

Meeting Day Expectations for Youth Grant Recipients

As part of being an honored group, you and your students must attend the meeting and the reception for the speaker.

Students should be aware that the invitation includes activities from 10:00 a.m. (reception) through 1:30 p.m. (approximate end of speech and questions). You will be contacted before the meeting for the names of the students attending and any dietary restrictions with the luncheon.

10:00 Reception begins. Please be punctual. The dress code is business casual.

- The Monona Terrace host at the main entrance will direct you to the Madison Civics Club registration table, where you will pick up your meal tickets and nametags. You will then be escorted to the reception.
- At the reception, honorees and guests will have the opportunity to meet the speaker. Coffee, tea, and punch are served.
- Honorees and guests will be escorted to the dining room for the rest of the program.

11:00 Meeting begins. There is a short program before lunch is served.

Public affairs speaker is introduced and speaks.

- The students will get appropriate recognition for their community service.
- The whole group will stand, and the chair will read a short statement in recognition of the group's service.
- A student will read a one-minute statement telling how the group plans to use the grant money.
- At this time, the group will receive the grant award and a certificate.

11:30 Luncheon is served.

12:00 Main speaker is introduced and speaks, then answers questions from the audience. (This portion of the program lasts 1 to 1.5 hours.)

If you have questions *before the day of the meeting*, please call Kay Jarvis-Sladky at (608) 831-9331. If you have concerns or last-minute information *the day of the meeting*, please call Kay at (608) 333-5858.

**Kay Jarvis-Sladky
Youth Grants Co-Chair
Madison Civics Club**

**Marlys Sloup
Youth Grants Co-Chair
Madison Civics Club**

Parking: Parking is available within the Monona Terrace Complex for \$4.00. You may enter the parking lot from either John Nolen Drive or West Wilson Street. Additional parking is available at the Government East Ramp, located at the corner of Doty Street and West Wilson Street, and at other ramps. There is a covered drop-off area at the main entrance on Level 4 of the Monona Terrace parking area. **You will be reimbursed for parking.**