



**PALMETTO BOYS STATE  
COUNSELOR'S GUIDE  
2013**

**COUNSELOR:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

The secret of success for the Palmetto Boys State program rests almost entirely upon the job done by the counselors. If you become very familiar with the program and what is expected of you in your position as a counselor and are willing to carry out your responsibilities to the best of your ability, you will do an excellent job. You must already hold the program in high esteem as well as enjoy it, or you would not have accepted the invitation to return as a counselor.

This Guide is prepared to assist you in carrying out your duties each day. It is by NO means all-inclusive. Much is left to your initiative and imagination. Remember to lead your citizens in a distinguished manner, gain their respect through your outstanding example, gain their confidence by your constant display of the thorough knowledge of the program, and gain their affection by your concern for their individual welfare.

Do not ever get the idea that you are not being observed. Observations are coming from all angles, and at the end of the week, your performance is evaluated. As you know, only the best survive, so why not make sure you are one of these?

## GENERAL DUTIES

Each city has been assigned one Senior and two Junior Counselors. Some larger, or split, cities may have an additional counselor. The Junior Counselors will be assigned to political parties and will wear their respective color nametags. Senior Counselors are NOT be assigned to political parties; however, for the purpose of assisting the staff with party conventions and the Joint Political Rally, they are associated with parties. Senior Counselors wear white nametags.

Each County is assigned a County Advisor. The County Advisors are on the staff level and are not assigned to a political party and will take only a limited part in political activities during the week. The County Advisors will work with the cities in coordinating troop movement, various County meetings, and assist the Counselors during the week with any potential problems.

Each political party has been assigned Party Advisors also on the staff level. These Advisors will wear the respective color nametags and will serve as ex-officio chairmen of their respective parties. They will be involved in such activities as party spirit, the party conventions, and the joint political rally. In addition, they will lead in the developing and formulating of their respective party platforms.

It will be the duty of the Senior Counselor to delegate certain duties to each Junior Counselor. In order to keep the Junior Counselors' responsibilities equitable and appropriate, the Senior Counselor will assign specific duties each day for the Junior Counselors. Since they are assigned to individual parties, there will be an equitable distribution of citizens in their respective party. When lining up cities for troop movement, the Nationalist Party should line up on the right side and the Federalist Party on the left. The Nationalist Junior Counselor should walk in the front with the Federalist Junior Counselor bringing up the rear.

Junior Counselors should be put in charge of developing the city banner, assisted by as many citizens in the city who have qualified for this assignment. Junior Counselors should be able to run party meetings and assist citizens in preparing meaningful speeches. One Junior Counselor should be assigned to handle incoming mail for the city, and once a City Postmaster is appointed, he should work with that Junior Counselor. The Junior Counselor involved should acquaint himself with the times for mail call and should pick up the mail from PBS Headquarters where it will be sorted under each city name. A specific time for mail call should be set up in each city. The Junior Counselors will be in complete charge of elections in their cities, and will be assisted by a citizen so designated. These individuals will follow instructions and procedures set up by the Political Science Director.

All counselors should develop and encourage city spirit.

The Senior Counselor will appoint one Junior Counselor to be in charge of administering the City Court and helping the City Counsel and city officers carry out their duties. It will be this Junior Counselor's responsibility to determine the location of the Court and to provide the logistical support to ensure there is a jury of citizens from that city available at the appointed time and to ensure the Court begins and ends on time. The City Recorder, Chief of Police and City Attorney should all assist the designated Counselor. The Senior Counselors should make themselves available to assist in initial organization. At orientation, all counselors will be given instructions, and written guidelines, on the proposed operation of the city and county courts.

**Under no circumstances will Junior Counselors leave the Anderson University campus during the day. Senior Counselors will obtain all supplies and equipment needed for the city while Junior Counselors will remain with their cities.**

Procedures and time for counselors to leave the campus after lights out will be discussed thoroughly at the orientation to be held Saturday before Boys State starts. You will receive further information about orientation. Do not be afraid to ask questions. Seek a County Advisor at any time.

**PALMETTO BOYS STATE STAFF**

<b>POSITION</b>	<b>NAME</b>	<b>ROOM NUMBER</b>
<i>DIRECTOR</i>	Stephen Lewis	Denmark 100
<i>ASSISTANT DIRECTOR</i>	Seth Buckley	Denmark 101
<i>SECRETARY-TREASURER</i>	Sinclair Lewis	501 College
<i>OPERATION AND PROGRAMMING DIRECTOR</i>	Brian Gibbons	Pratt 104
<i>OPERATION AND PROGRAMMING DIRECTOR</i>	Vick Meetze	Pratt 106
<i>O AND P ASSOCIATE</i>	Neil Alger	Stringer 24
<i>ADMISSIONS OFFICE SUPERVISOR</i>	Joseph Kearsse	Pratt 100
<i>ADMINISTRATIVE DIRECTOR</i>	Morgan Kearsse	Pratt 100
<i>ADMINISTRATIVE STAFF</i>	Stevie Smith	Kingsley 202
<i>ADMINISTRATIVE STAFF</i>	Joe Burton	North Rouse G-2
<i>ADMINISTRATIVE STAFF</i>	Max Fulda	Kingsley 204
<i>ADMNSITRATIVE STAFF INTERN</i>	Gedney Howe	North Rouse G-2
<i>ADMNSITRATIVE STAFF INTERN</i>		N Rouse G-1
<i>ADMNSITRATIVE STAFF INTERN</i>		N Rouse G-1
<i>PUBLIC RELATIONS/MEDIA SUPERVISOR</i>	Todd McDonald	Denmark 103
<i>PUBLIC RELATIONS/MEDIA ASSOCIATE</i>	Chase Stoudenmire	S Rouse G3
<i>PHOTOGRAPHER</i>	Dave McMeekin	Kingsley 210
<i>CONSULTANT DIRECTOR</i>	Ephraim Ulmer	503 College
<i>CONSULTANT ASSOCIATE</i>	John Boswell	503 College
<i>CONSULTANT ASSOCIATE</i>	Steve Savitz	501 College
<i>BANK/POST OFFICE</i>	Andrew Gray	Stringer E21
<i>MARKETING/MERCHANDISE SUPVERVISOR</i>	Tom Merritt	Pratt RD Apt
<i>MARKETING ASSOCIATE</i>	Clayton Dyson	Kingsley 113
<i>ATHLETIC DIRECTOR</i>	Dee Christopher	Kingsley 107
<i>ATHLETICS ASSOCIATE</i>	Trey Patterson	Kingsley 113
<i>ATHLETICS ASSOCIATE</i>	Lealather Mayers	Whitaker 141
<i>ATHLETICS ASSOCIATE</i>	Clayton Dyson	Kingsley 113
<i>HIGHWAY PATROL</i>	Everick Patterson	Kingsley 205
<i>SLED REPRESENTATIVE</i>	Ashley Asbill	Kingsley 205
<i>BAND DIRECTOR</i>	Mike McClain	Kingsley 115
<i>MEDICAL DIRECTOR</i>	Randy Hennigar	503 College
<i>CAB CHAIR</i>	Seth Buckley	Denmark 101
<i>CAB-CALHOUN</i>	Mikell Harper	S Rouse 100
<i>CAB-PICKENS</i>	Doug Brune	Whitaker 142
<i>CAB-RUTLEDGE</i>	Moses Powe	Village West 1B
<i>CAB-MARION</i>	Brand Stille	Denmark 102
<i>CAB-HAMPTON</i>	Ryan Ellenburg	Whitaker 143
<i>CAB-MOULTRIE</i>	Britt Stoudenmire	Stringer E 22
<i>ROUSE DORM ADVISOR</i>	Scott Spivey	S Rouse 100
<i>DENMARK DORM ADVISOR</i>	Seth Buckley	Denmark 101
<i>BOULEVARD DORM ADVISOR</i>	Lealather Mayers	Whitaker 141
<i>PRATT DORM ADVISOR</i>	Tim Lewis	Pratt 220
<i>STRINGER DORM ADVISOR</i>	Will Merritt	Stringer E 23
<i>STRINGER DORM ADVISOR</i>	Jamie Bennett	Village West 1B
<i>VILLAGE DORM ADVISOR</i>	Jason Smoot	Village West 1B
<i>POLITICAL SCIENCE DIRECTOR</i>	Dave Fleming	Pratt RD Apt
<i>POLITICAL SCIENCE ASSOCIATE</i>	Riley Harvell	S Rouse G-1
<i>PAC CHAIR – FEDERALIST</i>	Jamie Bennett	Village West 1B
<i>PAC FEDERALIST ADVISOR</i>	Cedric Richardson	S Rouse 111
<i>PAC FEDERALIST ADVISOR</i>	Daiten McCraw	S Rouse 113
<i>PAC FEDERALIST ADVISOR</i>	Clayton Cowart	S Rouse 113

	<i>PAC CHAIR – NATIONALIST</i>	Jason Smoot	Village West 1B
	<i>PAC NATIONALIST ADVISOR</i>	Nygel Pearson	Village West 2B
	<i>PAC NATIONALIST ADVISOR</i>	Cotton Carruth	Village West 2B
	<i>PAC NATIONALIST ADVISOR</i>	Cody Mitchell	Village West 2B
<i>PERFORMING ARTS &amp; PRODUCTION DIRECTOR</i>		Jay Pitts	Denmark 104
	<i>PRODUCTION ASSOCIATE</i>	Dan Marino	S Rouse G2
	<i>PRODUCTION ASSOCIATE</i>	Cliff Jennings	S Rouse G2
	<i>PRODUCTION ASSOCIATE</i>	J. Bradley Studenmeyer	S Rouse G4
	<i>PRODUCTION ASSOCIATE</i>	James Galloway	S Rouse G4
	<i>PRODUCTION ASSOCIATE</i>	Chase Stoudenmire	S Rouse G3
	<i>PRODUCTION ASSOCIATE</i>	Harrison Given	S Rouse G5
	<i>PRODUCTION ASSOCIATE</i>	Mike Vaughan	S Rouse G3
	<i>PRODUCTION ASSOCIATE</i>	Alex Grant	S Rouse G3
	<i>PRODUCTION ASSOCIATE</i>	Warren Yonce	S Rouse G5
	<i>PRODUCTION ASSOCIATE</i>	Roy Costner	S Rouse G5
	<i>PRODUCTION ASSOCIATE</i>	Jensen Mikels	S Rouse G5
<i>PBS STAGE BAND (The BOBS)</i>		Jarred Houston Matt Houston Jeff Madden Sanchez Fair Demario Kitt	Williamston House
<i>DIRECTOR OF EDUCATION</i>		Marion Lawson	Kingsley 107
	<i>DEAN/LAW SCHOOL</i>	Brian Gibbons/Vick Meetze	Pratt 104/106
	<i>DEAN/CRIMINAL JUSTICE SCHOOL</i>	Ryan Ellenburg	Whitaker 143
	<i>SENATE</i>	Mikell Harper	S Rouse 100
	<i>HOUSE</i>	Stevie Smith	Kingsley 202
<i>PROGRAM COORDINATOR</i>		Gene Morehead	501 College
<i>SECRETARY-TREASURER</i>		Sinclair Lewis	501 College
<i>AU LIASONS</i>		Becky Walker Gary Patterson	Sullivan Hall upstairs

### CITY AND COUNTY ASSIGNMENTS

<b>RUTLEDGE COUNTY – MOSES POWE, CAB</b>		
<b>COMBAHEE</b> – Village Basement (44) Dorm Advisor: JASON SMOOT		
Clark Merritt	Village G1	Federalist Party
Shaq Brown	Village G2	Federalist Party
Michael Parks	Village G2	Nationalist Party
<b>SAVANNAH</b> – Village East 1 <sup>st</sup> Floor and 2 <sup>nd</sup> Floor F, G, J, &M (36) Dorm Advisor: JASON SMOOT		
Jacob Buckley	Village 1L4	Nationalist Advisor
Truett Burns	Village 1L3	Nationalist Party
Tucker Norris	Village 1L1	Federalist Party
<b>WACCAMAW</b> – Village East 2 <sup>nd</sup> Floor I, L &K and 3 <sup>rd</sup> Floor (40) Dorm Advisor: JASON SMOOT		
Daniel Sechtin	Village 2L3	Federalist Advisor
Chris Watkins	Village 2L4	Federalist Party
Matthew Evans	Village 2L2	Nationalist Party
<b>SALUDA</b> – Village West (48) (not 1B or 2B) Dorm Advisor: JASON SMOOT		
Isaiah Addison	Village 3B3	Nationalist Advisor
Justin Cooper	Village 3B4	Nationalist Party
Dan Spangler	Village 3B2	Federalist Party

<b>CALHOUN COUNTY – MIKELL HARPER, CAB</b>		
<b>CONGAREE – North Rouse 1<sup>st</sup> and 2<sup>nd</sup> Floor (48) Dorm Advisor: SCOTT SPIVEY</b>		
Tyler Harris	N Rouse 101	Federalist Advisor
Logan Campbell	N Rouse 201	Nationalist Party
Michael Lawrence	N Rouse 201	Federalist Party
<b>PEE DEE – South Rouse 1<sup>st</sup> and 2<sup>nd</sup> Floor (44) (Not 111; 113) Dorm Advisor: SCOTT SPIVEY</b>		
Chase Mizzell	S Rouse G5	Nationalist Advisor
Spencer Thomas	S Rouse G5	Federalist Party
Josh Martin	S Rouse G5	Nationalist Party
<b>ENOREE – Denmark 1<sup>st</sup> Floor (40) +222, 224, 226 Dorm Advisor: SETH BUCKLEY</b>		
Ben Crocker	Denmark 107	Federalist Advisor
Jake Lauritzen	Denmark 107	Nationalist Party
Darnell Johnson	Denmark 107	Federalist Party

<b>MARION COUNTY – BRAND STILLE, CAB</b>		
<b>ASHLEY – Pratt 1<sup>st</sup> Floor (38) + 226, 228, 230, 223, 225, 227 (not 113, 100, 104, 106)</b>		
Al Roberts	Pratt 114	Nationalist Advisor
Bailey Gilpin	Pratt 112	Nationalist Party
Daniel Jones	Pratt 112	Federalist Party
<b>COOPER – Pratt 2<sup>nd</sup> Floor (40) (not 223, 225, 226, 227, 228, 230)</b>		
Ja'Queese Robinson	Pratt 217	Federalist Advisor
Zach Jones	Pratt 217	Nationalist Party
Ryan Morrison	Pratt 217	Federalist Party
<b>CATAWBA – Denmark 2<sup>nd</sup> Floor (46) (not 22, 224, 226) Dorm Advisor: SETH BUCKLEY</b>		
Cyrus Corbett	Denmark 219	Nationalist Advisor
Evan Sudduth	Denmark 216	Federalist Party
Spencer Leonard	Denmark 216	Nationalist Party

<b>PICKENS COUNTY – DOUG BRUNE, CAB</b>		
<b>TUGALOO – Stringer D, E (40) (Not D 11, 12, 13, 14; E 21, 22, 23, 24) Dorm Advisor: WILL MERRITT</b>		
Collin Studemeyer	Stringer D23	Federalist Advisor
Cameron Gilreath	Stringer D21	Nationalist Party
Shiva Mohan	Stringer D22	Federalist Party
	Stringer D24	Nationalist Party
<b>KEOWEE – Pratt Basement (38) +113, 120, 122, 124 Dorm Advisor:</b>		
Zach Roberts	Pratt 007	Nationalist Advisor
Clark Hickerson	Pratt 009	Federalist Party
Dan Glover	Pratt 009	Nationalist Party
<b>WANDO – Royce 2<sup>nd</sup> and 3<sup>rd</sup> Floors (34) (Not 212, 214) – Right Blvd Dorm Advisor:</b>		
Donta Ingram	Royce 201	Federalist Advisor
Daniel Darling	Royce 314	Nationalist Party
Hagood Hemphill	Royce 314	Federalist Party

<b>HAMPTON COUNTY – RYAN ELLENBURG, CAB</b>		
<b>SANTEE</b> – Gaston 2 <sup>nd</sup> and 3 <sup>rd</sup> Floors (36) – Left Blvd (not 212, 213, 214) Dorm Advisor: LEALATHER MAYERS		
Scooter Barnwell	Gaston 211	Nationalist Advisor
Brook Chapman	Gaston 301	Federalist Party
Logan Gibbons	Gaston 301	Nationalist Party
<b>WATEREE</b> – Gaston 1 <sup>st</sup> Floor and 212, 213, 214; Clamp 2 <sup>nd</sup> Floor (36) Dorm Advisor: LEALATHER MAYERS		
Quentin Hall	Gaston 101	Federalist Advisor
Hugh McFaddin	Clamp 201	Nationalist Party
Forrest Hemphill	Clamp 201	Federalist Party
	Gaston 101	Nationalist Party
<b>EDISTO</b> – Royce 1 <sup>st</sup> Floor and 212, 213, 214 and Clamp 3 <sup>rd</sup> Floor (34) Dorm Advisor:		
Greg Coggins	Royce 106	Nationalist Advisor
Davis Bannister	Clamp 314	Federalist Party
Nic Simmons	Clamp 314	Nationalist Party
Evan Dunker	Royce 106	Federalist Party
<b>COOSAWHATCHIE</b> – Whitaker 1 <sup>st</sup> and 2 <sup>nd</sup> Floor (not 141, 142, 143, 251, 252, 253, 261, 262, 263) (42) Dorm Advisor:		
James Lawson	Whitaker 231	Federalist Advisor
Charlie Jackson	Whitaker 232	Nationalist Party
Marvin Goodly	Whitaker 233	Federalist Party

<b>MOULTRIE COUNTY –BRITT STOUDENMIRE, CAB</b>		
<b>CHATTOOGA</b> – Kingsley 1 <sup>st</sup> and 2 <sup>nd</sup> Floors (50) Dorm Advisor: JAMIE BENNETT		
Brooks Dubose	Kingsley 211	Nationalist Advisor
Dillon Alford	Kingsley 211	Federalist Party
Akul Patel	Kingsley 211	Nationalist Party
<b>POCOTALIGO</b> – Stringer A and B 11, 12, 13, 14, 21, 22, 23, 24 (40) Dorm Advisor: JAMIE BENNETT		
Whit Campbell	Stringer A 23	Federalist Advisor
Chris Bloch	Stringer B 24	Nationalist Party
Austin Nichols	Stringer B 23	Federalist Party
	Stringer A 24	Nationalist Party
<b>SALKAHATCHIE</b> – Stringer B 31,32,33,34,41,42,43,44; C; D 11,12,13,14 (40) Dorm Advisor: WILL MERRITT		
Quentin Wallace	Stringer C 23	Nationalist Advisor
Caleb Buckley	Stringer C 24	Federalist Party
Cameron Dunker	Stringer C 22	Nationalist Party
Justin Todd	Stringer C 21	Federalist Party
<b>REEDY</b> – Whitaker 2 <sup>nd</sup> Floor (251, 252, 253, 261, 262, 263) and 3 <sup>rd</sup> Floor (42) Dorm Advisor: WILL MERRITT		
James Gore	Whitaker 331	Federalist Advisor
Boyd Richardson	Whitaker 332	Nationalist Party
Evan Hammond	Whitaker 333	Federalist Party

## MEETINGS, COMMENTS AND DIRECTIVES FOR EACH DAY

### SATURDAY: WELCOME BACK!!

All staff and counselors will meet with the directors at 10:00 a.m. at Rainey Fine Arts Center (PBS office) to begin an orientation for the upcoming week. At 12:30, lunch will be provided for the entire staff and all counselors. After lunch, we will have a joint orientation but will subsequently break up in to Junior Counselor and Senior Counselor workshops, which, along with county meetings, will take the rest of the afternoon as we complete the orientation. Counselors will then proceed to their respective city areas in the dorms in order to inspect each room in their city, making notes of any needed items or any apparent damage to the room. In addition, counselors should unpack at this time and prepare their cities for registration on Sunday morning, so that, at that time, you will be ready to go. Place your nametags, registration book and blank forms for signatures, etc. in an appropriate place. Also, set up your bulletin board, making it as attractive as possible, using any data you may consider helpful to the citizens such as an address for mail, sports events, etc. In checking your rooms, any deficiencies should be listed and turned into PBS Headquarters. Counselors should notice how rooms are set up when checking them, because you will not be able to leave next Saturday until they are returned to the same appearance. Dinner will be provided at 6:00 in a place to be determined and all counselors will be treated to a movie later that evening.

### SUNDAY: WELCOME TO BOYS STATE

Breakfast will be served at 7:15 a.m. Make sure you wear your PBS Counselor shirts. At 7:45, staff and counselor pictures will be taken at a location to be announced. After pictures, make a final check on your registration setup to ensure that you are ready to receive your citizens.

County Advisors will inspect the cities following breakfast to ensure that all cities are ready to go. Registration for PBS 2011 will be in the Rainey Fine Arts Center.

#### **SUNDAY MORNING REGISTRATION - 8:30-12:00**

All counselors must be in their respective cities the entire morning. Senior Counselors will initially greet the incoming citizens. The first impression is often a lasting one, and it is important that you extend to each citizen a cordial welcome. Have a short chat with each citizen, with the idea of putting him completely at ease and making him feel at home. These young men are often frightened and frustrated, and by now are wondering why they left home. Give them a good reason to be glad they did. Find out which of their names they wish to be called, or if they have a nickname and want to use it, do so. Make a record of this and cultivate the use of their given names as fast as possible. This will mean much to them, that you have addressed them personally. Once you are convinced the citizen is at ease, introduce him to your Junior Counselors and have a Junior Counselor escort him to his room. If his roommate has arrived, introduce him.

The citizens are assigned to rooms, beds and parties. You should have Nationalists and Federalists in each suite. Make sure this arrangement is kept and convey that no changes will be made. Citizens should not

wander about on Sunday morning after getting into uniform. Impress upon your citizens the necessity of this for organization, and ensure that they remain in your city area. This time can be used for unpacking, making up their beds, and getting to know their roommates and others in the city. In most situations, citizens are on a lookout for friends from their hometown. Yet, this is an optimal time to begin developing camaraderie.

Explain during your first conversation with the citizens that one of the most outstanding rewards at PBS is the making of new friends, and impress upon them the necessity of getting to know the citizens in their city. To aid this situation, we will be using a system of having each citizen obtain the signature of fifteen members of his party within his city, prior to supper on Sunday evening. Junior Counselors will take up and inspect these sheets prior to supper.

### **ORGANIZING YOUR CITY FOR ITS FIRST MOVEMENT TO LUNCH: 12:30**

Registration will close at 11:30 and first lunch will be served at 12:30 p.m. Consult the Citizen's Guide for the lunch schedule.

Quite often, prior to all of your citizens reporting, you will be required to form your city for proceeding to lunch. Have them line up in two columns, with the **Nationalists on the right and the Federalists on the left**. This can be done in the hall on your city area or outside. Give them simple instructions on moving to the Merritt Bldg / Food For Thought. Explain lunch procedures before entering the dining areas. All citizens must return to the city area immediately after lunch.

### **SUNDAY AFTERNOON**

The cities will form in the same manner for moving to the Henderson Auditorium for the first assembly. This first assembly is scheduled for 2:00 p.m. Start the program right by having your city in the arena on time and in their assigned places. Following the assembly (2:00 – 3:15), the Nationalists will remain in the Auditorium while the Federalists will convene in the area in front of the Fine Arts Center to meet the Party Advisors. The JC from each respective party should accompany the city back to the meeting area for the next meeting. Your citizens should be unpacked, have made up their beds, and completely set up their rooms. Many of them will have read the Citizen's Guide.

### **YOUR FIRST CITY MEETING**

This is scheduled for 3:45-4:45 p.m., or immediately upon return from the assembly, and it is of **UTMOST IMPORTANCE**. This is the first formal meeting of the city. As counselors, you will definitely have to show your authority in a dignified, yet firm, manner in order to maintain control for the entire week.

First, the Senior Counselor should again introduce himself, making sure the citizens know your name. We have had instances where on Junior Counselor applications, made out on Friday, the citizens did not know their Senior Counselor's name. Let them know where you are from, where you are in school and then present your Junior Counselors and have them tell where they are from and from what high school they have just graduated.

Following this, have each citizen stand and give his name, his hometown and his high school. Ensure that all citizens are wearing their nametags and continue to do so the entire week.

The Senior Counselors should then proceed with a briefing, sharing this responsibility with his Junior Counselors in a manner previously agreed upon as to what subjects each will discuss and explain. All counselors should pay particular attention to the Directors during the orientation briefing in Henderson Auditorium so that you will not repeat any items covered by them. However, if the Directors discuss something on the following list and you feel it necessary to elaborate on it, please follow the Directors' guidelines.

1. Citizens must keep their Citizen's Guide with them at all times.
2. All extra funds should be deposited in the PBS Bank.



3. Sick call will be every morning following breakfast (151 Rainey). Be sure that all scratches and bruises, etc., are brought to the attention of the physician in residence.
4. Check for campaign literature. It must be taken up and turned in to the office.
5. All car keys must be turned in. You will be given a packet on Saturday with envelopes for car keys. Place them in the envelope, have the boy mark his name, city, etc., on the keys. Following the meeting, the Senior Counselors will turn these in to the Headquarters Office.
6. Go over the boundaries of Palmetto Boys State.
7. All citizens must wear clean PBS T-shirts at all times except during recreation period when athletic uniforms will be worn. Additional T-shirts will be available in the Headquarters Office for sale and will be announced during the week.
8. Nametags will be worn at all times except during recreation period. The nametags will also be used as I.D. cards for receiving money from the Bank. Nametags will be worn on the left side, just above the heart.
9. All citizens must be in their rooms at prescribed times. Make certain that they know bed checks will be made following lights out and at other times.
10. All citizens must be respectful to the entire Anderson University community at all times. Inappropriate cheers and suggestive comments to University students and others will not be tolerated. Counselors will be held accountable in such situations.
11. Pass around a tablet for citizens to sign if they are enrolled for college credit. Make a copy of that list for your records this week and turn in a legible roll to the office this evening. Explain that those enrolled for college credit must journal each evening and that their entries will be checked the next morning by a counselor. It would actually be a good idea to require all of your citizens to journal about their experiences this week. If a citizen is not sure if they are enrolled, or would wish to be enrolled, or have any other questions regarding policies for college credit they should be forwarded to Political Science Director Dave Fleming.
12. Explain the following in detail:
  - a. Eating procedures. Stress the fact that if there is any trouble with dining room help with reference to service, the citizen will report to his Counselor immediately. In such case, the Counselor will report the situation to a County Advisor.
  - b. Mail service - PBS (city name)  
 316 Boulevard  
 Anderson, SC 29621  
  
 Stamps, and post cards available in the Post Office  
 Phone number – (864) 231-2853
  - c. Functions of the Headquarters Office
  - d. Inspection of rooms by Dorm Advisors
  - e. Explain the wake up system whereby no one is allowed to get up prior to the scheduled wake-up time, and the responsibility this places on the citizens to maintain a clean and neat room at all times to facilitate preparing for inspection each morning. Strenuous yelling and screaming early in the morning, like at wake up, is damaging to the citizens' voices.

SOME DON'TS -

- a. No gambling at any time - money will be confiscated.
- b. Don't drop or throw things out of the windows or in hallways.
- c. Don't shout or call anyone from the building from the outside window.
- d. Absolutely no running inside the dorms.
- e. No football, baseball, or any athletic events inside the dorms.
- f. No cell phones will be allowed at any PBS event (assembly, classroom instruction, meetings, etc.).

**NOTE:** Some of the above may be appropriately placed on the City Bulletin Board and used as a permanent display.

The City Council in each city will actually have responsibilities throughout the week. The City Council will appoint officers and make rules, which will apply and be enforced in the city. Explain this to the citizens so they will understand the first office for which they may run is important.

Explain to your citizens that city police and a city court will be operating later in the week. It is likely some one will be ticketed for violation of a city ordinance and they will have the opportunity to have their day in court. Stress with your citizens that the laws and enforcement of those laws is to be conducted in good spirit and never to be taken too seriously. Counselors should be vigilant to make sure the city ordinances are not enforced in a heavy-handed manner. A police officer who seems to be abusing his authority can be an immediate source of trouble. If you see this, deal with it immediately and, if necessary, bring it to the attention of your county advisor.

One hour should be sufficient for these city meetings, but **DO NOT** dismiss your city until your County Advisors have had an opportunity to talk to them. You should develop your time to full advantage and this again is a time to place your citizens at ease and sell them on the program. Remember that every staff member is ready to assist you. Make use of their years of experience in the program. They were chosen because of their proven leadership and have served in your capacity. Should you run into any situation that you consider the use of punitive action necessary, consult first with your County Advisors. After such action as a County Advisor considers appropriate, he can discuss the matter with a Director.

### **POLITICAL PARTY MEETINGS IN ALL CITIES**

The Activities Director will brief the citizens on this meeting and on the City Caucuses at the Orientation Assembly in Henderson Auditorium; however, Counselors, especially Junior Counselors, must be ready to take over these meetings prior to their starting. All counselors should discuss this and plan prior to the actual meetings.

The meetings will be held by parties, within the cities, on Sunday afternoon, at 4:45, with the hour of **5:45** set for the **deadline** for filing for city offices. Each party will meet in a place designated by the Senior Counselor.

The Junior Counselors of the respective parties will be the presiding officer at this meeting, with one purpose being to explain the duties of the officers to be nominated. Remember, the citizens have not yet studied city government, so explain the duties of each city office. Junior Counselors should remind all citizens who plan to file that they will be given the opportunity to speak that night, and should also remind all citizens to bring a pen with them to the party caucus.

The Party Chairman for the city is an important office because one of the three city party chairmen will later become the County Party Chairman, and one of the county party chairmen is likely to be chosen State Party Chairman. Additionally, the State Party Central Committee, composed of the five county party chairmen, is responsible for party coordination and support of the party candidates.

Winning the party chairmanship **does not** preclude a citizen from running for city office, **nor** does election to city office preclude a citizen from seeking higher offices in the county or state level. Citizens should decide what office they desire and must file by 5:45 p.m. on Sunday. Candidates will be allowed to speak in the order of their filing, and filing is accomplished by a citizen informing his Junior Counselor or the party recorder appointed by the Junior Counselor to assist him, of his intention to run for office.

Junior Counselors will designate a certain place in the city as filing headquarters. Once a candidate has filed for a particular office, he may withdraw and file for a different office; however, his initial filing will not be erased from the record. A notation of a withdrawal will be placed by his name. Remember, participation is an objective for PBS. Ensure that you encourage as many citizens to run for office as possible. This will be a test of your leadership skills. The office staff will maintain records of election participation by city. Ensure

that your percentage rate is high. **The filing deadline is 5:45 p.m. No exceptions!** Based on the number of candidates running, Junior Counselors should determine the maximum time for speeches to be given at the evening meeting.

The second purpose of this meeting is to have each citizen write (using 1 to 8 words) the most important issue that they feel is facing South Carolina today (e.g., educational assessment, taxes, gambling issues, etc.). The Junior Counselor from each respective party will list and tally the results and turn them in to the Party Advisory Chair (PAC Chair) at supper at 6:00 p.m.

First Supper will be at 6:00 p.m. Following supper, cities will report to Henderson Auditorium to celebrate American Legion Night beginning at 7:30.

### **CITY CAUCUS**

Following American Legion Night on Sunday, citizens enrolled for course credit will remain in the Auditorium for a brief meeting with the Political Science Director. The rest of the citizens by respective parties within the cities will immediately go to their city area to prepare for caucuses. Once the citizens enrolled in course credit return to the city area, each respective party should prepare to select their candidates for city party chairman, mayor, mayor pro-tem and councilmen. Do not begin this process until your city is complete. Senior and Junior Counselors will coordinate these meetings very carefully, and will be aware of the procedures to be followed so that the meetings will not lag.

First, the Junior Counselor will take charge of his assigned party and proceed with the meeting. Senior Counselors will rotate from one meeting to the other to assure that they are being conducted properly and are progressing on schedule.

The Junior Counselor will call the meeting to order. It is recommended that at the beginning of the meeting, the Junior Counselor read the names of all the candidates so each citizen can list them in his Citizen's Guide. The purpose of the list is to allow the citizens, after each candidate has spoken, to write down impressions in order to assist them when it comes time for the actual vote the next morning.

Next, the candidates for City Party Chairman will be called upon to speak. Junior Counselors should have already set time limits based on the number of candidates for all offices, keeping in mind that the meeting must be completed by 10:40. Certainly, not over three minutes should be allowed for any candidate.

When the candidates for the offices have completed their speeches, votes will be taken by a show of hands, calling each name in the order he was presented to the caucus. During the voting, citizens will be requested to close their eyes so that the ballot will be considered a "secret ballot."

Junior Counselors will count the votes and announce the results. A majority vote is required for nomination. The first vote will be to elect the party chairman for the city. Each citizen will have one vote. They will also have one vote for mayor and mayor pro-tem; however, when the candidates for councilmen come up for nomination, the citizens will vote for a maximum of six.

Explain to the group that there is no reason whatsoever why a person should not vote for himself. The citizen is voting for the one he considers best qualified for the job and if he does not consider himself to be such, he has no business seeking the position.

Once the city party chairman is announced, the one so selected will take over the meeting and preside for the remainder of the time under the guidance of the Junior Counselor. The next order of business will be the speaking of the candidates for the position of mayor, with the same procedure being followed. Then, perform the same procedure for the mayor pro-tem, and finally the candidates for the councilmen. When the voting is completed, the Junior Counselors will turn in their completed slate to the Headquarters. **PRINT NAMES LEGIBLY (or they will be returned for you to do again).** If you have not already done so, please submit your roll for citizens enrolled in college credit to the Headquarters. If you have citizens that

wish to be enrolled but have not yet done so, include their names on the roll but note as **“NOT YET ENROLLED.”**

Prior to the closing of the meeting, the Junior Counselors should impress upon those nominated the necessity for campaigning among the members of the opposite party for votes, and that often it takes votes from the opposite party for an individual to be elected. The city elections will be held on Monday morning after breakfast.

### **CLOSING THE DAY**

After the caucus, citizens should have plenty of time to shower. At 10:40, announce the five-minute warning for lights out. Lights out is set for 10:45 p.m.; however, it may be pushed back depending on the time we return from the Rainey Center. Be particularly strict about the citizens being in their rooms in order to maintain control during the entire week. Post one J.C. at each edge of the city for full floor coverage. Junior Counselors should follow through with a thorough bed check. **Senior Counselors will meet with the Directors in Rainey Fine Arts Center.**

<b>MONDAY: CITY GOVERNMENT</b>
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Wake up is at 7:00 a.m.; with breakfast at 7:15. Hampton, Moultrie and Calhoun will have speeches for City Elections and hold City Elections in addition to cleaning rooms and city areas after breakfast. Senior Counselors are to be sure that citizens enrolled for college credit have evidence of journal writings from the night before. One page of journaling is sufficient in length. It is not required (or even suggested) that you should read them. You should only determine that they are completing this task. Do not collect the journals as they will need them once they return home to type and submit for credit. **MAKE SURE YOU TURN ELECTION RESULTS IN TO THE OFFICE IMMEDIATELY.**

### **ELECTION PROCEDURE**

The entire city will assemble in the city area where candidates for both parties for the positions of mayor, mayor pro-tem and councilmen will address the entire city as to their qualifications for the position for which they are running. Emphasize that the speeches should be short. After these brief comments, citizens will immediately proceed in the balloting for the city offices.

Voting will be done using the paper ballots provided. The polls will remain open until each citizen has had sufficient opportunity to vote. Those election officials previously selected should control the polls in each city and be under close supervision of the Junior Counselors and the Elections Supervisor.

The following cardinal rules will be observed and used for all official elections throughout the week:

Each citizen must be sworn in and his name checked off the official city roster or register, to be a legally qualified voter. For the sake of time, four citizens may be sworn in at one time. This must be done before each election. The Election Chairman will have the four citizens raise their right hands and repeat after him the following oath:

**"I do solemnly swear, or affirm, that I am a legally-qualified voter of this city, and that I have not voted before in this election."**

If someone does not vote in the time allowed, his vote cannot be cast by proxy or in any other way. His vote simply will not be counted. There will be no campaigning or campaign literature within 20 feet of the room during voting. When all citizens have voted and/or the voting time has expired, the junior counselors will tally the votes. **Do not inform any citizen of any results.**

After voting, prepare your city to move to the Henderson Auditorium for an assembly to begin at 9:00 a.m.

We will have a speaker and the winners of City elections will be announced. After the assembly, proceed to the location for classroom instruction on City Government as outlined in the Citizen's Guide. Classroom instruction will be conducted either by county or en masse. Be sure your city is in the assigned area and ready for instruction to begin at 11:00.

### **COUNTY MEETINGS: 11:45**

Following classroom instruction, the counties will remain together for a briefing on the upcoming county elections by the County Advisors. This meeting will be conducted similarly to the city meetings held on Sunday afternoon. The meetings will be presided over by the County Advisors who will explain the county offices and the time and procedure for filing, not only for the county offices but also for membership in the General Assembly. Each County Advisor should run through the offices listed in the Citizen's Guide and impress that having been elected to a city office does not preclude a citizen from running for county or state offices.

The County Advisor should remind the citizens who plan to run for Sheriff that in order to hold the office they must complete and graduate from the criminal justice school and those citizens running for County Attorney must complete Law School and pass the bar exam. If a citizen does not plan to attend the appropriate school, they should not run for that office.

Note that a County Council will be elected in each county. Each council will be comprised one councilman from each city and two at-large councilmen from the county. A citizen must run either for an at-large seat or the seat from his city.

The County Advisors will inform the counties where their respective filing headquarters will be located, and that filing will take place during the afternoon and up until **7:30** on Monday. Stress the fact that there must be candidates for each position from each party. County Advisors may select four citizens (two from each party) to assist them in recording the applicants for the county offices. Each citizen will have until 7:30 p.m. on Monday, and may change his office up to that time. As was the procedure for filing for city elections, if a citizen decides to run for another office, his name will be struck indicating that switch.

Lunch will begin at 12:15 with groups arriving as stated in the Citizen's Guide.

### **RECREATION PERIOD**

All members of the Band will report directly to the Band Facility at the rear of the Sullivan Building next to the tennis courts at 1:00 p.m. Reporters will report to the Technology Center in the basement of the Thrift Library. The remainder of the citizens, along with their counselors, after changing into athletic gear, will form on the field next to the Abney Athletic Center in the areas assigned by the Recreation Supervisor, who will conduct the recreation. In case of rain, recreation period will be held in an area to be determined.

After the initial period for calisthenics, those citizens who are attending the various schools will be dismissed. The schools will begin at 3:30 and end at 4:30. If you have citizens who are scheduled to be in the schools and who are also to play in one or more sports, be sure you check the ending time of the school with the start time of the event. Conflicts will arise which will require creative scheduling on your part. Talent Show auditions are from 4:30-5:30 (Henderson Auditorium).

The recreation period is not difficult but is designed to encourage physical fitness as an important part of life. The athletic events are designed to encourage participation by as many citizens as possible. However, many of you will try to have your best athletes participate in every event because 1) You are competitive and want to win as many awards as possible and 2) Your not-so-athletically-inclined citizens are reluctant to participate. The only problem is that many of the events are scheduled simultaneously, so your "jocks" may not be able to be in every event. The point is that this is not something to complain about; rather it is a challenge for you to manage, supervise, persuade, and lead your citizens so that you get as much

participation as possible while earning as many awards as possible. Which is more important - winning an extra award or convincing a shy insecure boy that he does indeed have something to offer? The recommendation is not that you force a 5-foot, 110-pound boy to play basketball, but there are some other events, in which he can contribute.

**The deadline for filing for county offices is at 7:30 p.m. Ensure that all names are printed legibly.**

### **FIRST RETREAT/EVENING COLORS**

One of the most impressive ceremonies of the week is the Ceremony of Evening Colors. This will be held daily at the field next to Abney Athletic Center except for the first and last day. Ensure that your city is on time for these ceremonies. The rain location will be determined later.

Our first retreat will be at 5:30 p.m., and after retreat the citizens will move to supper in their assigned dining areas.

Some of the awards are presented to the winners of various sporting events, which require no debate. Other awards take into consideration the opinions and recommendations of the various staff members and often require close votes. If you have a question about a particular award and how to improve your cities' chances, speak to the staff members responsible for the decision.

After supper, all citizens will return to their cities. Cities will then move to the Henderson Auditorium for the 8:00 p.m. assembly.

### **SELECTION OF PLATFORM COMMITTEE AND ORGANIZING THE CITY**

After the assembly, the cities will again divide up by parties, in designated areas, for the purpose of getting volunteers from each party to sit on the State Party Platform Committee. A minimum of three are needed, so this will mean that fifty-seven (57) citizens will comprise the State Platform Committee for each party. At least two alternates should be chosen at this meeting in case at least two of those originally selected get elected to the House or Senate, since the platform committee will be meeting at the same time the House and Senate is meeting. It should also be discussed that the Platform Committee meets sometime during recreation period and Counselors should encourage interested citizens to participate. The purpose of the State Platform Committee is to draw up a platform for each party, which will be presented to the party at the party convention and will also be presented at an assembly later in the week.

After this meeting, the Senior Counselor should escort the city elected officials, including the Mayor, Mayor Pro-Tem and Councilmen, to the Mayor's room or other appropriate area to organize the city and appoint their municipal officers as outlined in the Citizen's Guide. Confirm the appointments to the State Platform committees as official city business. At this meeting, the Senior Counselor will outline what he expects of each city official in the way of actually running the city. The elected and appointed officers of the city can be very helpful to the counselors. For instance, the City Police Chief can help keep order; spirit leaders can be appointed, and health officials can be in charge of room inspection and cleanup.

At this meeting remind the council members that only citizens enrolled in the law school are eligible to be appointed City Attorney or City Recorder (City Judge). Only citizens enrolled in the Criminal justice school are eligible to be appointed Chief of Police or as members of the city police force.

At this meeting you should outline the activities you expect the city council to carry out. Namely: 1. Appoint the City Recorder (Judge), City Attorney, Clerk of Court, Chief of Police, and hire two deputies; 2. Adopt ordinances for the city; 3. Have the city ordinances posted in a conspicuous place where not only citizens of that city but visitors will know the laws and thus be advised to obey them. The ordinances must be structured such that they apply to the city only. "No running in the city" is an example. The fine for violation of the ordinance must also be determined. (No fine can be more than 25 cents but they can be less.) The city counsel must determine the location of the city court, which will be operating later in the week to decide the guilt of those accused of violating city ordinances and for hearing requests to reduce fines. Since the citizens

will not have completed any of the schools, certain appointments will be tentative until graduation at which time the Mayor of the City will swear in the city officers.

Stress to the boys that being on city council carries responsibilities throughout the week and the Mayor and council members should plan to meet with the city officers during the week to handle such business as is necessary.

Lights out will be at 10:30 p.m. Ensure that you give the five-minute warning. Junior Counselors will make a thorough bed check. Senior Counselors will meet with the Directors in the same location as Sunday night.

Monday night is traditionally used for painting city banners. Paint, cans and brushes will be provided and the painting will be done using a procedure, which will be discussed at orientation. See the Performing Arts and Production Director, Jay Pitts, with any questions.

## **TUESDAY: COUNTY GOVERNMENT**

Senior Counselors turn in city rosters to the PBS Office. Corrected city rosters are due in the office by 7:45 am. Senior Counselors are to check to be sure citizens enrolled for credit have ample journal writings from the night before. Marion, Rutledge and Moultrie Counties, after cleaning city areas, report to steps of Johnson Hall for pictures and will start breakfast immediately after pictures.

Pickens, Calhoun, and Hampton, as soon as you finish breakfast, report to the steps of Johnson Hall for pictures

After city pictures are completed, all cities will report to their respective classroom area for a lecture on county government (9:00-10:00).

### **THE COUNTY PARTY CONVENTION - 10:15-12:00**

The County Party Convention will be held in the locations as outlined in the Citizen's Guide after classroom instruction. The purpose is to elect a county party chairman and a slate of nominations for county officers from each party, as well as the General Assembly.

The meeting will be called to order by the County Advisors who, in turn, will select Junior Counselors to initially preside. A slate of candidates will be distributed to each citizen. The Presiding Junior Counselor will determine the maximum time for speeches based on the number of candidates who have filed. Senior Counselors must ensure the Junior Counselors effectively run this meeting. All Senior Counselors *must* be present to supervise and to ensure that the meeting runs smoothly and efficiently.

The first order of business will be the election of the County Party Chairman. The only individuals eligible for this position are the previously elected City Party Chairmen. These citizens will be given an opportunity to give their pitch and will be presented alphabetically by cities. When their speeches are completed, the voting will take place in the same manner as in the city caucuses, with citizens keeping their eyes closed and the Junior Counselors counting the ballots. A majority vote is again required.

### **STATE PLATFORM COMMITTEE MEETING**

At 3:00, the Federalist State Platform Committee will meet in Room 100, Watkins Teaching Center and the Nationalist State Platform Committee will meet in the Room200, Watkins Teaching Center (these room assignments may change). This is the first meeting of the State platform committee, which will be run by the Party Advisors and will be an organizational meeting for the purpose of drafting the platform. Two representatives from each city who were elected Monday night will attend this meeting. The platform committee will begin preparation of drafting a platform, which will be presented to the Party and the entire State later in the week.

## **COUNTY MEETINGS**

At 4:30 p.m., county meetings will be held at areas near retreat by the Chairman of the County Advisors in order for all candidates to address the county. County Advisors and City Counselors will run this meeting. All citizens will receive a slate of candidates for the county election to reference during this process. Retreat is at 5:45 p.m. Supper begins at 6:15 p.m.

**COUNTY ELECTIONS** County elections will be held according to the instructions within the Citizens Guide.

## **SCHOOL EXAMINATIONS**

At the end of the Law and Criminal Justice schools, the citizens attending those schools will have been given a take home exam to complete and turn in prior to evening colors. Collect those examinations and turn them in to the Supervisor of Schools at colors. The examinations will be graded and those who passed will be recognized and sworn in at the evening assembly.

## **TUESDAY EVENING - 7:45**

At the Assembly on Tuesday evening, following the speech of our guest speaker, the duly-elected officials of the counties, as well as the General Assembly, and members of the Bar, will be announced and sworn in. The General Assembly will then withdraw and separate into the Senate and House of Representatives in order to organize and nominate members for PBS Supreme Court. Only those citizens who have been sworn in as members of the Bar are eligible to be on the Supreme Court. If any member of the State Platform Committee is elected to the Senate and the House, then the alternates to the State Platform Committee who were elected on Monday night will become members of the State Platform Committee. Ensure that you inform the alternates of their new responsibilities. At the same time the members of the General Assembly leave, the members of both State platform committees will meet for further work on the platform. The Activities Supervisors and Party Advisors will handle the General Assembly meeting and the Platform Committee meetings. Petitions for State Office will be available to all citizens by Senior Counselors immediately after this Assembly.

The remainder of the citizens will be allowed political practice time in the dorms to get acquainted with fellow citizens (9:30-10:45). We are providing this time, prior to lights out, but all Senior and Junior Counselors should be in the dorms, overseeing their city and ensuring that the dorm areas are controlled properly. Lights out is at 11:00. Junior Counselors will make a thorough bed check. Senior Counselors will meet with the Directors.

## **WEDNESDAY: STATE GOVERNMENT**

Senior Counselors are to check to be sure citizens enrolled for credit have journal writings from the night before. After breakfast (7:15), all Junior Counselors in the Nationalist Party and all Junior Counselors in the Federalist Party will meet with the Party Advisors in an area designated by them to begin preparations for the Party Convention.

**PETITIONS FOR STATE OFFICE ARE DUE TO SENIOR COUNSELORS AFTER CLASSROOM INSTRUCTION** (9:40). Remember, only citizens who have been sworn in to the Bar are allowed to run for Attorney General.

Senior Counselors should turn in petitions to Headquarters Office immediately after classroom instruction begins.

Classroom instruction in the usual place will be at 9:00. Following the classroom period, the House and Senate will assemble separately to elect the Supreme Court, the Court of Appeals, and debate bills. After classroom instructions, the Nationalist Party will convene in Henderson Auditorium and the Federalist Party will convene in the gym of Abney Athletic Center in order to debate issues for the proposed party platform which will be drafted by the State Platform Committee.



During the citizenship practice periods on Wednesday morning (10:15-11:00), the city courts should be available to conduct such business as comes before them. The Junior Counselor aided by the city Attorney, City Clerk etc., will determine whether there are cases to be heard and provided a room to use and a jury of citizens to be present. The specifics of this process will have been explained in more detail in Saturday's orientation. The cases should be kept short while still allowing the citizens to have their day in court. Do not hesitate to seek the help of the staff in setting up and getting these first courts rolling.

### **THE PARTY CONVENTION**

Party conventions will begin at 11:00 a.m. in the same location at the party platform debates.

The Party Advisor will call the convention to order, and the first order of business will be to elect a State Party Chairman. The Party Advisors will initially control the convention and run the first election process. Once this individual is elected, he will run the rest of the convention. Ensure that an alternate is selected from the vote tally in case the elected party chairman is receives his party's nomination for a state office (a common occurrence).

Speeches will be completed in the following order: Adjutant General, Commissioner of Agriculture, Attorney General, Superintendent of Education, Comptroller General, State Treasurer, Secretary of State, Lt. Governor, and then Governor. It is expected that only 3 or 4 offices may be completed before lunch. All speeches must be brief and to the point. The party chairman can use a strong hand in limiting the speeches to the time allowed, as well as making sure no obscenity or foul language is used. It will be the duty of the party chairman and the Party Advisors to properly use the spirit and to take breaks where necessary. Junior Counselors are encouraged to work with citizens on their speeches.

### **ALL SENIOR COUNSELORS WHO HAVE BEEN ASSIGNED TO PARTIES IN AN ADVISORY CAPACITY WILL BE PRESENT AT THE PARTY CONVENTIONS, ALONG WITH THE PARTY ADVISORS AND COUNTY ADVISORS.**

Votes for the Party Conventions will be conducted via text vote. Citizens without cell phones, dead batteries, limited signal, etc., should sit in an area to the side where hands up voting will be counted. When all candidates for State Office have completed their speeches, each will be reintroduced in the order in which the speech was given. Then, all citizens will be permitted to pull out their cell phones to text vote. The codes for each candidate will be displayed on the screen and voting will be open for about 30 seconds. Once the citizen has submitted their text vote, they are required to return their phone to their pocket. This is not a time to reply to texts or check in with their girlfriend. The total votes cast will be monitored and if this number drops, the text voting will be eliminated for traditional "heads-down, hands up" voting. An efficient process is of utmost importance here. An efficient and participatory text-voting process can help ensure that the voting process ends at a reasonable hour this evening. It is important to remember that, with all offices, the **top two** (in random order) candidates who receive the most votes are selected.

We will go directly from the party conventions to lunch (1:00).

Final competition for team sports is this afternoon. The Platform Committees will also meet.

We will have retreat at 5:30 after a full day of recreation and then supper.

The party conventions will reconvene at 7:30 to finish their business. This is a long evening and ALL counselors (Senior and Junior) are to be involved in the process. Ensuring an efficiently run convention with attentive citizens is paramount to respecting those citizens aspiring to state office. With the election of the Lt. Governor and Governor, first narrow the candidates to 5, and then pick 2.

Close the Convention with a prayer, and after the convention is ended, the Party Advisors will have a slate of two nominations for each State Office, which should be turned in to the Administrative Office immediately following the meeting. **PRINT NAMES LEGIBLY.**

At lights out - 11:00, Junior Counselors will make a thorough bed check. Senior Counselors will meet with the Directors.

## THURSDAY: POLITICAL RALLY

Senior Counselors are to check to be sure citizens enrolled for credit have journal writings from the night before. From 7:15 to 8:45, the Party Advisors will take their candidates for Governor and Lt. Governor to the various cities on a whistle stop campaign at either/both dining halls to allow citizens to ask questions of the candidates and to get to know them better.

The final classroom instruction period will be held, not in the classrooms, but all cities will assemble in Henderson Auditorium at 9:00 for instructions on the "Judicial System in South Carolina." This will be followed by brief review of the week's instructions and following the review, a written examination will be given on the material taught. Ensure that all of your citizens have a pencil or pen with them to take the examination. Instill in the citizens to do well because they are graded and the marks are used in selecting the city to be awarded the scholarship trophy, and it contributes to their earning the Certification of Participation.

During the classroom instructions on the judicial system, all Junior and Senior Counselors, and staff will meet in a location TBA at 9:15 for a briefing on Friday's activities.

### **CITIZENSHIP PRACTICE PERIOD - 10:15-10:45**

Immediately following the examination, the Senate and House will withdraw from the assembly to conduct their business. Citizens not involved in the City Courts will stay in the auditorium to observe the finals of the College Bowl competition. After this assembly, candidates for State Office can politic for the upcoming primary election to be held at 11:00. Also, the Party Advisors will be contacting staff, Counselors and citizens to assist them in preparing for the joint political rally tonight, at 7:45 p.m. The City Courts will be in operation in the same manner as on Wednesday.

### **PRIMARY ELECTIONS - 11:15**

Primary elections will be held at 11:15 a.m. in the cities. Citizens will vote by party, establishing their party's choice for State officers. The voting will be as usual, except each party will vote for its own candidates. Lunch will be at 11:30.

After lunch, there will be another short assembly at 1:15 to announce the winners of the primary elections. **After the assembly, the State Party Chairman of each party and the newly-nominated State officers for each party and the Chaplain for the House and Senate will meet with the Political Science Director and the Party Advisors to plan and discuss tonight's proceedings, length of speeches, etc. for their joint political rally.** Also after the assembly, there will be three circuit courts in operation with members of staff presiding as judges. The members of the bar will have been given information and instructions earlier in the week and some will have been preparing to participate in these mock trials. Many of your citizens may be involved as jurors, witnesses or spectators. Finally after the assembly, there will also be a Field Meet (3:00-5:15). The Field Meet is made up of 5-10 events that, once again, encourage maximum participation. By that time of the week, only two teams still exist in each competition bracket of basketball, volleyball, etc. It is realized that citizens may be involved in other activities, but most have been eliminated from competition. Ensure that citizens not involved in other activities attend the field meet. Some of the events require some strength and/or agility, but some only require a sense of humor and some enthusiasm. Also, you'll be pleased to know that awards are presented to the winners.

### **JOINT POLITICAL RALLY – 7:45-10:00 Henderson Auditorium**

The Joint Political Rally is the pinnacle of the week's spirit. Citizens will meet with other members of their party in the designated location before the Rally. Citizens will enter the auditorium by party. Junior Counselors and Senior Counselors, and all staff will attend the Joint Political Rally and follow directions of

the Party Advisor presiding. Make sure nothing hard or pointed is brought into the rally. Ensure that the environment is spirited, yet safe. Do not get so caught up in the enthusiasm that you fail to act responsibly as a leader. Also, keep the citizens from leaving a mess in the area. **All** Junior Counselors will remain in the Auditorium until the entire facility is cleaned. All counselors are encouraged to monitor the rally to ensure that the cleanup process is not extensive. The JC "Pre-Selection List" is due after the political rally. These should be turned-in to your CAB. Staff recommendations are also due at this time.

Boys Nation nominations are due the following morning. Do not make this an afterthought. Counselors are encouraged to meet after lights out to discuss citizens deserving of nomination. Nominees do not have to come from your city and there is no award or recognition for that outcome. Rather, consider nominees that can represent PBS well by the following criteria: 1) well-versed on current issues, 2) confident composure and demeanor, 3) strong abilities in speaking and debating, 4) engendering respect and even admiration from others. Boys Nation is much different than PBS (limited cheering, for example). As such, the characteristics for this nomination may differ from your JC rankings. If you have any further questions about the qualities that bode well for a Boys Nation nominee, see one of the following: Sinclair Lewis, Gene Morehead, Stephen Lewis, Marion Lawson, or Dave Fleming

## FRIDAY: INAUGURATION

Senior Counselors are to check to be sure citizens enrolled for credit have journal writings from the night before.

We will again have a parade in Columbia to celebrate the inauguration. Keep one thing in mind during the entire day--we simply must NOT have any accidents or incidents. All counselors **MUST HAVE** complete control over their cities at ALL TIMES in order for the day to be a success. Your complete cooperation with the staff will make this an outstanding success. Wake up will be at 6:00 a.m.

It is most important that we adhere to the schedule outlined in the Citizen's Guide during the entire day in that many people not directly involved in the program in Columbia are depending on this outline. Refer to yesterday's meeting for specifics involved with the parade and inauguration.

It is important that all counselors assure themselves on Thursday that every citizen has a clean PBS T-shirt. Extra T-shirts will be on sale at the Headquarters Office. Long trousers or nice shorts are required.

The Senior Counselors will be in charge of their city by boarding buses at 7:15.

All Senior Counselors will make the trip to and from Columbia in the Staff Bus, which will be the first bus in the caravan. Senior counselors should give nominations for Boys Nation to Stephen Lewis, Marion Lawson, or Dave Fleming before getting on the bus. Junior Counselors will be conducting state elections on the bus en route to Columbia. SC Election Commission prohibits any campaigning within the polling place. As such, no campaigning will be permitted once the citizens have entered the bus (polling place). This includes counselors even though you are not permitted to vote. Make sure that all citizens vote. All votes will be tallied by the JC's with no results being reported to the citizens. The tallied results and actual ballots will be delivered to the Staff Bus at the rest stop.

Newly elected constitutional officers should report to the Political Science Director at the front of the parade upon arrival in Columbia. Members of the PBS Band will report to the Band Director at the head of the Parade. Members of the Supreme Court and General Assembly will report to the Party Advisors at the head of the Parade. The Color Guard will report to the Marines at the head of the Parade.

The Parade is headed by an escort from the Columbia Police Department, followed by the Band, the Colors of the United States and PBS. Following the Colors will be the newly elected officers along with the Chief

Justice of the PBS Supreme Court. Then will follow the Department commander of the American Legion automobile. Next will be the Supreme Court, walking four abreast, with the Chief Justice in front.

Next in line will be the General Assembly led by the Senate, with the President Pro-Tem out front, and members four abreast. The same goes for the House of Representatives with the Speaker out front. The cities will follow, lined up four abreast according to their positions in the formation, with the Mayor of each city out front and leading the city. If the mayor has been elected to a higher office, then the Mayor Pro-Tem will take his place. City banners will be carried at the head of their cities and all three counselors will march with their cities. Should we have inclement weather, the Parade will be canceled and an alternative plan will be implemented.

The Parade will turn onto Main Street and proceed toward the Capitol. The Parade will end on the steps of the State House for the inauguration at 11:00 a.m. We again intend to have the entire Girls' State present for our Inauguration and have invited them to join us for lunch. (They may also participate in the Parade.)

Upon arrival at the Capitol, it is critical that all counselors keep in close touch with the County Advisors in coordinating the movement of the cities onto the steps, as seating is limited. Girls' State will eat at 12:00.

At 12:30 p.m., the County Advisors, along with all counselors, will conduct Boys' State on a movement to the Horseshoe for lunch; citizens will follow the instructions of the staff and proceed to be issued boxes of lunch and beverage. Once lunch has been completed, boxes must be put in the receptacles provided.

There have been times when we have run short of drinks and lunches. All counselors will impress upon their citizens that they are to have **only one lunch and one drink as only one for each citizen has been ordered. Counselors will assist in passing out the lunches and drinks to ensure that this rule is carried out.**

After lunch, citizens will form up by cities for a head count to make sure everyone is present.

Senior Counselors will return to Anderson on the Staff bus and discuss the selection of Outstanding Junior Counselor Award. During this time, Junior Counselors should have citizens complete Junior Counselor Applications and Program Evaluations on the return bus ride. Following the return to Anderson University, Senior Counselors should turn in Program Evaluations immediately to the headquarters office. Senior Counselors will then immediately report to the bankers to help disburse funds.

Upon our return to Anderson University, all counselors should conduct their final briefings with their cities in their city area. This time should be used for debriefing activities, reflections and successes from the week as well as developing camaraderie among peers. Also, impress upon your citizens the importance of withdrawing all funds from the bank. This will be the last scheduled meeting for the city.

Encourage citizens to remain in the dorm areas to network with their friends, as this may be the last opportunity to exchange emails and addresses.

At 4:30, the remaining staff will report to the Daniel Recital Hall; Rainey Fine Arts Center for a meeting to select the outstanding Senior Counselor and complete staff evaluations. Subsequently, certain members of the staff will meet and select the representatives for Boys Nation and the P.N. Keesee Scholarship. Senior Counselors are responsible for ensuring any Boys Nation nominees from their city reports to the Daniel Recital Hall.

All Directors, Supervisors, and Advisors will report to the Abney Athletic Center at 6:00 p.m.

At both the Governor's Banquet and the Talent Show, have cities function as usual in going from place to place. When citizens are traveling to Henderson Auditorium, be especially careful that all citizens are accounted for. Citizens will march by cities to Henderson Auditorium and back. Lights out (10:30) may be extended on Friday night; however, all citizens must be in their city areas. You may wish to have a party or

bull session for them. You are also encouraged to collect all JC applications by the end of the evening. There will be **absolutely no horseplay** in the dorms during this time.

## SATURDAY: GRADUATION

Senior Counselors are to check to be sure citizens enrolled for credit have journal writings from the night before. After breakfast, which will begin at 7:30 a.m., ensure that all citizens prepare to depart and leave their rooms in the city in a clean condition. In the past, some rooms have been left in disarray, especially the counselors' room and the city meeting rooms. We are making a special effort to ensure that we leave the rooms as we found them. It would be easier to have your citizens do this than you after they leave.

All cities will assemble for graduation exercises at 9:00 a.m. Citizens will wear PBS T-shirts. After graduation, citizens will be released to their sponsors, to board their buses or cars as the case may be. When all citizens have cleared the city area, all counselors will make a joint inspection of the city area (10:00). The rooms should be checked promptly and thoroughly for possible items left by the citizens. These will be turned in to the Headquarters Office, showing the room number and name of the boys in that room. The final inspection will also include a look for any damage to the facilities, and this report will be turned in to the Headquarters Office. After the counselors have inspected the rooms, they are to contact their County Advisor who will walk through the area with them to ensure that the area is clean. The Senior Counselors will ensure that their bulletin boards, banner poles, clipboards, etc. are turned in to the Headquarters Office.

As you know, a vital part of the continued success of this program is the selection of Junior Counselors. Without your direct, continued, and thoughtful participation, this task is extremely difficult. You have two tasks that serve this process.

First, qualified citizens should complete applications. Some of these young men mistakenly believe that strong competition from others precludes their selection as JCs. It is incumbent upon you to approach and encourage every capable citizen to fill out an application. Senior Counselors are requested to spend an appropriate amount of time in evaluating their citizens on Junior Counselor applications to ensure that the best individuals are invited back. All who deserve consideration should be ranked by the Senior Counselor with the best candidate receiving a "1 out of \_\_\_\_" rating, and the second best candidate receiving a "2 out of \_\_\_\_" rating, and so forth. Be sure to turn in ALL JC applications, regardless of rank.

Second, and more important, you are responsible for returning ALL of the completed JC applications to the PBS office on Saturday morning. Because of the significance of this function, a member of the PBS staff will visit your city on Saturday morning to check the progress of the applications. If your input is incomplete, you will be asked to correct the deficiency prior to leaving Anderson University.

When all tasks have been completed to the satisfaction of their County Advisors, all counselors are to report to Headquarters for their counselor pictures and checks (10:30-11:30), to turn in their city picture money and counselor applications, and to accept our thanks for a job well done.