

# IMPORTANT INFORMATION FOR PARENTS AND DELEGATES

1. **Cell phones and laptop computers are permitted**, but must be turned off during all General Sessions, Workshops and Meals. This rule will be strictly enforced. Security for these items is the responsibility of the Delegate.
  2. **Please read and review "Welcome to GCI" and "What to Bring"**. It is important that each delegate understands her responsibilities during the GCI experience and the personal items she will need while at GCI.
    - a. It is especially important that parents understand the medication policy and adhere to it for the safety of all participants. All medications, except emergency items such as Epi-pens, will be kept in the nurse's office.
    - b. Failure to be prepared will result in slowing the check-in process.
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1. **EMERGENCY CONTACT at GCI** is MaryKay Tokar, GCI Director, at tokar@njsfwc.org or 201-320-8403. Alternate emergency contact is Brandi Miller at miller@njsfwc.org or 202-210-4488.
  2. **WHEN YOU PICK YOUR DAUGHTER UP ON JUNE 9<sup>TH</sup>**
    - a. The final session of Girls' Career Institute will not be dismissed until approximately 11:30 A.M. on Thursday, June 9<sup>th</sup>. It is extremely important that your daughter participate in the closing ceremonies. You are also invited to attend. You are welcome to park at the Nicholas Hall parking lot (adjacent to Lippincott Dormitory) just before the Lippincott circle where you brought your daughter on Monday. It is a 10–12-minute walk from the Nicholas Parking Lot to Hickman Hall where the closing ceremonies will take place starting at 9:00 a.m. Remember the New Jersey State Federation of Women's Clubs has no recourse regarding any parking tickets placed by university police. We are negotiating for parking at Hickman Hall for the ceremonies. That information will be available when you bring your daughter.
    - b. If you will not attend the closing ceremonies, please plan to arrive between 11:30 a.m. and 12:00 Noon. Please park in the Nicholas Parking Lot and proceed into Lippincott Residence Hall. ***No delegate will be dismissed before 11:30 a.m. and no delegate will be dismissed from Hickman Hall.*** Please remember we take very seriously our responsibility for all 180+ young women and must insist that all delegates are dismissed from Lippincott Residence Hall to their parent, guardian, or person named on "**Return Travel Permission**" (with identification).
  3. **All delegates' keys and slash cards MUST be returned at dismissal.** There will be an \$80 dollar charge for room keys and \$10 charge for the slash cards which are not returned. This fee is assessed by Rutgers University and must be paid by the parents if their daughter does not return her key and swipe card at check-out.