

Colorado Model United Nations (CO-MUN) Project

–Delegation Checklist & Calendar–

Key:

Yellow equals a CO-MUN due date

Green equals a document you can find on the website

- _____ Nation has been selected by our team members using the [How to Pick a Nation](#) document.
- _____ Nation has been registered with NW BOCES and is in **BOLD & ALL CAPS** on the How to Pick a Nation link on NW BOCES' website no later than **January 23rd**.
- _____ Calendar developed using a backward plan and assigning due dates to everything on this checklist by **January 26th**.
- _____ [Preparing, presenting, and debating Resolutions](#) as well as [Global Agenda Issues](#) have been read & discussed.
- _____ Research has been conducted on our team's selected nation using the [CO-MUN Research Suggestions](#) & [Top Notch Research Sites](#).
- _____ Resolution ideas have been gathered from the research; we have become "experts" on our selected nation.
- _____ Resolution topic has been chosen referencing the [Preparing, presenting, and debating Resolutions](#). Teams will also want to reference the eight UN millennium goals which can be found at <http://www.un.org/millenniumgoals/>
- _____ [Resolution Template](#), [Resolution Rubric](#), [Guidelines for Writing and Rating Resolutions](#), [Council Session Resolution Rating](#), [Debate Script for Council Sessions](#), and [Forum Overview](#) have been studied to understand exactly "how" to write the resolution and how the resolution will be evaluated.
- _____ Resolution has been written and first draft submitted to our advisor.
- _____ Advisor reviews resolution and gives delegates time to make revisions before the second draft copy of the resolution has been submitted to our advisor.
- _____ DRAFT Resolution has been submitted by the advisor to the NW BOCES by **March 29th**.
- _____ Advisor has graded other nations' Draft Resolutions (each district will score 3-4 resolutions) using the [Resolution Rubric](#) found on the Student Info page of the website sometime **between 3/30 and 4/10**. Email Resolution Rubric and any other constructive criticism to jdalke@nwboces.org **no later than 4/10**. Feel free to move through the review process quickly—ie. you do not need to wait for the deadlines. The score on this rubric will be one of four data points used to determine participation at the General Assembly in May.
- _____ Advisors and students have reviewed the [CO-MUN Awards](#) document so they are informed of what criteria will be judged for choosing the top two delegates as well as the "best-dressed"

_____ Roles for the Forum have been chosen for each team member recorded on the **Delegation Registration Form** by **March 29th**. Roles include:

_____ Presenter of the Author's Speech (1 -3 people)

_____ Representative to the Security Council

_____ Representative to the Economic & Social Council

_____ Representative to the Trusteeship Council

_____ Representative to the International Court

_____ Representative to the Peacebuilding Commission

_____ Registration forms & fees due to NW BOCES by **March 29th** (but welcome sooner) including:

_____ **School Registration Form**

_____ **Delegation Registration Form**

_____ **Forum Overview & Debate Script for Council Sessions** has been read & discussed. A mock council session & general assembly have been held to practice debate procedures. Also see **Video from May 9-10, 2012 CO-MUN Forum**.

_____ Representatives have reviewed the written draft resolutions using the Resolution Rubric and have prepared short PRO & CON speeches for the nations that will be heard in their council sessions. DRAFT resolutions will be posted on the website by 3/31. The PRO & CON speeches will be used during the debate period in council sessions and at the General Assembly. Both pro and con sides must be prepared since initial reaction to a resolution may be swayed by that country's presentation.

_____ Revisions made to own resolution using the feedback from the reviewing advisor. Email FINAL Resolution to jdalke@nwbores.org **no later than May 1st**. Don't forget to review the **Council Session Resolution Rating**.

_____ All team members are prepared to defend and support your own resolution when it is presented at Colorado Model UN Forum. All team members are prepared to defend and support other nation's resolutions.

_____ Authors have prepared Author's Speeches and Closing Comments following **Author's Speech Guidelines**.

_____ Author's Speeches & Closing Comments have been rehearsed.

_____ Authors are prepared to answer questions from delegates about their resolution.

_____ Copies of the author's speeches/outlines have been given to our advisor.

_____ PowerPoint or Prezi for Council Sessions and General Assembly has been prepared.

- _____ PowerPoint or Prezi has been practiced.
- _____ PowerPoint presentation has been copied to a flash drive to take to Forum.
- _____ Team members have chosen whether they will wear a Native outfit or “Business Professional” attire to the Forum (Suggestion: Research what a real representative would wear to the UN Convention or choose a historical or present-day “costume” that is iconic for your country.) It is not an option to wear a t-shirt & jeans or hoodie or whatever you ‘typically’ wear to school.
- _____ A flag has been made or purchased to display at your table at Colorado Model UN Forum.
- _____ All team members are familiar with the **Colorado Model UN “Code of Conduct”**.
- _____ Emergency phone numbers for the Forum site and hotel have been given to the parents of all team members. There is a **Parent Information Sheet** on the website that you may edit to include your own details.
- _____ Advisor has made copies of each participating student’s school medical release form to bring to the Forum. If your school already has a medical release form please use that, otherwise, there is a **CO-MUN Medical Release Form** on the website.
- _____ Advisors have developed rooming lists and emailed them to jdalke@nwboces.org by **May 1st**.
- _____ Each team member has paid all fee balances due to our advisor.
- _____ Each team member understands to bring money to purchase additional food or snacks during Colorado Model UN Forum. Lunch & dinner are included in the cost of registration on Day 1, and breakfast is included on Day 2.
- _____ Team members are packed and ready for the **Dates TBD** Colorado Model UN Forum. Don’t forget:
 - _____ flash drive with your powerpoint, (prezi is fine too)
 - _____ copies of the author’s speeches & closing comments,
 - _____ copies of the representative’s pro & con speeches and resolution rubrics
 - _____ copies of each student’s medical release form,
 - _____ your rooming list,
 - _____ a sleeping bag & pillow (or sheets/blanket),
 - _____ your flag,
 - _____ \$ for lunch for Day 2 (only for teams that are traveling),
 - _____ extra \$ for snacks, and

_____ your Native outfit or Business Professional Attire for the Council Sessions and General Assembly. Casual attire may be worn for dinner & game night.

_____ The agenda for the CO-MUN forum has been reviewed:

May ? : Arrival at Forum site (Steamboat Springs)

11:30-12 Registration at CMC

12:00 – Welcome Address/Lunch at CMC

1:00-4:00 – Council Sessions, Sharing of Resolutions (Native Outfit or Business Formal Attire)

4:00-4:30 – Team check-in after council sessions to report out and plan/strategize for General Assembly

6:00-8:00 - Dinner/Social (Casual Attire)- The top nations who will be heard at the General Assembly will be announced.

May ? :

8:00 – Breakfast

8:30 – General Assembly, Sharing of Resolutions (Native Outfit or Business Formal Attire)

12:00 Closing Ceremony