



**YMCA Texas Youth and Government
Pre-Conference Handbook
Middle School (JYG) State Conference**





PREPARING FOR THE STATE CONFERENCE EXPERIENCE

This guide will assist all delegates and adults in preparing to attend the YMCA Texas Youth and Government State Conference. The State Office expects that all attendees read the handbook. However, the handbook does not address technical questions about program sections. Please refer to Section Manuals and schedules found in the conference brochure (printed at conference and on Yapp).

Conference Quick Facts

- The JYG State Conference takes place Friday-Sunday the last weekend of February.
- [Renaissance Austin Hotel](#) is the official conference hotel.
 - 9721 Arboretum Blvd., Austin, TX 78759
- District Directors will communicate transportation plans to delegations.
- Districts will arrive Friday morning/afternoon and kick off the conference with delegation meetings. Please note - rooms will not be available until dinner. District Directors will distribute room keys to advisors after 5:00 p.m. The Renaissance Austin works hard to have our rooms ready as quickly as they can be made available. **Your patience is appreciated.**
- Bus drivers will unload on the side of the hotel (right before the main entrance).
- Mark your luggage! We will assign each District a luggage room. This room is noted in the conference brochure.
- Delegates must check in at Section Orientations on Friday to ensure all team members are present and no changes have been made.
- Dinner is on your own Friday evening. Delegation leaders need to make dinner plans that will allow for efficient eating. You can order food for delivery to the hotel, but students and advisors can only eat in their own hotel rooms or the Rio Grande Ballroom. If you choose the latter, delegates must leave the ballroom before program activities resume.
- Please make sure to eat something prior to arrival. There is little time to eat lunch afterward.
- If you have a smartphone and your parents allow it, please download the Yapp. The Yapp will give you access to the conference schedule and all conference documents at all times.
- Review the conference brochure.
- Review the Dress Code. All adults and students must follow it.
- Review packing list.
- Friday attire is business casual. The State Office suggests that students and adults come dressed in this attire in case of late arrival. We cannot guarantee that rooms will be ready for you to use to change, and it is your responsibility to be in business casual attire by Section Orientation.
- Saturday Night Social - All delegates must be downstairs Saturday evening for planned activities. Each District has planned a fun activity, or you may work in the study hall room or attend the dance. Students may not roam back and forth from their hotel rooms to these activities. Please reference the conference brochure for hotel curfew times (if your delegation has a planned dinner) and evening activity schedule.
- On Sunday, delegations will leave at the time that their District Director indicates.
- All adults and students must vacate their hotel rooms by 10:00 a.m. Sunday morning.



WHAT TO BRING

- Business casual attire for Friday. **NO JEANS!** Some clubs choose to wear a delegation shirt.
- Business attire for all program activities on Saturday. **THIS IS MANDATORY!** See Dress Code!
- Business attire for Saturday's Banquet and Closing Ceremony.
- Casual clothes for Saturday evening activities and Sunday departure.
- Comfortable dress shoes. You will be walking **a lot**. We do not recommend that you wear very high heels or break in new shoes.
- Band-Aids for blisters, if you choose not to heed the shoe recommendation.
- Shampoo/conditioner and hairbrush
- Soap, shaving cream, razor, deodorant, and any other necessary hygiene products
- Toothbrush/toothpaste
- Extra towels - Hotel rooms will have one large towel, one hand towel, and one washcloth per person. If you need more than what is provided, please bring your own. You can request additional towels from the YG Security Office, but we do not have enough for every delegate.
- Money for food and personal expenses. \$60-75 should suffice. Saturday lunch and Saturday dinner are the only meals provided. All other meals are on your own.
 - Room service is not available to students. Adults who choose this option have to provide a credit card on file. All room service has an 18% surcharge plus tip.
 - If you order pizza, you must have it delivered to the YG Security Office located in Frio.
- Pen and paper
- Pillow/blanket for the bus and room
- Extra hangers for your clothes. The closet has limited hangers.
- Jacket/coat. You will wait outside for bus pickups and to go through security at various facilities.
- Backpack/briefcase
- Your favorite snacks. To save \$, bring breakfast foods that don't need refrigeration.
- A good attitude! **Review the Student Code of Conduct for details.**
- Umbrella - look at the weather forecast for Austin ahead of time. You will wait outside for bus pickups and to go through security at various facilities.
- Sleeping bag or air mattress if you don't want to share a bed.
- Mobile phone and charger.
- An extra copy of your bill, State Affairs Forum proposal, or brief (paper or on flash drive).

WHAT NOT TO BRING:

- Video games
- Illegal substances or weapons of any kind. If we find these in your possession, we will notify police who may arrest you at their discretion. We will also notify your legal guardian who will need to pick you up from Austin immediately and deal with the authorities.**
- Too many suitcases. Remember, you are sharing a room with limited storage space.

**You are responsible for EVERYTHING you bring with you.
The YMCA is NOT responsible for anything lost or stolen.**



HOTEL

The official conference hotel is the [Renaissance Austin Hotel](#) located at 9721 Arboretum Blvd., Austin, TX 78759. The hotel phone number is (512) 343-2626. It is 30 minutes from the Capitol. With traffic, the drive can take up to 60 minutes.

Overflow hotel

If needed, the State Office will book rooms in an overflow hotel and place some groups there. The State Office assigns hotel rooms on a first-come, first-served basis based on when room lists are submitted. Clubs assigned to the overflow hotel will not miss any of the activities at the main hotel, and we will provide transportation back and forth.

ROOMMATES

In order to keep conference rates as affordable as possible, students will sleep four to a room. Adults will sleep two or three to a room. **Most students will have to share beds or sleep on an air mattress or rollaway** (there are a limited number available, and District Directors will request them in advance for the rooms that need them). Please let your advisor know immediately if you have one bed and four students in your room. We try hard not to have that happen. Please plan to bring a pillow and blankets if you refuse to share a bed or are in a room that will have an air mattress. Rooms are **NOT** co-ed unless the room is a parent/child or spouse room. **For your security, only you and your roommates are allowed in the room.** Adults conduct room checks in pairs and are not allowed in student rooms alone. The State Office will send students caught in someone else's room home! See Code of Conduct.

NO CHANGING ROOM ASSIGNMENTS!

It is imperative that no students or adults swap rooms. There are negative consequences for both the hotel and the YMCA when participants do not abide by the room list. **In serious cases, the State Director must approve any changes to assigned rooms and will have to check with the hotel before confirming this can be done.**

TIPS FOR SHARING

Sharing a small space can be stressful for anyone. Some tips to facilitate a smooth experience:

- Communicate kindly and clearly about the space each person will need. Try not to take up more than your own share of the space.
- If someone is asleep and you are not, be respectful, turn off lights and keep the noise level down.
- You don't have to be friends with your roommates, but you can always be friendly. Being kind, honest, and open-minded will show that you deserve respect because you give respect. Be considerate and honest with your roommates. Be welcoming! Someone from another school may be assigned to your room. Welcome them, especially if everyone else in the room knows each other. You may make a new friend!
- Everyone is going to run his or her day differently. To avoid clashes, discuss schedule preferences. Determine shower schedule based on who has to catch buses first. Plan quiet time as needed.
- Keep the room and bathroom clean! Four of you and your luggage are sharing a small space.



THINGS TO KEEP IN MIND ABOUT STATE CONFERENCE

- Departure time and mode of transportation vary by delegation. Delegations depart Austin Sunday morning as early as 8:00 a.m. and as late as 10:00 a.m. Follow conference brochure schedule.
- Individual schools determine whether or not they count attendance at the State Conference as an excused absence. Make sure you or your advisor communicates with your school's staff.
- Limit your bags. You may have to carry your bags up several flights of stairs. Bellhop services will not be readily available. You are responsible for all your belongings. Label your items.
- Lead advisors/YMCA staff from each delegation will hand out room keys once they have received them from the hotel.
- All participants must abide by posted curfews for their own safety.
There are two types of curfews: **HOTEL CURFEW AND ROOM CURFEW.**
Hotel curfew is the time that all conference participants must be in the hotel. No conference participants are able to leave the premises after curfew. The YG Security Office must approve any exceptions and will provide an after-curfew pass. **Only adults can request this pass on behalf of themselves or students.** **Room curfew** is the time that all student delegates must be in their assigned hotel rooms. Any students out of their room after curfew must be with an adult.
- Adults should oversee student behavior and safety regardless of whether students are from their own delegation. Adults must report any incidents to YMCA staff in the YG Security Office.
- **If a student breaks the Code of Conduct in such a way that his or her parent or guardian must come pick him or her up, Texas YG expects that the parent/guardian will pick up the student in Austin immediately, regardless of the time of day or night. The YMCA is not responsible for any associated expenses.**
- The pool is off limits. The weight room is also off limits since it is located in the pool area. YMCA policy does not allow use of pool areas without a lifeguard.
- If you are a runner and need to train, an adult must accompany you and at least one other student, and you need to sign out and sign back in with the YG Security Office.
- On Saturday night, students will stay on the lower level floors designated for evening activities until curfew. If students want to go to their rooms to rest, that is fine, but they will not be allowed to come back downstairs. Adults are stationed on each level to address any issues that arise.
- Saturday evening, the State Office will designate a study hall room for students to use for group practice, studying, and/or homework.
- Restaurants are crowded. Be VERY patient or make reservations prior to the conference.
- Parents/relatives/friends are welcome to visit during the day. In the evening, visits must occur in the hotel lobby only. If students are leaving with parents, parents must sign them out with the YG Security Office and show their ID or Driver's License.
- Visitor passes will NOT allow visitors into evening activities.
- The **Saturday banquet is a mandatory event. Business attire is required.** Pack accordingly. If you are not attending the banquet, you MUST notify the State Director before the conference.

Please review our Student and Adult Codes of Conduct below.



YMCA Texas Youth and Government Student Code of Conduct

The purpose of this Code of Conduct is to identify personal behaviors consistent and inconsistent with the YMCA Texas YG program core values of respect, responsibility, caring, and honesty. The items in this Code of Conduct are designed to uphold these values and program goals and protect students' wellbeing.

EXPECTATION OF STUDENT	PENALTIES IN CASES OF VIOLATION
1. In light of program goals to create responsible citizens and future leaders, any student who chooses to remain present during a violation of this code is liable for that violation even if he or she does not actively participate. For the purposes of this code, there are no "innocent bystanders."	As outlined in code
2. Students cannot leave YMCA Texas Youth and Government conference facilities early or for reasons unrelated to programming without permission from a parent or legal guardian and approval from club advisor and District Director.	Call parents, send home
3. YMCA Texas Youth and Government delegates should not steal, deface, or otherwise damage public or private property including program facilities and the belongings of other participants. Violations of this provision may be considered criminal activity and prosecuted as such.	Call parents, send home Call facility security (Possibly) summon police (Possibly) financial responsibility for damages
4. Students must abide by all rules set by conference facility partners. For example, students cannot eat or drink in the Senate and House chambers or Capitol committee and conference rooms and cannot order room service at the hotel.	Report to club advisor → staff discretion
5. Students are not permitted to possess or use incense or tobacco products (including e-cigarettes and juuls/vaping devices), weapons, non-prescription drugs, or alcohol while at YMCA Texas Youth and Government programming.	Call parents, send home Summon police
6. Delegates may not enter hotel rooms other than their own.	Call parents, (possibly) send home
7. Students may not ride in taxis or personal vehicles or use public transportation without adult supervision.	Report to club advisor → staff discretion
8. Delegates must abide by all curfews outlined in State Conference schedules.	Report to club advisor → staff discretion (Possibly) lose participation rights
9. All delegate visitors must sign in to State Conference following visitor procedures. If visitors will stay with delegates overnight, delegates must receive approval from the State Office. Visitor passes are not allowed for evening activities.	Call parents, send home
10. Delegates may not switch hotel rooms during State Conference unless they obtain approval from the State Office.	Call parents, send home
11. Except in cases of emergency or serious illness, delegates must attend all sessions of State Conference for their sections as well as opening and closing ceremonies, delegation meetings, and the conference banquet.	Lose participation rights
12. Delegates should wear only their own nametags. Nametags should be visible at all times.	Report to club advisor → staff discretion
13. Delegates should not harass or intimidate others by words, gestures, body language, or action. Delegates should respect one another regardless of race, gender, religion, sexuality, national origin, disability, and other identity characteristics.	Report to club advisor → staff discretion (Possibly) call parents, send home (Possibly) summon police
14. Delegates will abide by the State Conference Dress Code at all times.	Sent back to room to change (Possibly) lose participation rights (Possibly) lose Premier Delegation for club (Possibly) lose right to participate in evening activities
15. Delegates attending the State Conference dance must abide by all guidelines in Conference Brochure. They should not dance suggestively (e.g. grinding, bending over), bunch up in groups, or remove their shoes. Delegates' hands must remain visible.	Warning from adult chaperone (Possibly) removed from dance (Possibly) report to club advisor → staff discretion



YMCA Texas Youth and Government Adult Code of Conduct

By virtue of my involvement with YMCA Texas Youth and Government as a club advisor, YMCA staff member, adult volunteer, and/or college staff member, I agree to the following standards of conduct:

- 1) I will enforce the Student Code of Conduct at all times when attending YMCA Texas Youth and Government programs.
- 2) I will model the YMCA core values of respect, responsibility, caring, and honesty and maintain an expectation that students share these values, treating them accordingly.
- 3) When at State Conferences, I will immediately report all violations of the Student Code of Conduct to YG Security.
- 4) I will never talk with a student one-on-one in a private setting. This includes providing a single student with transportation.
- 5) When at State Conferences, I will participate in all assigned volunteer shifts and be present in assigned program areas at designated times.
- 6) I will attend all mandatory adult training sessions and meetings, including my District's advisor training and mandatory adult meetings at State Conferences.
- 7) I will not allow a student in my club to travel to State Conference until I am sure that student has fully registered for the program. Full registration includes complete parental authorization.
- 8) I will not share sleeping accommodations with students (the State Office may approve exceptions).
- 9) I will maintain proper adult decorum. This includes refraining from the use of profanity.
- 10) I will never possess or use alcohol or non-medically necessary drugs at any YMCA Texas Youth and Government program. I will refrain from the use of tobacco products/e-cigarettes/vaping devices while in the presence of YMCA Texas Youth and Government participants and their parents.
- 11) I will treat students with respect and consideration regardless of their race, religion, gender, sexuality, culture, socioeconomic background, disability, and other identity characteristics.
- 12) I will wear appropriate dress at all times, including professional dress when YMCA Texas Youth and Government students are in business attire.
- 13) I will not engage in intimate displays of affection when in the presence of YMCA Texas Youth and Government participants, their parents, and other adult volunteers.
- 14) I will not attend YMCA Texas Youth and Government programming when I am experiencing a health condition that might adversely affect others such as fever or contagious disease.
- 15) I will maintain appropriate boundaries in my relationships with teen participants, abstaining from fraternizing with them outside YMCA Texas Youth and Government programming and other classes/extracurricular activities.
- 16) I will never physically abuse (e.g. strike, slap), verbally abuse (e.g. humiliate, threaten), or sexually abuse (e.g. inappropriate touch or comments) any student. I understand that the State Office will report this unacceptable behavior to appropriate regulatory and law enforcement agencies.
- 17) I understand that I should remain on the premises at State Conference and will not leave premises for any reason without a supervisory plan and approval from YMCA Youth and Government staff.

BEHAVIOR POLICY STATEMENT

The YMCA reserves the right to warn, suspend, dismiss, or remove any program participant or member from programs, program locations, and facilities upon any of the following conditions:

1. If their behavior poses a threat to themselves or others.
2. If they require an inordinate amount of attention from staff, thereby contributing to inadequate levels of supervision for the remainder of participants or members.
3. If their behavior is not appropriate within the scope and spirit of the YMCA core values.
4. For any reason within the discretion of YMCA management.



SAFETY AND HEALTH

Safety of all participants is a major concern of the YMCA Texas Youth and Government Board of Management. To protect delegates, the State Office expects students to remain in designated conference areas and comply with the following restrictions:

1. Delegates will be in their rooms by the designated curfew times listed in the program schedule.
2. Sixth Street is off limits at all times, regardless of adult supervision.
3. **The Arboretum area is off limits to all delegates after hotel curfew except when accompanied by an approved advisor.**

For your own protection, please observe the following rules:

1. Do not walk alone at any time. Stay in groups of three or more.
2. Always lock your hotel room door when you leave and when you retire.
3. Do not leave valuables unsecured in your hotel room.
4. As stated in the Code of Conduct above, adults should never be alone with students.
5. Students must be with advisors in order to ride in a vehicle that is not the YMCA-chartered bus or van. They must obtain prior approval from the State Director or their District Director.

YMCA YG SECURITY OFFICE

The YG Security Office is responsible for first aid, lost and found, incidents and accidents, supervision of elevators and shuttles, keeping records about incidents/accidents, and Code of Conduct enforcement. A mix of YMCA staff and volunteers will make up the YG Security team. YG Security will wear distinguishing clothing. **Security leads will visit each delegation meeting on Friday upon arrival to review rules and answer questions as needed.** The State Office and YG Security will handle all security situations.

In Case of Illness or Emergency, contact a YMCA staff member and the YG Security Office. Attendance is taken at each session, and Section Leaders must account for any student not in section. Call 911 in case of an emergency and then contact the YG Security Office.

Hospital in the Capitol area: BRACKENRIDGE HOSPITAL, 1500 East Ave. (15th & I-35) (512)476-6461

Hospital near hotel: SETON NORTHWEST HOSPITAL, 11113 Research Blvd. (Hwy. 183) (512) 795-1010

YG STATE CONFERENCE OFFICE

This office serves as the headquarters for the State Conference. Helpers here can assist you if you're facing issues that an advisor, District Director, or the YG Security Office cannot resolve.

Please note that for the most part, all questions should go to the YG Security Office or State Conference Office first, not to hotel staff. If an issue relates to first aid, lost and found, incidents, accidents, and/or shuttles, please go to the YG Security Office.

HOTEL TELEPHONE CHARGES

The hotel turns off outside call capabilities for all in-room phones as well as pay-per-view movies. Advisors **ONLY** can give a credit card to the front desk to have the phone in their rooms turned on. Outside calls coming in may be received at any time.

CONFERENCE BADGES

The State Office will issue conference identification badges (nametags) to each delegate and advisor. These are your tickets for admission to all sessions, buildings, and hotel(s). Wear them at all times above the waist and on the outside of jackets. The State Office makes name badges based on the registration list



verified by club advisors. If your name badge is missing, lost, or has a significant typo, come to the Conference Office to sign up for a new one. Minor misspellings are not enough reason for a new badge.

CARE OF FACILITIES

You and/or your delegation will be held financially responsible for any damage to facilities or equipment. The Texas State Capitol, Supreme Court, U.S. Federal Courthouse, Court of Criminal Appeals, HMS Travis County Courthouse, FUMC, and hotel have been most cooperative in sharing the fine facilities we use for Youth and Government. Over the years, delegates have shown their appreciation for this privilege by caring for the safety and condition of the facilities. Please continue this tradition by being especially careful not to misuse the facilities and equipment.

YOU ARE ON CAMERA

All areas at the State Capitol are monitored by security cameras, and Capitol Security will observe and listen in. Be aware of your conduct and how you represent yourself, the YMCA, and your school.

LIMITATIONS ON USE OF FACILITIES

Do not use House or Senate or courtroom desk telephones or disturb papers on desks. **NO food, drinks, or gum are allowed in any of the facilities we will use for the conference with few designated exceptions that the State Office will make clear.** Cell phone use is strictly prohibited while in session, and phones will be confiscated if you violate this rule. **Exceptions may be made in certain sections as needed.**

RECOGNITION OF DELEGATES

Each year, the State Office recognizes up to 10% of attendees in each section as well as outstanding club leaders, committee delegates, and chairs/clerks. The State Office also recognizes premier delegations that meet the following criteria:

1. Minimum of 10 students in club qualify for State Conference.
2. Students and advisors submitted all required documentation for their delegation (i.e. bills, proposals, briefs, candidate applications, Code of Conduct, and parental authorization forms). Students and advisors registered before their District deadline.
3. All students and adults attend all required events at the Conference and display active participation. For example, no sleeping during session occurs, and adults take part in the minimum number of volunteer shifts and mandatory adult meeting.
4. Exceptional overall behavior of delegation. No incident reports about any delegates. All students and adults follow YMCA Texas Youth and Government Codes of Conduct at State Conference.
5. All delegation members abide by Dress Code.

The State Office will feature premier delegations in the next year's State Conference brochure.

CONFERENCE AREAS AND MATERIALS

Meetings will be held in the State Capitol, courthouses, churches, Renaissance Austin, and any other areas designated by the State Director. Delegates will be expected to remain in these areas. If a situation should arise that necessitates leaving the conference area temporarily, delegates will first obtain permission from their advisor or District Director. Delegates must sign out and in with YG Security.

Each delegate will be given conference materials that relate to their area of participation, along with a schedule of activities and events with times and locations provided.



DRESS CODE GUIDELINES

The YMCA Texas Youth and Government State Conference has a Dress Code that all participants must follow. This includes all adults and volunteers. The attire required depends on the session/event/function.

Students and adults are expected to bring appropriate attire to Youth and Government events. Participants not in appropriate attire will be asked to change clothes. Because the State Office lays out guidelines clearly, not having other clothes is not an acceptable excuse for violating Dress Code expectations.

Never appropriate outside of assigned hotel room:

- Any clothing with inappropriate language or imagery
- Any see-through or extremely tight-fitting clothing
- Bare midriffs or tank tops
- Tube tops or tube dresses
- Leggings or sweat pants
- Pajamas, slippers, or any other sleeping attire
- Flip flops

Keep in mind:

- Hems of dresses/skirts must be no more than 3" above the knee for all functions, business or casual.
- All participants must wear undergarments. Visible undergarments are not permitted.
- Hats are only permitted in outdoor settings (applies to both males and females).
- Casual dress and proper footwear is appropriate for most evening activities. T-shirts, tennis shoes, and denim are not appropriate during session but may be acceptable during evening activities.
- Proper footwear is required outside of assigned hotel rooms.

CONSEQUENCES FOR NOT ABIDING BY DRESS CODE (ALSO IN CODE OF CONDUCT)

One or more of the following can occur:

- Sent back to room to change
- Not able to participate in section
- Evening activities privileges revoked
- Delegation loses Premier Delegation status

Dress Code Exception

YMCA YG Security do not have to follow dress code. While on duty, YMCA Staff and volunteers on the YG Security team will wear something that identifies them as YG Security. They can wear jeans, khakis, or shorts while on security duty.

Too much to read? See chart below!



MALE AND FEMALE BUSINESS CASUAL ATTIRE YES	NO
<p>FEMALES: Dress, slacks, skirt and a blouse such as a tennis/polo shirt, with a jacket. Jacket does not have to be coordinated.</p> <p>MALES: a combination of collared shirt, cotton trousers (such as khakis), tie, sports jacket, suit jacket.</p>	<ul style="list-style-type: none"> ▪ Extreme hairstyles (Mohawks, large spikes, multicolored hair, etc.) ▪ Visible underwear ▪ T-shirts or jeans ▪ Sleeveless shirts ▪ Denim
FEMALE BUSINESS PROFESSIONAL ATTIRE YES	NO
<ul style="list-style-type: none"> ▪ Dress with business blazer/sweater ▪ Pant suit (includes a coordinated jacket) ▪ Skirt and blouse with jacket/sweater ▪ Skirts fall no more than 3" above the knee ▪ Comfortable business shoes appropriate for the attire ▪ Accessories appropriate for the attire 	<ul style="list-style-type: none"> ▪ Spaghetti straps or sleeveless dresses ▪ Visible cleavage ▪ Midriff exposed ▪ Sweater sets ▪ Sweater in place of jacket (unless used with dress/skirt) ▪ Visible underwear ▪ Extreme hairstyles (Mohawks, large spikes, multicolored hair, etc.)
MALE AND FEMALE CASUAL ATTIRE YES	NO
<ul style="list-style-type: none"> ▪ Jeans ▪ T-shirts ▪ Skirts ▪ Shorts (mid-thigh or longer) ▪ Sweaters 	<ul style="list-style-type: none"> ▪ Visible underwear ▪ Ultra or super miniskirts ▪ T-shirts/shirts/pants with negative messages about a person or group, promotion of alcohol/drugs, or inappropriate messages ▪ Pajamas ▪ Visible cleavage ▪ Midriff exposed
FEMALE DRESSY ATTIRE YES	NO
<ul style="list-style-type: none"> ▪ Tailored dress (no jacket needed) ▪ Pant suit (includes a coordinated jacket) ▪ Skirt and blouse ▪ Skirts fall no more than 3" above the knee ▪ Comfortable shoes appropriate for the attire ▪ Accessories appropriate for the attire 	<ul style="list-style-type: none"> ▪ Spaghetti or sleeveless dresses ▪ Ultra or super minis ▪ Visible cleavage ▪ Belly buttons showing ▪ Visible underwear
MALE BUSINESS PROFESSIONAL & DRESSY ATTIRE YES	NO
<ul style="list-style-type: none"> ▪ Suit jacket, button-down collared shirt, tie, and nice pants (full suits recommended) ▪ Nice pants, hemmed and fitted at the waist ▪ Dark colored socks and dress shoes ▪ Sweater vest or suit-type vest (must be plain and worn over collared shirt and tie with a jacket) 	<ul style="list-style-type: none"> ▪ No jeans or denim of any kind ▪ No athletic shoes ▪ No corduroy pants ▪ No cargo pants ▪ No fleece vests or sweatshirts ▪ No hats of any kind ▪ No bolo or western ties