

**Japanese American Citizens League  
National Youth/Student Council**

Kimberly Shintaku  
13840 Torrey Del Mar Drive  
San Diego, CA 92130

November 9, 2007

Dear Fellow JAACL Members:

I am pleased to announce the National Youth/Student Council (NY/SC) has begun soliciting bids for the National Youth Conference to be held the summer 2009. If your chapter is interested in hosting this National event, please take a look at what is required of the host Chapter, and I'd like to encourage you to submit the below bid packet no later than January 13, 2008.

Over the past decade, the NY/SC has put on a National Youth Conference every other summer, attracting young members from across the country to learn about current issues faced by young Asian Americans. Past chapters that have hosted the conference include the SELANACO chapter in 1997 and 1999, the Seattle Chapter in 2001, the St. Louis Chapter in 2003, and the Wasatch Front North Chapter in 2005. Each year the conference addresses the current needs of young people in our organization. In 2005, with the help of all the Salt Lake City area chapters, the conference drew over 200 young individuals and addressed issues including Japanese American culture, the history of redress, and how to be active on a college campus. The latest JAACL National Youth Conference was held in summer 2007 at Santa Clara University, hosted by the San Jose Chapter. This conference had a wide array of speakers and workshops that kept the youth asking for more.

If you are interested in hosting this event, below is a bid form with a list of general questions we will consider when selecting the site of the next youth conference. We also encourage you to submit supplemental materials to help us make our decision. Complete bid packages must be postmarked or emailed no later than **Sunday, January 13, 2008**. **No bid forms submitted after this deadline will be considered.** Though this may be the final deadline, we encourage you to submit your bids as soon as possible. Should you have any questions, please contact us or your District Youth Representative.

Warm Regards and Thanks,

Kimberly Shintaku  
National JAACL Youth Chairperson  
(559) 999-8917

Leilani Savitt  
National JAACL Youth Representative  
(612) 201-6775

**Japanese American Citizens League  
2009 Youth Conference Site Bid**

**Location:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Other Contact Information**

**District:** \_\_\_\_\_

**Local Chapter(s):** \_\_\_\_\_

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**PLEASE ANSWER THE QUESTIONS BELOW:**

**Why have the National Youth Conference at this site?**

**Briefly describe the prospect of getting local financial support from local companies. Helpful details include what relationships currently exist with local funders. History and amounts of contributions are helpful. Please exclude National Donors.**

**Briefly describe the community resources (this is to include District and Chapter), including speakers, workshop presenters, etc. that the youth council could rely on. Please also describe these resources in explaining what they can contribute to the youth conference.**

**Describe the proposed venue of the conference. A specific hotel, university campus, or other meeting facility is required. *Included with this packet, please provide maps of the venue site, pricing information, and other data that would be helpful in assessing the proposed venue such as the conference services and catering policies and pricing. (facilities, housing, dining, etc.)***

**In addition to the questions above, please feel free to include additional information, brochures, media materials etc. that would be helpful in assessing the proposed conference bid site.**

## **EXAMPLE: Host Chapter Timeline and Punchlist**

### **June – December**

- Committee and Host Chapter Calendar Deadlines Set
- Assign NY/SC and Local Contact with Site

### **January**

- Create list of suggestions of Speakers and Mentors

### **February**

- Assist in contacting selected speakers and local mentors

### **March**

- Brainstorm local Workshop Facilitators
- Advertise to local youth and community to encourage attendance (Ongoing until conference)

### **April**

- Assist in soliciting donations for Welcome Bags, Corporate, and Local funding
- Solicit funds to support local youth attendance

### **May**

- Provide storage space for Conference items

### **June (Month Before the Conference)**

- Volunteer list set – transportation, registration, chaperones, pre-conference preparations, etc.
- Conference Health Physician confirmed
- Transportation set and confirmed
- Assist in layout of Program Booklet for Conference
- Conference Programs and Vision Award Banquet programs sent to printer and picked up
- Purchase office supplies
- Assemble Welcome Bags

**NOTE:** This is by no means a complete list of duties that the host chapter will be responsible for, but rather an example of the type of duties that the host chapter will be expected to partake in.

I understand that as the local representative of the NY/SC, I will be taking on added responsibilities towards the planning of the 2009 JACL National Youth Conference.

Signed: \_\_\_\_\_  
(NY/SC, District Youth Representative)

In signing this bid for the 2009 JACL National Youth Conference, the \_\_\_\_\_ Chapter of the JACL is agreeing to host and take on the responsibilities as the host chapter that are listed above on the bid form.

Signed: \_\_\_\_\_  
(Chapter President)

In signing this bid for the 2009 JACL National Youth Conference, the \_\_\_\_\_ District of the JACL is agreeing to assist and support the host Chapter in their responsibilities that are listed above on the bid form.

Signed: \_\_\_\_\_  
(District Governor)

**The JACL National Youth Conference is a program budgeted and designated by the National Council at National Convention. Matters of its organization, planning, and financing ultimately rest with the National Organization and volunteers designated by policies including but not limited to the Constitution, By-laws, and policies of the National Board. Upon selection, the host chapter or group of chapters will be asked to sign a letter of understanding outlining the responsibilities and rights of each party. These responsibilities and rights will be negotiated at a meeting between local representatives and national organizers following selection.**

**This packet and all additional materials (brochures etc) must be emailed or postmarked by Sunday, January 13, 2008. No bids received after this deadline will be considered.**

**Please email the packet to  
Kimberly Shintaku  
[youthchair@jacl.org](mailto:youthchair@jacl.org)**

**or**

**mail to  
Kimberly Shintaku  
4241 W. Fremont Ave.  
Fresno, CA 93722**