



**Send this completed application to Youthlinc,  
1140 E. Brickyard Rd. Suite 76, Salt Lake City, Utah 84106  
or fax it to (801) 467-1982**

### **Summary of Understanding**

This form must be reviewed and signed (by applicant and parent/guardian where applicable) before the applicant can be considered for acceptance into a Youthlinc Program. This document is only a summary and does not provide full information for proper preparation. Further information will be provided to individuals accepted into the program.

**NOT A TOURIST VACATION:** I understand that the international experiences associated with the Youthlinc program are not tourist vacations. I will need to prepare myself physically and mentally to face inconvenient, frustrating, and disquieting circumstances while traveling in under-developed countries, working and living with impoverished people. I must be prepared to expect the unexpected.

**PREPARATION:** If through application I am accepted into the program, I am responsible for following through on all prerequisites outlined verbally or in writing. I understand that my attendance is mandatory at all meetings held to assist in my preparation for the experience. I understand that I will also be responsible for committee assignments associated with the trip, which will include activities outside of meeting times. It is my responsibility to contact program directors if I have questions or concerns.

**LOCAL DOCUMENTATION:** I understand that it is my responsibility to coordinate the recording of my local volunteer hours with the organization/agency I am working with. Exact dates and times of local service must be recorded on official forms or letterhead of the organization/agency and certified by an organization/agency supervisor.

**SUPERVISION:** I understand that an experienced Youthlinc team leader, as well as an Alumni Leader and Volunteer Mentors, working with an in-country coordinator, will supervise the international trip.

**ARRANGEMENTS:** As a service to program participants, Youthlinc will arrange for travel and other needs. I understand that these services will be contracted with other companies or individuals and that Youthlinc is not responsible for their performance, security, safety or my satisfaction.

**SUPPORT:** I understand that program directors will need my support and positive attitude throughout the course of this experience. I will offer my best efforts in this regard, including abiding by the Code of Conduct which requires forthright conduct and consideration for others during the entire program, in Utah and internationally.

**SELECTION:** Once I submit this form, and any other application material required, an interview may be scheduled to aid in the review of my application. Final selection will be made only after completion of all requirements, and is not guaranteed.

I have read and understand all the information on this form. I certify that the information included in this application is true. I understand that Youthlinc may contact my parents to communicate program information.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If applicant is under 18, applicant's parent/guardian must sign the following statement:**

I understand that my son/daughter is applying for acceptance into the Youthlinc Program. I have read and understand this application and the information provided above, and hereby give my permission for my son/daughter to apply, and if accepted, participate in the program.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

# **Assumption of Risk, Waiver of Liability, and Indemnification Agreement for Participation in Youthlinc programs**

Important: This is a legal document. Please read and understand this document before signing.

**Participant (print full legal name):** \_\_\_\_\_

**Youthlinc program (International site and participation year):** \_\_\_\_\_

I, the undersigned, am the Participant named above. I am familiar with the curriculum and the activities which take place in the above named Youthlinc program. Youthlinc (Youth serving the Local and International Needs Community) is a non-profit organization engaged in various service projects in Utah and internationally.

## **TERMS AND CONDITIONS**

I will participate in the above Youthlinc program. I understand and acknowledge that there are specific risks associated with the performance of local service individually and in a group, and risks associated with international travel. These risks can be related to travel hazards, terrain, weather, eating and sleeping arrangements, and other circumstances.

I freely and voluntarily participate in the program with the knowledge of the danger involved and hereby agree to assume and accept any and all risk of injury or death. I hereby certify that I will arrange for appropriate personal accident/health insurance coverage (e.g., health and accident insurance that will be valid outside the U.S., and emergency medical evacuation and repatriation of remains coverage).

## **WAIVER, RELEASE, AND INDEMNIFICATION**

Participant hereby states that s/he has read and understands the Summary of Understanding, Youthlinc Policies document, and Code of Conduct and agrees to be bound thereby.

Participant further understands and agrees that during this program, in Utah and internationally, s/he will follow all Youthlinc conduct rules, and specifically agrees to comply with all reasonable directions and instructions by the team leader during the program thereof. Participant understands that while s/he is fully responsible for his or her own conduct, failure to adhere to such requests could result in termination from the program.

This includes compliance with travel safety guidelines and precautionary measures covered in the program meetings. Participant further agrees and understands that violation of program rules or regulations set by the team leader will be grounds for immediate dismissal from the program and the Participant's immediate return to Utah at Participant's expense.

Participant does not have any medical conditions that would prevent participation in Program. Participant has adequate health and accident insurance to cover the costs of treatment in the event of any injury.

Participant understands and acknowledges that Youthlinc is not an insurer of Participant's behavior, actions or participation in the program and that Youthlinc assumes no liability whatsoever for personal injuries or property damages to Participant or to third persons arising out of participation in the program activities. Participant hereby agrees to release, waive, covenant not to sue, indemnify and hold harmless Youthlinc and all of its officers, employees and agents (collectively the "Releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by Participant or loss or damage to any property belonging to Participant arising out of or related to participation in the above named program, and excepting only such loss, damage or injury as may be caused by the sole negligence of any Releasee.

Participant agrees that Utah shall be the site of any lawsuit arising out of or related to participation in the program and that this Agreement will be governed by and construed in accordance with the laws of the State of Utah, without application of any principles of choice of law.

Participant shall pay any attorney fees or costs incurred by Youthlinc in enforcing this Agreement.

If any portion of this Agreement is held to be invalid by a court of law, then it is agreed and intended that all the remainder shall, notwithstanding, continue in full force and effect.

**PARTICIPANT HAS CAREFULLY READ THESE TERMS AND FULLY UNDERSTANDS  
THEIR CONTENT AND IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A  
CONTRACT BETWEEN PARTICIPANT AND THE RELEASEES AND SIGNS IT OF HIS OR  
HER OWN FREE WILL.**



## Youthlinc Policies

### A. Service Year Participant selection

Youthlinc strives to keep each team size under 40. After the team leader is selected (usually an adult participant alumni of the program or Youthlinc staff), students apply and are selected from secondary schools and colleges/universities within Utah or our pilot sites. Students are selected to participate in our Service Year program at the beginning of each school year on the basis of their demonstrated commitment to service, reliability, and ability to get along well with others as evidenced through recommendations and personal statement.

Available sponsorships also dictate the total number of students accepted each year. Generally, Youthlinc accepts 20-25 students per team.

Once students are selected, Volunteer Mentors whose expertise is related to needs at the international service site and medical professionals are accepted into each team. After these team members are determined, other interested persons can participate in the program till maximum group size is reached.

### B. Participant responsibilities

All participants make a \$250 non-refundable deposit to secure their space within the team (see Youthlinc refund policy).

All participants are given a schedule of payments for international service trip costs at General Orientation and are expected to make payments on time. [A \\$25 service fee will be assessed to EACH payment on the schedule that is received late to our office late by more than one week. Credit card payments will be assessed a 3% service fee.](#)

All participants are expected to attend all monthly planning meetings in order to prepare for the international service experience. These monthly meetings include information, group discussion, committee work and guidance concerning:

- local service experiences
- planning and preparing for instructional, community health, microenterprise, cultural exchange, special needs, construction and repair activities at the international service site.
- traveling healthy, including recommended vaccinations and safety precautions.
- speakers on issues of poverty, developing nations, and the culture and concerns of the program's specific international site.
- relevant language instruction.

Although students have options concerning their local service commitment, 'whole group' service projects – occurring generally on a Saturday -- are part of the program and participants are encouraged to join in.

Youthlinc is a non-denominational non-profit organization dedicated to instilling a humanitarian ethic in young people and in promoting understanding among diverse peoples, locally and internationally. While each individual must represent him or herself genuinely to others, Youthlinc discourages its participants from engaging in any behavior that might be interpreted as identifying the program with any particular religious or political affiliation.

### C. Local service requirements, Criteria for selection of local service sites

All student participants are required to do a number of local service hours in order to earn their sponsorships. Sixty (60) hours of local service is required for Mexico programs. Eighty (80) hours of local service is required for Cambodia, Thailand and Peru programs. One hundred (100) hours of local service is required for Kenya programs. Sponsorships of \$600 (for Mexico), \$800 (for Cambodia, Peru, and Thailand), and \$1000 (for Kenya) awarded to accepted student participants are deducted from costs of the international service experience.

Students must complete their local service hours during the school year in which they are accepted into the program. Students may begin to record local service hours which count toward the Youthlinc program upon the receipt of their acceptance letter, generally in October of each Service Year program. Service hours done before the receipt of the acceptance letter cannot be counted toward the required service hours for each program.

At least one half of the required local hours must be done at one site, considered the student's MAIN SITE. In this way, the student can become a relied upon volunteer, with a real chance to impact that agency or organization, and develop relationships with the individuals that

agency or organization serves. The remainder of the required hours can be distributed among different service sites, though Youthlinc encourages students to do as many hours as possible at his or her MAIN SITE.

Youthlinc students should perform meaningful service with truly needy individuals or communities. We want students to become involved in activities that really make an impact in the lives of needy people or communities, activities where they are interacting and making relationships with people they wouldn't normally encounter. We encourage students to perform hands-on service where they are mentored in a positive atmosphere by their supervisors.

Although Youthlinc does not select sites, we do reserve the right to reject service hours from a participant if team leadership or staff does not judge the service to be with genuinely needy individuals or communities.

Service hour records must be turned in at every monthly meeting after General Orientation. Students must report their MAIN SITE at the December team meeting and should consult the Youthlinc Local Service Directory or the program Local Service Director for assistance in selecting this main site. Students who do not report a main site by the December team meeting will be required to meet with the Local Service Director to select a site.

Students who do not turn in service hours at the first team meeting in December will also be required to meet with the Local Service Director. Students who do not turn in half their required service hours by the team's February meeting risk dismissal from the program (see Section H). All service hours must be completed by the monthly meeting prior to departure for the international site – generally in May or June of each Service Year.

Since Youthlinc relies heavily on volunteers to keep our overhead, and therefore, our program cost low, we ask all student participants to volunteer 6 hours in the office. If they do not live in areas convenient to the Salt Lake office, there are tasks that can be done from their home.

#### **D. Participation of family members of Volunteer Mentors**

As mentioned in the **Participation selection** section, Youthlinc teams include (in addition to students on sponsorships) University and other educators, medical teams, Rotarians, and other professionals who serve as Volunteer Mentors. Often Volunteer Mentors would like family members to accompany them on the international service experience. Family member participation is permissible as space allows. Family members must follow the guidelines expressed in the **Participant responsibilities** section. Student-aged family members of Volunteer Mentors should officially apply to the program, and if accepted, perform the same local service all students involved in the program are performing to earn the sponsorship. In this way, we avoid a two-tiered system of program status.

#### **E. International service experience program costs**

At the beginning of each Service Year (i.e., at the beginning of each school year), Youthlinc will quote an international service experience cost for each program that will be inclusive of all in-country transport, accommodations, food, water, major medical and travel insurance (does not include trip cancellation insurance), and Youthlinc program fees. Youthlinc negotiates the best possible airfare for the group, determined as early as possible in the Service Year. Program costs do not include any required travel documentation (e.g. passport, visa) or any recommended vaccinations. Participants are also responsible for their personal expenses in - country, such as toiletries, souvenirs, extra food or beverages.

Student participant costs reflect the deduction of their sponsorship amount (Section C.)

**NB: Program costs and payment schedules are included in every participant binder distributed at General Orientation and are posted on our website under Team Information. Because of the increased administration involved when payments are late, a \$25 late fee will be added to a participant's costs whenever any payment is more than a week late.**

**If payment by credit card is available – and it is not always available --participants who choose to pay by credit card are assessed a 3% service charge.**

Ideally, Rotary clubs participating in each program should contribute to in-country project funds and any Rotary oriented social activities here or abroad.

## **F. Requests for divergent itineraries**

Youthlinc participants are expected to participate in the full international service experience. Participants must commit to stay with the team for the entire international service experience.

All requests for divergent flights for the purposes of tourism before or after Youthlinc service experiences must be handled by travel agents. Youthlinc staff is not responsible in any way for fulfilling these requests, although we will give participants the contact information for the travel agents we use to book international service travel.

The extra charge for the divergent flight (the charge over and above the cost of the Youthlinc airfare with the group) must be paid **directly to the travel agent**, not to Youthlinc.

Youthlinc will not be involved in negotiating costs, organizing itineraries, receiving or paying funds or any other activity associated with tourist travel before or after our international service experiences. The Youthlinc International Service Director will refer participants to travel agents for these purposes, if we have ready access to this information.

The extra cost of a divergent itinerary for tourist purposes, as well as any cost associated with tourism, is not a tax deductible expense.

## **G. Youthlinc directories and the solicitation of funds**

Youthlinc team directories, and the contact information contained therein, are considered property of Youthlinc and are not to be used for the solicitation of funds for any cause, however worthy, without the direct permission of the Youthlinc Executive Director. If a Youthlinc participant, past or present, would like to ask past or present program participants to contribute to any cause, please contact the Youthlinc office via the contact information on our website, and ask to speak to the Executive Director.

From time to time, Youthlinc participants will receive a request to contribute to a cause that has been investigated by Youthlinc and verified to be legitimate and beneficial to the whole international site. If this request does not come on Youthlinc stationery, or from the Youthlinc office (verified through caller ID), or is not sent by e-mail from [Youthlinc@earthlink.net](mailto:Youthlinc@earthlink.net) or [Youthlinc@xmission.com](mailto:Youthlinc@xmission.com) the request is not sanctioned by Youthlinc, and has not been verified by Youthlinc to be legitimate or beneficial.

## **H. Dismissal from the program**

Explicit in the Summary of Understanding, Code of Conduct, and Policies document are requirements that participants attend all monthly meetings (up to two meetings may be missed but a representative must be sent and present), participate in team committee work, communicate with the team leader and other program staff in a timely fashion, show respect for and cooperation with team members and program policies, and meet program payment due dates. Student participants must also complete all local service requirements before the team packing meeting and keep on schedule so that completion of service hours is not in doubt.

Failure to comply with any of these requirements, or other requirements explicit in the aforementioned documents, constitutes grounds for dismissal from the Youthlinc program. Youthlinc staff will provide participants with verbal and written warnings that their participation in the program is in jeopardy, and will make every reasonable attempt to contact the parents of minors in such a situation.

However, at the discretion of program leadership, a student or volunteer mentor who is in non-compliance with program requirements can be dismissed from participation. In such a situation, the Youthlinc program is under no obligation to refund any program payments.

## **I. Information about tax deductions**

Youthlinc is a non-profit organization as described by section 501(c)(3) of the Internal Revenue Code. Therefore, any direct unrestricted donations to Youthlinc are tax deductible charitable cash contributions.

In addition, program costs such as transportation to and from the international humanitarian mission site and directly associated service expenses, are probably tax deductible. We suggest participants consult their personal tax adviser regarding their personal tax situation.

## **J. Youthlinc refund policy for program participants**

Two weeks after the General Orientation meeting for students accepted into a Service Year program, a \$250 non-refundable deposit is due from **each student and mentor**. This



**PARTICIPANT INFORMATION FORM**

**International site:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Please PRINT clearly and legibly.

Full LEGAL name (as it will appear or does appear on your passport):

\_\_\_\_\_

Current Address (with city & zip): \_\_\_\_\_

Permanent Address (with city & zip): \_\_\_\_\_

*Students: Your permanent address would be your parents' address if you currently live elsewhere.*

Phone (include area code) and E-mail Contact Information:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Other: \_\_\_\_\_ Email: \_\_\_\_\_

*Students: Please NO SCHOOL E-MAILS. Personal e-mail addresses ONLY.*

Students: What is your school? \_\_\_\_\_

Volunteer Staff: Where are you employed? \_\_\_\_\_

Birth date (M/D/Y): \_\_\_\_\_ Age on int'l trip departure date: \_\_\_\_\_

T-shirt Size: XS S M L XL XXL Country of citizenship: \_\_\_\_\_

Beneficiary (for insurance purposes – usually spouse or parent): \_\_\_\_\_

Emergency contact information (For use on international service trip)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Numbers (w/ area code) H: \_\_\_\_\_ C or W: \_\_\_\_\_

Email address of emergency contact (please print clearly): \_\_\_\_\_

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**Students Only:**

**Best e-mail for father:** \_\_\_\_\_

Father's full name: \_\_\_\_\_ Employment \_\_\_\_\_

Address w/ city & zip (if different than above): \_\_\_\_\_

Best phone for father (w/area code): \_\_\_\_\_

**Best email for mother:** \_\_\_\_\_

Mother's full name: \_\_\_\_\_ Employment \_\_\_\_\_

Address w/ city & zip (if different than above): \_\_\_\_\_

Best phone for mother (w/area code): \_\_\_\_\_

*We will include in team email group distribution lists the email of parents of accepted students who are minors at the time of trip departure.*