilities of working with city council
- Remind them they can run for any office. If they win an office the clerk position can be passed to someone else.
- Direct the clerks to check the city box multiple times per day and show them where the boxes are.
- Show them the CHQ in box.
- Provide a copy of the city roster if needed
- Remind them to write down and turn in the names of election board members to HQ
- Advise them they will have to provide a report at the next city meeting on the nomination petitions for the general elections
- Cover nomination forms, where and when to turn them in.
 - Justice of the Peace, City Council, and Constable
 - None partisan
- Pass out nomination forms
- Explain the need to gather reports from the Health, Recreation and Highway Patrol Officers and add the report to the city book.
- Cover other expectations
- Answer Questions and remind them your door is open to answer questions.

DAY 2

0740 hours: Meeting of All Election Board Members

- During this meeting you will explain the election board members responsibilities for their city.
- List each job and provide an explanation of what each person is responsible for.
 - Judge
 - clerk
 - Marshal or Inspector
- using the schedule go over when and where the election board will pick up voting material
- items to be picked up are:
 - Folder- one Nat and one Fed
 - Ballots- one per citizen
 - Registration list- city roster
 - Pencils – they must be returned
- Have citizens sign for ballots
- Provide the location the sample ballots will be posted
- Anyone needing a change to the ballot must contact HQ as soon as possible.
- Election board will vote before the city. Only two at a time, one from each party to maintain security.
- Explain chain of custody for ballots. One person from each party should accompany ballots at all times.
- Do not use ink pens to vote

- Make sure the correct ballot is give to the citizens. Nat and Fed
- Elections are 30 minutes and will be closed. If a citizen is in line at the 30 minute mark they can vote if they were not in line they can not vote.
- The faster you collect all the votes the sooner you can lose your polls
- Make sure you see the ID card of each voter to confirm their identity
- all Election Board Members must be sworn in to participate in the election process.

1230 Hours: Staff meeting

- Have Highway Patrol, Nurse and Athletic give report
- cover the next 24 hours.
- Cover items from HQ
- Issue assignments for recreation time
- Issue assignments for county caucus
- Issue assignments for state caucus
- Q and A

2145 hours: Party Precinct Meeting

You are responsible to provide instruction to Precinct Chairman. Go over how the process works to select county chair person, co-chair and clerk.

- A counselor will start the process
- each city will sit together
- Only the city chairperson talks during the County Caucus
- the meeting will be called to order
- a head count will be completed per city
- the cities will be given an opportunity to nominate for Chair person. This will be timed so to keep the meeting moving.
- Nominations will be placed on a whiteboard and the nominees will give a timed speech.
- After the speech the cities will be given a timed period to tally votes for the nominees.
- The acting Chairperson will call the meeting back to order and take the vote.
- Once a permanent Chair person has been selected that person will take over the duties of running the meeting.
- A second vote will be completed in the same manner for vice chair and clerk.
- Once all positions have been filled and if time remains the party can start working on their platform.
- Advise everyone this same process will be used at the state Caucus and the county Chairperson will be the only one speaking at the state caucus.

DAY 3:

1230 Hours: Staff meeting

- Have Highway Patrol, Nurse and Athletic give report
- cover the next 24 hours.
- Cover items from HQ
- Assign positions for college and career night
- Provide info on sample ballot location and what the procedures are to make corrections.
- Remind the staff to be at the state caucus and county meeting
- Provide locations for county meeting
- Q and A

DAY 4:

1230 Hours: Staff meeting

- Have Highway Patrol, Nurse and Athletic give report
- cover the next 24 hours.
- Cover items from HQ
- Provide assignments for all offices operating
- Remind the staff someone must be with the citizens at all times
- Start looking for outstanding judges, outstanding citizens, boys nation candidates, lobbyist, outstanding mayor, outstanding county official and outstanding attorney.
- Q and A

1900 hour: Assembly

- Lobbyist program instruction
 - In politics, lobbying, persuasion or interest representation is the act of lawfully attempting to influence the actions, policies, or decisions of government officials, most often legislators or members of regulatory agencies. Lobbying, which usually involves direct, face-to-face contact, is done by many types of people, associations and organized groups, including individuals in the, corporations, fellow legislators or government officials, or advocacy groups (interest groups).
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- Instructions to Elected Officials: information on page 6 & 7 for positions.

DAY 5:

1230 Hours: Staff meeting

- Have Highway Patrol, Nurse and Athletic give report
- cover the next 24 hours.
- Cover items from HQ
- Inauguration assignments, this is one of the occasions you can dress up
- Q and A

DAY 6:

1230 Hours: Staff meeting

- Have Highway Patrol, Nurse and Athletic give report
- cover the next 24 hours.
- Cover items from HQ
- Go over check-out procedures
- Talent show assignments
- Talk about pizza night if they want
- Keep the noise down
- Remember other camps are still in process and we need to respect them
- Get numbers for lunch at the post
- Q and A

DAY 7

Issue assignments for closing ceremonies from director