

# Section I

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Dear Advisor:

## Welcome!

Welcome to the Willow Tree Teen Institute or WTTI (pronounced "witty")! **Arrival time** on Thursday, November 10th is at 9:30 am & **departure time** on Sunday, Nov. 13th is at 4:30 pm.

## Things to do:

- **Schedule a Meeting with WTTI Staff:**

During September or October, please schedule an hour-long meeting at your school with your administrators, students, their parents and Willow Tree staff to review the program and answer questions. We want to make sure your administrators understand the program & that students and their parents are clear about (1) what they will be attending and (2) our expectations of them during the school year. During this meeting, please be prepared to distribute the following additionally enclosed materials from Section I of "So you're going to camp!" This material will prepare you, your students and their parents for participation at the WTTI conference at YMCA Camp Ralph S. Mason.

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We're asking you to see that your students and their parents have been given the above 6 items and that your students have reliable transportation to and from camp. Thank you.

- **Closing Guest Workshop and Graduation Ceremony:**

Please invite and encourage Parents, Funders, Alliance Members & Administrators to attend our Closing Workshop & Graduation Ceremony on the last day of camp -- Sunday, November 13th at 1 pm. It's sure to be fun and informative for your guests — and believe me, your children will make you feel proud!

- **Pre-Tree Assessment Activity — "So, how at-risk are we?"** (Section II, pgs 1-9):

PRIOR to coming to camp, please complete the enclosed Pre-Tree Assessment Activity with your **entire** peer leadership group. At first, the task may seem overwhelming. In actuality, however, it won't take very much time at all and will make your planning process much easier. By discovering the talents of your group members and the factors which protect or place your school or community at risk for adolescent alcohol, tobacco and other drug use, this Pre-Tree Assessment Activity will keep your action planning on track. Specifically, the information gained during this activity will be used to target a problem to be solved. The projects that your group develops while at camp will seek to resolve the problems your group identifies. Hence, you will end up with measurable goals so you will be able to demonstrate the positive impact of your program.

**Thank you for your help and we look forward to meeting & working with you.**

Sincerely,

Sue Nobleman, MA, CADC, CPS  
Willow Tree Executive Director

## LETTER TO PARENTS OR GUARDIANS

### *Greetings!*

We're very pleased that your child will be attending our 11<sup>th</sup> annual residential conference:  
The Willow Tree Teen Institute (WTTI)!

**The dates are from Thursday, November 10th through Sunday, November 13th, 2005.**

Arrival time on the 10th is at 9:30 am and departure time on the 13th is at 4:30 pm.

We request your assistance in making sure that you and your child's school or community group are clear about how your youngster will get to and from the conference site at YMCA Camp Ralph Mason in Hardwick (just outside of Blairstown), NJ.

### *What is this conference all about?*

The Willow Tree Teen Institute (WTTI) is a statewide, year-round drug prevention and leadership-training program for New Jersey students in grades 6 - 12. WTTI begins with a four-day residential conference where young people gain skills to become violence (bullying), alcohol, tobacco and drug use PREVENTION ADVOCATES for their schools and communities. We think that you should be very proud that your youngster has been asked, and wants, to attend.

### *Who may attend?*

WTTI is open to all NJ students who will be in grades 6 through 12 during the '05 - '06 school year who are:

- Voluntary participants;
- Open to new ideas and new people;
- Interested in being of service to others;
- Able to deal with emotionally sensitive material as brought up by participants;
- Committed to serving as alcohol, tobacco, drug & bullying prevention advocates in their communities.

Please note: WTTI is a prevention program — NOT a treatment program for troubled teens.

### *Preparing your child for the conference:*

Please review the enclosed "Conference Rules" & the list outlining "What to Bring" with your child.

Sleeping Accommodations: Be assured that your child will be in a warm cabin; supervised; and will be housed with children of the same gender and — to the best of our ability — those from his/her school or community group. Please note that if your child's group is sending more than 8 girls or 6 boys, they may not all be in the same cabin. In cases like these, no child will be separated from his or her group without having at least one other person from his or her school. If there is someone your child MUST room with, please let us know well in advance.

## LETTER TO PARENTS OR GUARDIANS

*Continued*

Cabins are heated and have modern bathroom and shower facilities. Please note that it's very important that your child bring a sleeping bag or warm bedding and a pillow. Please have all belongings, including luggage & duffle bags, labeled with your **child's name, sex & school** so that items inadvertently left behind may be claimed. Please pack **ONLY WHAT YOUR CHILD CAN CARRY** on his/her own.

If you are sending your child to WTTI with **medications**, please make sure the medications are in a labeled prescription bottle, noting your child's name and the dosage requirements. (Ask your pharmacists for this.) If new medications are added or discontinued after sending in your child's application, please send a signed note telling us this. Please be sure to include your child's name, your name and your signature on this note.

Since WTTI is held in a rural camp setting, telephone access is difficult & limited. We, therefore, request that the phone (908-362-8217/8218) be used only in emergency situations. Please do NOT require your child to call home upon arrival at camp and note that cell phones are NOT permitted. (Also note that cell phone reception is almost non-existent at camp). WTTI will have a complete list of participants attending the conference and if we have "no shows," the parents of these young people will be called as soon as check-in time is over. And if your child is experiencing problems of any kind, we will call you right away. So essentially, no news is good news and you should not expect to hear from your child while at WTTI.

**Parents — You're Invited to our 11<sup>th</sup> Annual Graduation Ceremony:** On the last day of our conference, November 13<sup>th</sup>, you're invited to arrive at **1 pm** for an **Orientation Session** and then attend our **Graduation & Closing Program** which begins at **2 pm** and concludes at 4:30 pm. This event features your children — so we hope to see you there! Come — bring the whole family — even if your child asks you not to come. By Sunday, we promise your child will be excited to see you.

**Questions or Concerns:** Please check out our website at [www.willowtree.org](http://www.willowtree.org) or call us at (973) 682-8733 if you have any concerns or questions remaining. We'll be more than happy to talk things through with you.

Sincerely,



Sue Nobleman, Executive Director  
The Willow Tree, Inc.  
415 Speedwell Ave., Morris Plains, NJ 07950  
(973) 682-8733

## WTTI AT A GLANCE FOR PARENTS & GUARDIANS

**What:** The Willow Tree Teen Institute (WTTI) for Young Leaders!

For four days, Middle and High School youth and their Adult Advisors will come together from all across New Jersey for a special conference to develop their own positive prevention programs to combat alcohol, tobacco, drug and bullying problems in their own schools and communities. See our website: [www.willowtree.org](http://www.willowtree.org)

**Who:** Students in grades 6-12 plus an adult advisor.

A team consists of a minimum of 5 to a maximum of 25 Middle or High School youngsters in grades 6 – 12 with a minimum of one school advisor to every 15 students. This advisor should be the adult who will work with these students throughout the school year, helping them to implement their action plans. Participants must be interested in becoming alcohol, tobacco, drug & bullying prevention advocates. High School students will have their own discussion groups & workshop sessions, separate from the younger students.

**Note:** WTTI is NOT just a 4-day conference, so ...

Please be sure that your teen understands that s/he needs to have the time to participate, not only for the conference but for follow-up meetings throughout the school year as well. The WTTI Conference is the training period and the school year is the time of implementation.

**When:** Arrive at 9:30 AM on Thursday, Nov. 10 and Leave at 4:30 PM on Sunday, Nov. 13, 2005.

WTTI takes place during Teacher's Convention so for public schools, no class time is missed. To make the most of the training period, students must arrive on time & not leave early.

**Parents:** On November 13th, you're invited to arrive at 1 pm for an **Orientation Session** and then attend our **Graduation & Closing Program** which begins at 2 pm and concludes at 4:30 pm.

**Where:** YMCA Camp Ralph S. Mason, 23 Birch Ridge Road, Hardwick, NJ, 908-362-8217.

The camp is located in Hardwick (just outside of Blairstown, NJ), and sits in a rustic woodland setting in North-western New Jersey.

**Costs:** **\$385** for each Participant. *Tuition Includes:* 40 hours of intensive training in violence prevention plus prevention of alcohol, tobacco and other drug use by youth; workshops with nationally renowned presenters; all educational materials; a Willow Tree tee-shirt; all meals & accommodations; and 40 Professional Development Credit Hours (CEUs) for teachers. Fee also includes year-round follow-up services: A Reunion at Camp Mason on **Monday, May 15<sup>th</sup>**, 2006; Newsletters; and Unlimited Consultation Services with Willow Tree professionals.

**\$10** for A Family Concert with singer/songwriter/humorist David Roth in December or January.

**\$25** for an intensive Follow up Workshop with educator/humorist Sandy Queen in early March.

Please put these dates on your calendar NOW and encourage your children to attend. Thank you.

### Did you know ...

that the tuition for the Willow Tree Teen Institute, does NOT begin to cover the cost of the program?

*Any gift you can offer will help us with these costs and allow us to scholarship children to WTTI who might otherwise not be able to attend.*

*You can either bring a check to your child's WTTI Graduation Ceremony at camp or mail your tax-deductible donation to:  
The Willow Tree, 415 Speedwell Ave., Morris Plains, NJ 07950*

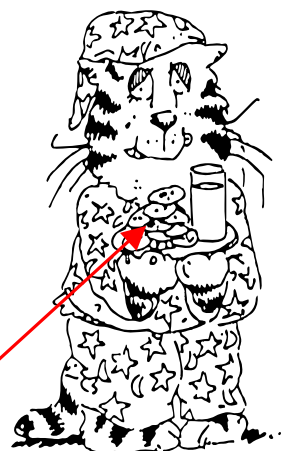
Thank You!

# What to Bring

The appropriate clothing for the Willow Tree conference is very casual. Remember, it's held at a camp so we are likely to get "a bit dirty." Be prepared for weather conditions that may range from very cold to comfortably cool, and yes, possibly rain or snow. The following is a list of the basic items students and advisors should bring.

## Please bring ... (Please write your name on all items.)

- A warm sleeping bag or heavy blankets and linens, and a pillow
- Pajamas
- Towels - 2 bath and 2 hand towels plus 1 wash cloth
- Toiletries (including body & hand soap, shampoo, hair brush, toothbrush & toothpaste, tissues)
- Casual clothes (jeans, sweatshirts, sweat pants, turtleneck and long sleeved Tee-shirts, plenty of socks, a sweater and warm jacket) Please write the participant's name in all clothing.
- 2 pairs of sturdy walking shoes or sneakers
- Boots with rubber treads if snow is predicted
- A rain slicker or poncho
- A flashlight with extra batteries.
- Poems, songs, a musical instrument (if you play one), a favorite stuffed animal, inspirational quotes or a special story (etc.) to share at a daily event we call "Sunrise Sharing"
- A backpack or tote bag to carry your conference materials
- A notebook, pen and pencil
- An inexpensive or throw-away camera (optional) — PUT YOUR NAME ON IT!
- A smile and a willingness to meet new people!



## Please DO NOT bring ...

- Snacks or soda. (They are likely to attract small critters to your cabin like raccoons, mice & chipmunks!) Willow Tree will provide snacks for participants ... and trust us, no child has ever starved at WTTI.
- Cell phones, radios, tape decks, CD players, headphones. (We don't want them missing or you distracted! Your advisor will be asked to collect them and return them upon check out on Sunday.)
- Expensive or sentimental jewelry. (These are country cabins, no locks. If anything gets lost in the woods or fields, chances are you won't find it. It's simply safer not to bring such items.)

## **SOUVENIRS, available on last day of WTTI** (While supplies last):

<i>Refusal Skills Key Chains</i>	1.00	<i>Brave Hats</i>	15.00
<i>Willow Tree Window Decals</i>	2.00	<i>Brave Tee-Shirts</i>	15.00
<i>Willow Tree Mugs</i>	3.00	<i>Blue Distressed Print Willow Tree T-Shirts</i>	15.00
<i>Bean Bag Dogs (wearing Willow Tree Tee)</i>	4.00	<i>"I Am ..." Tee Shirts</i>	15.00
<i>Jana Stanfield singles CDs</i>	5.00	<i>Sweat Pants - "No Way"</i>	20.00
<i>WTTI Bandanas</i>	5.00	<i>High on Life Sweatshirts</i>	20.00
<i>Long Sleeve WTTI Tee</i>	8.00	<i>Willow Tree Sweat Shirts – Embroidered Logo</i>	30.00
<i>Stuffed Monkeys</i>	9.00	<i>Grey Distressed Print Willow Tree Hoodies</i>	35.00
<i>Sparkle Puppies (Willow Tree Bandana)</i>	10.00	<i>Yellow Windbreakers</i>	35.00
<i>Stuffed Bears (wearing Willow Tree Tee)</i>	12.00	<i>Fleece Zip up Jacket: Embroidered with the Willow Tree Logo</i>	50.00
<i>Autograph Dogs</i>	12.00	<i>Karl Anthony "Celebrate Life" CD</i>	20.00
<i>Purple &amp; Green Dogs (WT Bandana)</i>	15.00		

Please visit our website to view these items: [www.willowtree.org](http://www.willowtree.org)