



## Youth Leadership Summit 2025

### Know Before You Go Guide

#### Contents

General Information .....	2
Summit Location .....	2
Expected Weather .....	3
Guests/Visitors.....	3
What to Expect .....	4
Safety First .....	4
Daily Schedule.....	4
Summit Housing.....	4
Laundry Facilities .....	4
On-Site Medical Care .....	5
What is Included .....	5
Summit Shirts.....	6
How to prepare .....	6
What to Wear .....	6
Packing List.....	7
Spending Money.....	9
COVID-19 Protocols.....	10
Travel Guidelines.....	10
Airport Ground Transportation.....	12



Rules and Regulations.....	13
Behavior, Rights & Responsibility, Rules & Regulations, Grievance Procedures.....	13
APPROPRIATE BEHAVIOR .....	14
ALL ATTENDEES HAVE THE RIGHT... ..	14
YOU HAVE THE RESPONSIBILITY.....	14
Prohibited Items .....	15
Prohibited Activities.....	15
Steps taken for failure to follow these behavior guidelines .....	17
Additional Resources .....	18

We are excited to welcome you to this year’s Youth Leadership Summit at the John Carroll University Campus in Cleveland, Ohio. Use this guide to answer your questions and help you prepare for this action-packed five-day event!

When you are in Cleveland, you are an ambassador for your city and your Affiliate. Bring your energy and excitement, and ensure you follow all the rules and regulations outlined in this guide.

## General Information

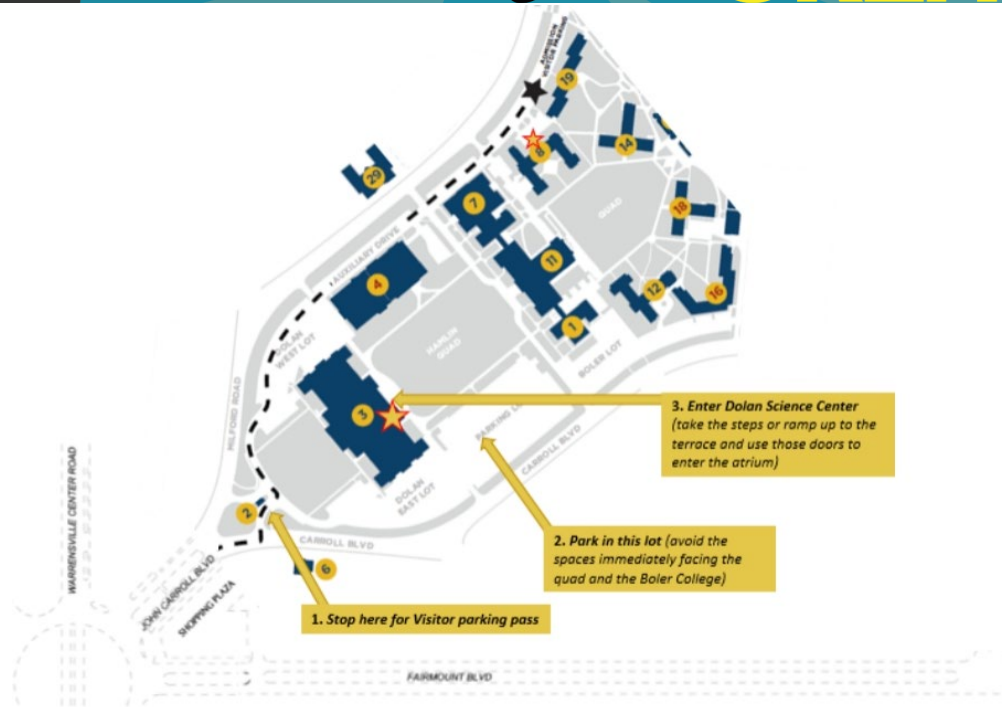
### Summit Location

John Carroll University, Cleveland, OH

Check-In will be at the Dolan Center for Science & Technology (Atrium) located at 1 John Carroll Blvd, University Heights, OH. Enter campus through the Main Gate. Drop off will be on the East side of the Dolan Center in the Carroll Expansion Lot. YLS 2025 participants who are driving may park their vehicles in that lot. [Parking Map](#) for reference.

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Campus address: 1 John Carroll Blvd., University Heights, OH 44118

### Expected Weather

Cleveland in the summertime is hot and humid. July is the hottest month, so you can expect high temperatures in the 90s, potentially reaching the 100s. Low temperatures are unlikely to dip below the mid-70s. Showers and thunderstorms are frequent in July.

### Guests/Visitors

The Youth Leadership Summit is a closed event and not open to the public. There are select events that are open to the Urban League Movement. As such, we ask that all guests complete a guest registration form so that we can expect them and properly welcome them while on campus. Guests should contact their NUL contact to request the guest registration link.



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### What to Expect

#### Safety First

Chaperones are always with youth! On average, we maintain a 1 chaperone to 4 youth ratio to ensure full coverage, vigilance, and visibility of youth at all times. All chaperones and Youth Leadership Summit staff have cleared fingerprint background checks. All chaperones have completed safety and ethics training, and mandatory chaperone training that details their responsibilities en route to, from, and during the Summit. All youth participants must adhere to the directions from chaperones and Youth Leadership Summit staff.

#### Daily Schedule

Expect a packed agenda full of activities all day. Scheduled activities may run as early as 6:30am and as late as 11:00pm. Youth and chaperones are required to attend all events unless they are listed as optional, or there are extenuating circumstances that prevent attendance. It is unacceptable for participants to sleep in and attend events and activities at their leisure. Therefore, it is important for all participants to receive ample rest at night and respect quiet times after the last activity of the evening.

#### Summit Housing

All participants stay in university dormitories during the Summit. This year the young women will be at Hamlin Hall and the young men will be at Campion Hall. **The experience is not at all like staying in a hotel.** Dorm rooms offer very basic lodging. The rooms will be air-conditioned, and the following essentials will be provided – a bed, bed linens, towels, a desk, a chair, and a closet, wardrobe, or dresser. There are no curtains and no appliances like TVs, lamps, refrigerators, hairdryers, microwaves, or coffee makers.

**All dorm rooms this year are double occupancy.** There are communal bathrooms on every floor. Understand that you may have to walk to the bathroom from your room. Plan to bring the necessary items to make this process easier. Youth will only be assigned a room with another youth. However, youth and chaperones may use the same communal bathrooms. All floors are of a single gender.

Given these arrangements, you will want to pack additional items to help with sleeping and to organize your toiletries. You may also consider purchasing a pop-up privacy tent to use in your room.

A linen package will be provided for each participant. See the [What Is Included](#) section for more details.

#### Laundry Facilities

Washers and dryers are available for use in the residential dorms.



- Cost: Free
- See Youth Leadership Summit staff for laundry detergent and dryer sheets.

### On-Site Medical Care

Safety is a top priority for us. **The Youth Leadership Summit will be staffed with experienced medical professionals and licensed social workers (LSW) on-site 24/7.** It is important that you completed the Medical Profile portion of registration as accurately as possible, as these details allow our Care Team of registered nurses (RNs), emergency medical technicians (EMTs), and licensed social workers (LSWs) to provide the best care possible.

The medical staff will assist any participants or staff who may fall ill during their time at the Summit. The medical team can handle minor injuries on site and dispense over-the counter medications as necessary. They can also store any sensitive medications that need to be refrigerated. In the event of an emergency, the medical professional(s) on staff will assist with transporting a participant to an emergency care facility.

Our LSW is available to provide behavioral health services to any participants or staff who may need assistance during the Summit. Being away from home and in a new environment can be stressful. Our LSW can offer a multi-disciplinary approach and safe space to help a participant navigate difficult situations, manage stress and anxiety, and just support anyone who might be struggling.

### What is Included

All participants will receive three meals each day from dinner on Tuesday, July 15<sup>th</sup> through breakfast on Sunday, July 20<sup>th</sup>. Most of these meals will be in the university dining hall with a wide variety of food offerings, including specialty meals for those with dietary restrictions. Unlimited water bottles will be available, and snacks daily. Coach bus service will be provided to and from all off-campus events and activities. Masks will also be available to all participants and are encouraged for indoor activities.

In addition, each participant will receive:

- 1 sling bag which can be used as a day bag, 1 drawstring bag, which can be used as a laundry bag, or toiletries bag.
- Summit shirts - 3 T-shirts and 2 Polo shirts (see additional details below).
- Water bottle.
- Personal fan.
- Hand sanitizer.

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- Lanyard with badge.
- 1 notebook and pen.
- 1 Pillow
- 1 Pillowcase
- 1 Flat sheet sized Twin XL
- 1 Fitted sheet sized Twin XL
- 1 Blanket
- 2 Bath towels
- 2 Hand towels
- 2 Washcloths
- And much more!

### Summit Shirts

Youth, Chaperones, and Staff will each receive five shirts at check-in. You must wear the T-shirt or polo shirt corresponding to each day per the chart below.

	Tues. 7/15	Wed. 7/16	Thurs. 7/17	Fri. 7/18	Sat. 7/19
Youth & Chaperones	Orange t-shirt	UL Red t-shirt	Teal t-shirt	Navy polo	Grey polo
YLS Staff	UL Red t-shirt	Teal t-shirt	Orange t-shirt	Navy polo	Grey polo

## How to prepare

### What to Wear

The official attire for the Summit is comfort first. We will be indoors in air-conditioned spaces for most of our activities, but when we are outside **it will be hot and humid!** Choose clothing appropriately. You'll be walking a lot; comfortable clothing and footwear are strongly encouraged. Consider loose-fitting, lightweight fabric, that keeps you cool! Everyone will receive the Summit shirts as indicated above and a Summit badge and are expected to wear them throughout the week.

There is also an optional morning exercise called "Wake-up and Work-out", which will be a mix of high and low-impact activities, and on Friday night, there will be an optional basketball tournament, so be sure to pack some active wear and athletic shoes.



### Packing List

Make sure to bring your cell phone if you have one. We will use WhatsApp throughout the Summit to communicate details about the day's activities to both chaperones and youth. Be sure to leave room in your luggage to allow space for the five shirts you will receive in addition to the other Summit items you will be given (see section entitled [What Is Included](#)).

In addition to the items below, your group may want to bring a small communal First Aid kit and snacks.

#### **Do not bring the following clothing:**

- Excessively tight-fitting clothes
- Revealing clothing (no low-cut or midriff tops or shorty shorts or skirts)
- Clothing with explicit or derogatory messages or images on them
- Clothes with excessive rips and/or stains

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Clothing	Toiletries, Beauty, and Hygiene
<ul style="list-style-type: none"> <li>• Travel-day attire (comfortable layered clothing to travel to and from the Summit)</li> <li>• 1 or 2 pairs of sneakers or comfortable walking shoes</li> <li>• Socks and Underwear</li> <li>• Light jacket, long-sleeved t-shirt, sweatshirt (for when in air-conditioned spaces)</li> <li>• At least 4 pairs of pants/shorts/skirts/skorts</li> <li>• 1 outfit and dress shoes for the Saturday night party – Regular clothing may be worn, or you can choose to dress up. Dresses, button-down shirt, pants, blouses/tops, and skirts/shorts (at least mid-thigh length) may be worn.</li> <li>• Exercise outfit if participating in the “Wake-Up and Work-Out” sessions</li> <li>• A poncho or rain jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Hand soap</li> <li>• Shower shoes (crocs, flip-flops and/or slides)</li> <li>• Shower caddy or canvas bag</li> <li>• Shower cap</li> <li>• Bath and face soap (w/ travel containers)</li> <li>• Shampoo &amp; Conditioner (travel sized)</li> <li>• Toothpaste, toothbrush, &amp; dental floss</li> <li>• Deodorant</li> <li>• Lotion and or facial moisturizer (travel sized)</li> <li>• Tweezers</li> <li>• Nail clippers</li> <li>• Comb, brush, hairstyling products</li> <li>• Contact lens supplies and/or backup pair of glasses</li> <li>• Feminine hygiene products</li> </ul>
<p><i>Per the <a href="#">Summit Housing</a> section, laundry facilities are available as well as detergent and dryer sheets.</i></p>	
Prescription Medicine, Vitamins, and OTC items	Miscellaneous (Optional)
<ul style="list-style-type: none"> <li>• Pack enough medication for 7 days and ensure that all medication is up-to-date and not expired.</li> <li>• Any medications and vitamins should be stored in their original container with current dosage instructions.</li> <li>• Save space by leaving OTC items at home (see list of available items below)</li> </ul>	<ul style="list-style-type: none"> <li>• Bathrobe for covering up on the way to the bathroom</li> <li>• Mesh laundry bag</li> <li>• Eye mask for sleeping</li> <li>• Ear plugs, headphones, and/or noise machine</li> <li>• Wet wipes</li> <li>• Alarm clock</li> <li>• Extra shopping bags and/or Ziploc bags for various storage</li> </ul>





Common Over-the-Counter (OTC) items available from the medical staff:

- Allergy medicines (Benadryl, Calamine, Claritin, Cortisone cream, Zyrtec)
- Bandages and antibiotic ointment
- Bug spray and sting relief
- Eye wash, heat packs, ice packs, and splints
- Pain medicines (Acetaminophen and Ibuprofen)
- Stomach relief (MiraLAX and Tums)
- Sunscreen

Note: Parents and Guardians indicated during registration which OTC items they would allow for their child.

### Additional Medication Guidelines

**Asthma Inhalers:** Participants with asthma who use an inhaler **must bring their prescribed inhaler and a spacer** (if one is used). It is crucial that these items are readily accessible to the participant at all times, especially during physical activities.

**Epinephrine Auto-Injectors (EpiPens):** Participants at risk for anaphylaxis **must bring their prescribed EpiPen(s)**. The Care Team will review proper administration procedures with the participant at check-in to the Summit.

### Spending Money

We aim to provide all participants with the essentials for the time they are with us on campus. While we don't anticipate the need to spend money on food, drinks, snacks, you may need money for such items on travel days. In addition, there may be opportunities to visit gift shops, and you may want money to buy a keepsake. If you are a picky eater and anticipate that you may not like the food available, you may want to bring money to purchase other food. However, there is limited time for meals and there will not always be time to order food for delivery.

As cash can easily be lost, we suggest bringing cards. The National Urban League cannot be responsible for stolen or misplaced cash or cards.

While meals and snacks will be provided, some participants would like to order food delivery.

**Participants placing orders must select the option to meet at the door.** Residence hall staff are at the front desk are advised not to accept food delivery orders. Chaperones and youth must meet delivery drivers at the residence hall door.

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## COVID-19 Protocols

Pre-testing for COVID-19 is not required.

### On-Site During the Event

All attendees should follow everyday preventative actions to help prevent the spread of respiratory viruses including:

- Wash your hands often with soap and water for at least 20 seconds or using an alcohol-based sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose, and mouth.
- Cover your nose and mouth with your elbow when coughing or sneezing.

Go to the Event Nurse at any time, if you feel unwell or are experiencing flu-like symptoms

All attendees must sign an agreement to allow for COVID-19 Testing on-site in the event that they become symptomatic or have known exposure to someone who has tested positive for COVID-19. We will have isolation protocols in place.

## Travel Guidelines

Prior to the COVID-19 pandemic travel was a simpler process than it is today. Since the pandemic, government authorities, organizations, and transportation entities are constantly revising processes and policies. Awareness and flexibility are essential skills for successful travel.

If your group is flying to Cleveland, all air travelers 18 and older will need a REAL ID-compliant driver's license or another acceptable form of ID, such as a US passport, to fly. Be mindful of travel regulations, allow extra time to travel to and from the airport and for airport transfers.

A graphic with a colorful background of red, orange, and blue. On the right, the text 'WE DON'T WAIT' is in white and yellow, and 'WE CREATE!' is in large yellow letters. On the left, a white box contains the text 'KNOW BEFORE YOU GO' in bold black letters.

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### **General Travel Tips**

- Participants should contact their local Affiliate regarding the travel details for the group.
- If possible:
  - Chaperones should download the airline app for the most up-to-date alerts regarding schedule changes or delays.
  - Check in for your flight before arriving at the airport, check-in opens 24 hours before departure.
- Arrive at the airport at least two hours before departure, even earlier is recommended if you have a large group of over eight people.
- Travelers 18 and over must have proper identification to pass TSA checkpoint. See here for details on acceptable forms of ID [Identification | Transportation Security Administration \(tsa.gov\)](#)
- Lots of travel bags look alike. Differentiate yours with a distinctive cloth, luggage tag, or a tracking device like an AirTag.
- Confirm carry-on bag dimensions and luggage size restrictions with the specific airline you are traveling on.



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### Travel Delays or Cancellations

If your Affiliate booked travel through the National Urban League travel agent, and have questions about your itinerary or travel issues, reach out to Alpha International Travel.

For ROUTINE MATTERS (itinerary confirmation, flight changes that are not urgent, etc.) reach out via email to: [reservations@alphatravel.net](mailto:reservations@alphatravel.net)

Office hours are 8:30 AM to 7:30 PM, but this email address will be monitored after hours too, so first reach out via email.

Email is faster, but you can call the main phone line: 212.986.0507

**For EMERGENCY SERVICE (ONLY DURING VERY LATE OR EARLY MORNING HOURS)**

CALL 303-876-4240 - CODE 33EA

If your arrival time is delayed from your original itinerary submitted to NUL, please reach out to:

Miranda Feldmann via email at: [mffeldmann@nul.org](mailto:mffeldmann@nul.org) or call 212.558.5325

### Airport Ground Transportation

Affiliates are responsible for coordinating ground transportation for their group. If a participant is covered under scholarship, they will have their registration fee and travel expenses covered. Travel expenses include airfare, booking fees, and change fees related to cancelled flights, weather, or after-hours flight assistance. **Ground transportation is NOT covered under scholarship.**



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### Recommended Ground Transportation Options

- **Company Car & Limo** - (216) 861-7433 - [companycarlimo.com](http://companycarlimo.com)
- **Cleveland Elite Transportation** - (216) 333-2833 - [elitecarsvc.com](http://elitecarsvc.com)
- **A-1 Mr. Limo** - (440) 943-5466 - [almrlimo.com](http://almrlimo.com)
- **Royal Transportation Services** - (216) 512-5555 - [royaltransportservices.com](http://royaltransportservices.com)
- [Cleveland Airport Shuttles & Limos | Cleveland Hopkins Airport](#)
- Groups are welcome to use airport taxi, Lyft, or Uber if they prefer.

### Travel-related expenses that are **NOT covered**:

- Ground Transportation (taxi, Lyft, Uber, etc.) to and from the airport or train station.
- Baggage fees
- Change fees associated with changing a passenger's name to another name
- Meals during transit

Once travel is booked, airfare charges and fees associated with a participant who is not covered under scholarship are **the Affiliate's responsibility even if the participant is unable to attend the Summit.**

## Rules and Regulations

### Behavior, Rights & Responsibility, Rules & Regulations, Grievance Procedures

The National Urban League Youth Leadership Summit is your Summit. To ensure that the Youth Leadership Summit is a positive and enjoyable experience for all, high standards of conduct and behavior have been established and will be enforced. Developed over the years with guidance from youth and adult participants, these standards apply to All young people and adults attending the National Urban League Youth Leadership Summit.

Infractions of any of the rules, regulations, or guidelines listed may result in the immediate dismissal of the participant from the National Urban League Youth Leadership Summit. In case of such a dismissal, the participant's parents/guardians and affiliate Chief Executive



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Officer will be notified, and the student and/or chaperon returned home at his/her expense. No refund will be given. In cases of serious misconduct or repeated misbehavior, an affiliate group will be asked to leave the Summit and suspended from next year's Summit.

### **APPROPRIATE BEHAVIOR**

The golden rule states that we should treat other people in the way that we would want to be treated. In the same manner, appropriate behavior is conducting or acting with self respect as well as respect for others. It means that when someone is talking, YOU are listening rather than whispering to a friend or listening to your PHONE, TEXTING, or PLAYING GAMES on your cell phone or other electrical devices (which you are not allowed to use during any workshop or sessions unless instructed by YLS staff). It also means that you have rights and responsibilities as a participant of the National Urban League Youth Leadership Summit. The following statements define the minimal expectations regarding your rights and responsibilities.

### **ALL ATTENDEES HAVE THE RIGHT...**

- To respect and safety
- To expect that a roommate will respect one's personal belongings
- To sleep without undue disturbance from noise or roommates
- To be free from fear or intimidation, harassment, or physical or emotional harm
- To express yourself creatively within the established guidelines
- To fair and equal treatment when behavior is in question
- To resolve grievances in a fair and equitable manner

### **YOU HAVE THE RESPONSIBILITY...**

- To abide by and follow the rules and regulations of the Youth Leadership Summit
- To comply with reasonable requests made by chaperones, staff, or other adults associated with the Youth Leadership Summit. *A reasonable request is anything that will not cause you personal harm or be interpreted as unwanted sexual, violent, or discriminatory conduct.*
- To monitor and accept responsibility for your behavior
- To report violations of rules and regulations or your rights to the appropriate staff
- To respect the rights of others
- To adhere to Summit and campus guidelines, rules and regulations



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To keep designated common areas at a reasonable noise level where one can be heard without shouting over others. And to keep these same areas quiet during the hours of 11pm – 6am.

To contribute positively to the Youth Leadership Summit

To report any concerns you have with your safety, room, attendees, staff or Youth Leadership Summit procedures to NUL executive staff in charge of the program.

### **Prohibited Items**

**Alcoholic Beverages** – Possession, consumption, or furnishing of alcoholic beverages, in or around the Youth Leadership Summit sites or during anytime during the Youth Leadership Summit, is strictly prohibited and absolutely forbidden. Individuals found in violation of this rule will be dismissed from the Summit.

**Drugs and Narcotics** – The use, possession, or distribution of narcotics, amphetamines, barbiturates, marijuana, hallucinogens, or any other dangerous/controlled drug not prescribed by a personal physician is prohibited. Persons found using such items and or such items on their person will be dismissed from the Youth Summit. All medications should be disclosed to NUL Nurses upon arrival and be included on the medical release forms.

**Items with indecent or derogatory messaging** – This includes clothing, accessories, stickers, or music.

**Pets**, except service animals

**Weapons of any kind** – The possession and/or use of firearms, offensive/defensive weapons, including but not limited to ammunition, fireworks, air rifles, knives, brass knuckles, blackjack, chemical sprays, and other weapons are not allowed. Any person, adult or youth, found with such items will be subjected to expulsion from the Youth Leadership Summit and reporting to appropriate authorities.

### **Prohibited Activities**

**Damaging Property** – Malicious damage, destruction, abuses and/or defacement of property or facilities, or theft of property is strictly prohibited. Those found guilty of such acts are liable for damages incurred as well as prosecution by the University/College and made to pay restitution and will be expelled from the Summit.

**Disorderly Conduct**

A graphic with a colorful background of red, orange, and blue. On the right, the text 'WE DON'T WAIT' is in white and yellow, and 'WE CREATE!' is in large yellow letters. On the left, a white box contains the text 'KNOW BEFORE YOU GO' in bold black letters.

## **KNOW BEFORE YOU GO**

- Inappropriate language and gestures are not permitted and will not be tolerated. Gang signs, beads, bandannas and/or scarves are not permitted.
- Behavior that disrupts an event, infringes upon another person's privacy, rights, or privileges is prohibited.
- Hanging outside of events or being disruptive or disrespectful to Summit staff, participants, presenters, youth, security, or any person associated with the Youth Leadership Summit will not be tolerated.
- No person shall push, strike, physically assault or threaten any member of the Youth Leadership Summit. Violence in any form is not permitted and will result in immediate expulsion from the Summit.
- Conflicts (verbal or physical) should be reported to a chaperone. Chaperones and/or NUL staff will resolve conflicts. The grievance committee will resolve conflicts that cannot be contained. Physical and/or unresolved conflicts will result in immediate expulsion from the Summit.
- Romantic relationships, fraternization or consensual sexual conduct between Youth Leadership Summit staff, fellow conferees, youth, security, or any person associated with the Youth Leadership Summit is prohibited. Any action that can be interpreted as unwanted or obvious sexual, or affectionate actions, including public displays of affection such as kissing, groping, overt flirtation between adults, adults and youth, or youth and youth regardless of gender is prohibited. Should such actions be reported or discovered the parties involved will be asked to leave the summit.

**Disturbing the Peace** – The abuse or unauthorized personal use of sound amplification (i.e., voice, radio, cell phones, etc.) is prohibited. The playing of personal stereo equipment or devices (Phones and other earphone headsets electronics including cell phones, etc.) is not allowed during the Youth Leadership Summit activities (workshops, plenary sessions, forums, etc.).

**Gambling** – The playing of any games for money or other items of value is prohibited.

**Sale of Merchandise** – No person in attendance or in association with the Youth Summit may sell merchandise or services or in any way use the Youth Summit for personal gain.

**Smoking** – **PARTICIPANTS ARE NOT ALLOWED TO SMOKE AT ANY TIME DURING THE YOUTH LEADERSHIP SUMMIT.** This includes vaping and any other e-smoking device.



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### **Steps taken for failure to follow these behavior guidelines**

- Chaperone or staffer will redirect the participant to a more appropriate behavior.
- The participant will be reminded of the behavior guidelines.
- If the behavior persists, staff will discuss the problem with a parent/guardian.
- The staff will document the situation. The written documents will include what the behavior problem is, what provoked the problem, and the corrective action taken.
- If the problem persists to the point where a second phone call becomes necessary, the Event Director may find it necessary to have the participant picked up early from the Summit.
- If a participant's behavior at any time threatens the immediate safety of him/her, other participants, or staff, the parent/guardian will be notified and expected to pick-up the child immediately.

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**THE  
FUTURE  
IS OURS**

**YOUTH  
LEADERSHIP  
SUMMIT 2025**

**COMMUNITY  
AGREEMENTS**

- 1** Take Space & Make Space
- 2** Trust Intent & Acknowledge Impact
- 3** Be Open & Strive for the Highest Level of Communication
- 4** Challenge Ideas, Not People
- 5** Show Respect for Self, Others & Community
- 6** Extend Grace & Trust that Everyone is Trying Their Best
- 7** Be Flexible & Practice Servant Leadership
- 8** Stay Positive & Have Fun!

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### Additional Resources

- [YLS '25 Homepage](#)
- [JCU Campus Map](#)
- [WhatsApp Community Chat](#)