

**The MASTER Teacher**  
Leadership Lane  
P. O. Box 1207  
Manhattan, Kansas 66505-1207

**Lamar Rotary Clubs**  
P. O. Box 566  
Lamar, Colorado 81052  
Web Page: [lamarrotary.org](http://lamarrotary.org)  
Email: [rylaconference@yahoo.com](mailto:rylaconference@yahoo.com)

May 1, 2004

Student Name  
Student Address  
Student City, State, Zip

Dear «DEAR»:

Congratulations on being chosen to participate in the Rotary International Western Leadership Conference to be held at Lamar Community College in Lamar, Colorado, June 13-16, 2004.

Your attendance at the conference was made possible through a scholarship given to you by your **Sponsor**. The dollar value of the scholarship is \$285.00. The ultimate value you receive from the conference will be determined by your participation during the four days of the conference. Your **Sponsor**, believes in your leadership potential. The conference will help you realize the possibilities.

In preparation for the conference, please read the following pages found in this packet. You will find information about the conference: what to expect, what to bring, where we are, etc. In addition, we have enclosed a Medial Treatment Consent Form, a Dietary Preference Sheet, maps of Lamar and Lamar Community College, and a sheet concerning a box lunch provided on the last day of the conference.

Should an emergency arise, however, and you are unable to attend the conference, please contact us at the numbers listed below. Early notification is critical to allow an alternate attendee time to prepare for the conference. In addition, early notification will eliminate our concern over the possibility you had travel complications.

If you have any questions, you are encouraged to call:

**CONFERENCE OFFICIALS**  
Hours, 8 a.m. to 5 p.m.  
Evenings & Weekends

**CATHY BUXTON**  
(719) 336-7787  
(719) 336-5122

**DAVE REYHER**  
(719) 336-5200  
(719) 829-4471

Once again, congratulations! We are pleased you are coming and look forward to meeting you.

Sincerely,

Cathy Ann Buxton  
Conference Coordinator  
Western Leadership Conference  
Lamar Rotary Club

Enclosure



# Western Leadership Conference



## Information Packet

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### PURPOSE OF THE CONFERENCE

The purpose of this conference is to teach the fundamentals of leadership to students who are, or will be, in leadership positions. Such fundamentals include:

- **Respect** for other people, including peers, teachers, administrators, parents, and community members.
- **Responsible decision making** in daily school challenges as well as other life skills.
- The **control, conflict, and caring** aspects of leading people.
- Effective and creative **planning and problem solving**.
- **Effective communication** with individuals and large groups.
- The successful **planning and managing of a meeting**.

The Rotary International Western Leadership Conference for High School Students is designed for any student currently in the ninth, tenth, or eleventh grade. As a result, your school and community will benefit directly since you will be returning for the 2004-2005 school year and will put into practice what you learn at the conference.

### CONFERENCE OVERVIEW

The Rotary International Western Leadership Conference is a four-day conference held at Lamar Community College. The teaching staff is made up of a rare blend of educators and business people who have been selected for their ability to relate to students and for their achievements and expertise in the field of leadership and management. The material taught is not “watered down.” Rather, you and the other participants will have the unique experience of being treated as if you are executives preparing to run large corporations and you will be asked to rise to the occasion.

The curriculum for the conference is conceived and developed by The MASTER Teacher, located in Manhattan, Kansas. The MASTER Teacher is the largest developer of educational staff development materials in the world. You will study 14 vital C's of leadership and management, including:

<i>Competency</i>	<i>Confidence</i>	<i>Coaching</i>	<i>Courtship</i>
<i>Control</i>	<i>Communication</i>	<i>Collaboration</i>	<i>Collegiality</i>
<i>Cooperation</i>	<i>Celebration</i>	<i>Conflict</i>	<i>Caring</i>
<i>Courage</i>	<i>Change</i>		



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### **CONFERENCE OVERVIEW CONTINUED**

In this study, you will learn the laws and principles of leadership and management that will enhance your success for the rest of your life. The conference also uses The Rotary International *Four-Way Test* of all we think, say, or do:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOOD WILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

### **CONFERENCE REGISTRATION**

Registration for the conference is Sunday, June 13th, from 2:00 p.m. to 3:30 p.m. at the Todd-Birch Residence Hall on the LCC campus. At registration, you will receive your dorm room assignment and the necessary assistance to help you feel completely settled before the conference begins later that day. A map of Lamar is enclosed to assist you in locating the LCC Campus. Also included is a map of the LCC campus, which will help familiarize you with the campus itself.

### **TRANSPORTATION TO THE CONFERENCE**

***Please contact your sponsor with regard to transportation.*** If they are not able to help, it is your responsibility to make sure you have adequate transportation to Lamar and back.

If you drive yourself to the conference, you will be asked to turn in your car keys. This is required for insurance and safety purposes. Your activity during the conference is restricted to the campus; consequently having a car during the conference is unnecessary. If you need to be driven somewhere off campus during the conference, the counselors and staff will provide transportation.

For those of you who ride a bus or fly to Lamar and need to be picked up, please contact us a couple of days in advance, so we can arrange for a shuttle. Occasionally, students must arrive the Saturday before or leave on Thursday after the conference because of travel complications. Please call if this situation arises so adequate housing and supervision can be provided for your safety.

### **CONFERENCE HOUSING**

You will be staying on the LCC campus. Experienced counselors are assigned to each floor to help you throughout the conference. **YOU ARE RESPONSIBLE FOR YOUR OWN SHEETS, BLANKETS, PILLOWS, TOWELS, and WASHCLOTHS.**



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### **HOUSING CONTINUED**

IN ADDITION, YOU ARE RESPONSIBLE FOR YOUR OWN PERSONAL HYGIENE ITEMS SUCH AS SHAMPOO, SOAP, and DEODORANT, ETC.

PLUS, WE STRONGLY RECOMMEND BRINGING AN ALARM CLOCK.

### **DRESS**

Class sessions will be held in the air-conditioned Bowman Building. Dress for the class sessions is casual. You should wear clothes that are comfortable and tasteful. However, you will want to bring clothing that is more formal for a banquet on Tuesday evening. Appropriate banquet attire for ladies is a skirt outfit or dress, while men should include a tie; a sport coat is optional. Comfortable shoes are a necessity, as you will be walking from Todd-Birch Residence Hall to the Bowman Building several times during the conference. Bring exercise clothes for the recreation activities planned during the conference.

### **LEARNING MATERIALS**

You should provide your own pencil and paper for the conference. The staff will provide all other materials you will need.

### **RECREATION**

During the 4-day conference, there will be some free time in the late afternoon. In the past, students have enjoyed a rousing game of basketball, softball, or volleyball by the dorm and other indoor activities.

Rotary counselors will provide further information.

### **CONFERENCE COMPLETION**

Graduation ceremonies for the conference will start on Wednesday June 16<sup>th</sup> at approximately 10:30 a.m. and finish around 12:00 p.m. Graduation will be held in the Bowman Building Rm 139 Lecture Hall. Seating is limited. Following the graduation ceremony, box lunches will be provided. You may take the box lunch with you or eat it at the cafeteria with your fellow students. All parents and/or drivers are invited to attend the graduation ceremonies and enjoy a box lunch with students. We need to have a complete count as soon as possible. Please talk this over with your transportation provider and furnish this information by Tuesday evening or send it along with the dietary form. Please arrange to meet your rides at the Todd-Birch Residence Hall.



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### DIETARY REQUIREMENTS

Please list any food allergies or dietary preferences on the enclosed sheet and return it to Cathy Buxton as soon as possible. We cannot guarantee all needs will be met, but will attempt to be as accommodating as possible.

### EMERGENCY PHONE NUMBERS

In case of an emergency, you may be reached through the following numbers:

#### **Daytime Hours (8 a.m. – 5p.m.)**

Lamar Community College	(719) 336-2248-1510
Cathy Buxton (work)	(719) 336-7787
Dave Reyher (work)	(719) 336-5200

#### **After Hours**

Residence Hall Director	(719) 336-6660
Cathy Buxton	(719) 336-5122
Dave Reyher	(719) 829-4471

We can be reached by email at: [rylaconference@yahoo.com](mailto:rylaconference@yahoo.com)

### MEDICAL TREATMENT CONSENT FORM

Enclosed with this letter is a medical treatment consent form for each of you to complete. **Please bring the completed form with you to registration.**

### DRUG AND ALCOHOL POLICY

Lamar Community College is a drug and alcohol free campus. The possession, use, sale or distribution of drugs and alcohol is prohibited and will result in dismissal from the conference.

Rotary International  
Western Leadership Conference  
Lamar, Colorado

— *Should you have any questions regarding this packet, please feel free to contact us.* —