



Advisor Checklist

April 2025 | Preparing for the National UNITY Conference

Important Deadlines

- **April 30: Register** before May 1st to save \$100 per attendee. You can use name placeholders, such as "Student," to update later if needed.
- **April 30:** Host a workshop! Youth Councils are encouraged to sign up. [Apply here](#)
- **May 9:** Reserve your information booth as an exhibitor. [Click here](#)
- **May 12:** Book your rooms at the Overflow hotels before the deadlines. [Learn more](#)
- **May 16: Submit** your UNITY Membership Annual Report to be entered to win the UNITY Youth Council of the Year.
- **May 16:** UNITY Award Deadline. [Apply or Nominate people here](#)
 - J.R. Cook Advisor of the Year
 - Eddie Wadda Alumni of the Year
 - Golda Cook Scholarship: One male and one female will receive \$4,000
 - J.R. Cook Scholarship: One Student will receive \$4,000
 - Norman DesRosiers Scholarship: One male & female will receive \$4,000 for two years in a row
- **May 29: Apply** to serve on the National UNITY Council Executive Committee.

Registration

- Purchase Orders are available to pay within 60 days.
- Registration will close on **June 13th** or when we reach 3,000 attendees.
- On-site registration is NOT available this year.
- **June 1st** – Last day to request a refund.
- **June 6th** – All names and emergency contact information must be entered. Incomplete registrations will be cancelled.
- **Questions about Registration?**
 - Phone: 985-240-5511
 - Email: UNITY@american-tradeshow.com

Optional Sign Ups

- Emcees for General Sessions
- UNITY 3-on-3 Tournament
- UNITY Talent Night
- UNITY Culture Night
- UNITY Fashion Show Models

Real ID Travel

May 7, 2025: Travelers 18 years and older will need a REAL ID or passport to fly domestically. Contact your state's driver's license agency to apply for a REAL ID-compliant card.



Sko to Cali!

Checklist

- ☐ Complete UNITY **Safety Plan Template**
- ☐ Collect signed permission slips (contacts, medical info)
- ☐ Store slips: binder + secure digital copy
- ☐ List emergency contacts & org liaison
- ☐ Outline emergency response steps
- ☐ Set a group meeting point
- ☐ Set up group chat (e.g., WhatsApp)
- ☐ Review the Agenda with your chaperones to delegate tasks
- ☐ Attend/review UNITY's "Know Before You Go" webinars
- ☐ Confirm hotel booking and payment policies at your hotel.
- ☐ Review hotel emergency exits and fire safety plans with youth.
- ☐ Identify safe, youth-appropriate **local attractions** (e.g., Balboa Park, Old Town San Diego, Seaport Village).

What to Pack

- **Send packing list to youth with reminders for:**
 - Modest, business casual attire
 - UNITY t-shirt (if provided)
 - Cultural regalia (if performing or for Traditional skirt/shirt day)
 - Dress clothes for the Gala
 - Orange and Red shirts for Awareness days
 - Swim clothing for free time
 - Any recycled clothing for "Sustainable Fashion" day
- Refillable water bottles
- Youth council banner or tribal flag for the Parade of Nations

Transportation

- Identify **parking locations and fees** for oversized vehicles at or near the Town and Country Resort. Plan accordingly. 619-291-7131
- Research **San Diego Metro** routes and passes for potential group use.
- Research nearby **food options**.

Additional Questions?

Click here to review the UNITY **Frequently Asked Questions** for more information