

AHS Model UN Club  
March 2, 2021

Dear Parents and Guardians:

This is to provide you with preliminary information about the AHS Model UN Club's participation in the McKenna Model United Nations Conference, to be held this year from April 9 to April 11, 2021. The Conference will be held online, so students will attend it from home. Students will not have to miss AHS classes to participate in the Conference.

Background: The Conference is hosted by the Model UN Club at Claremont-McKenna College.

How to Sign Up: Students may sign up for the Conference by completing a Google Form, which will be sent to students later today. Club members interested in attending the Conference should complete and submit the Google Form by March 9. **The Conference will be held during the first weekend of Albany High School's Spring Break.** Students should not sign up to attend the Conference without checking their schedules, and with their parents, guardians, coaches, etc., to make certain that they will be free for the entire conference and able to submit position papers on time. It is disrespectful to other students to sign up for a conference, take a spot and drop out a few weeks later. This effectively prevents another student from attending a conference that they would like to attend; by the time a student drops out, it is usually too late for another student to prepare for the conference and take the spot. Moreover, students often work with partners when they prepare for and attend conferences: if a student drops out, it leaves their partner significantly more preparatory work, and at a negotiating disadvantage at the conference.

**We have 6 positions at the McKenna Conference. Those positions will be allocated on a first-come, first-served basis,** with this exception: Club members who have previously attended a model UN conference, a model Arab League, or the Berkeley Model UN Delegate Workshop, will have preference in signing up for the Conference.

Registration Fees: California Education Code section 35330 allows us to ask parents/guardians to contribute an amount that covers the expenses associated with the participation of their student in a school field trip. No student may be denied the opportunity to participate in a fieldtrip if their parent/guardian does not make the requested contribution. The per student expense associated with this fieldtrip is **\$30**, which is the pro rata registration fee charged to us by the Conference organizers. If you are able to pay this sum, please do so by March 9, 2021. **Payment should be made by check made payable to Albany High School. Please write the words "Model UN Club" and the name of your student on the memo line of your check.** Please mail your check to:

Albany High School Bookkeeper  
Albany High School  
603 Key Route Blvd.  
Albany, CA 94706

If you would prefer to deliver your check in person, please bring it to Ms. Pope, the AHS Bookkeeper, in the AHS Bookroom. You may bring Ms. Pope your check between noon and 4

pm, Monday through Friday, school holidays excepted. If you would prefer to pay by MySchoolBucks (AUSD's electronic funds transfer system), please contact me directly at the email address below. Please note that **all payments are non-refundable**.

Students unable to pay the full cost of registering for the Conference, or their parents or guardians, should notify me by phone call or email so that I will not send them payment reminder notices.

Paperwork: All students will be attending the Conference online, from their homes. Accordingly, this is not a field trip; there is no field trip form or other AUSD paperwork for parents/guardians to complete. Nonetheless, I will be visiting committee sessions at the Conference and I will be in contact with the Conference organizers throughout the Conference. Moreover, because students will be participating in the Conference as part of an AHS Club, all AHS rules governing student conduct that apply to online classes apply to students participating in the Conference.

The organizers of the Conference will ask parents/guardians to complete information forms, liability waivers, etc. on behalf of their minor children. They will ask 18-year-old students to complete the same forms. They may also ask all students to complete forms acknowledging that they have read and agree to abide by the Conference's code of delegate conduct. Obviously, the organizers of the Conference will not allow students to participate if they and their parents/guardians have not completed required forms by the deadlines the organizers establish.

Position papers: Students may be asked to submit position papers to their committee chairs. **By signing up to attend the Conference, a student commits to submitting a position paper, researched and written to the best of the student's ability, by the established deadline, if a position paper is requested.** The officers of the AHS Model UN Club and I are here to help students start their research and organize their papers, and to review drafts of position papers. A student who does not submit a position paper for the Conference may be prevented from attending the Conference (in that circumstance, the student's family will not be refunded any registration fees paid on their behalf) or may be prevented from attending one or more conferences the Club attends in the future. Unlike many schools, we do not require students to "try out" for the AHS Model UN Club – but we do expect every Club member to take their responsibilities to the team seriously, and to do their best work.

Dress: This is a simulated international conference; students must dress appropriately. Male students should wear jackets and ties to all Conference sessions, unless specifically directed otherwise by their committee chair. Female students should wear comparable business attire. Students identifying as non-binary should check with me about appropriate clothing.

If you have any questions, please do not hesitate to contact me at [kjames@ausdk12.org](mailto:kjames@ausdk12.org) or at 510-579-4287.

Very truly yours,

Kevin James  
Advisor, AHS Model UN Club