



FRIENDS & FAMILY TRIP APPLICATION

Dates of trip: _____ Location: _____

Name (last/first/middle): _____

Address (street/city/zip): _____

Phone (area code + home/cell): _____

E-mail Address: _____

Date of birth (m/d/y): _____ Current age: _____

Please list past/current employment and/or involvement in community service clubs and activities:

Please indicate language abilities in Spanish, Thai, and Khmi (not required for service):

ANNUAL SERVICE AND TOURISM TRIP:

This trip is open to all alums, mentors, family members, friends of Youthlinc. There is no local service requirement for this program, though there will be 3–4 planning meetings for those who live in Utah. Out of state applicants are welcome. Planning meeting attendance is not mandatory, though all participants will be required to participate in the planning of the service aspect of the trip through phone and email communication. People of all ages are welcome, though parents participating should take into consideration the conditions at the international service site and the maturity levels of minors under 16 who are applying. A separate application is required of ALL PARTICIPANTS: all family members regardless of age.

Mentoring is a key element of the Youthlinc program. We need people from a variety of professions and backgrounds to assist our student participants as they assume leadership roles on each team. We are looking for individuals of high moral character who have interest in and/or experience mentoring young people, individuals who are flexible, work well in groups, and are good at communication, organizing information, delegating tasks, and allowing others to develop their leadership potential. Youthlinc team members must be positive, encouraging people, with a commitment to service. Please see our web site for more information www.Youthlinc.org

If you have any questions regarding this application, please contact the Youthlinc offices 801-467-4417, or e-mail us at Youthlinc@xmission.com © 2008 Youthlinc All rights reserved.

This form can be filled out on your computer: Save to desktop, fill-in information, print-out for signatures. Mail or fax to:

Youthlinc
1140 E. Brickyard Rd. Suite 76,
Salt Lake City, UT 84106.
Fax: 801-467-1982



EXPECTATIONS FOR ALL PARTICIPANTS

1. Individuals must have a commitment to service and understand the philosophy of life-time service which is central to the Youthlinc program.
 - Each adult is a mentor and role model to our student participants who helps the Youthlinc program instill a life-time service ethic in young people.
2. We need people from a variety of professions and backgrounds to assist our student participants as they assume leadership roles on each team, learning that they can make a difference, and embarking on a life-time of humanitarian service.
3. Youthlinc teams work in committees to plan tasks to meet goals at the international site. Adult professionals are the leaders of these committees and in that role, they:
 - Must attend meetings as scheduled by the Team Leader. You can skype in or call in to the meetings.
 - Formulate goals with the team leader and their committee, decide on tasks in a cooperative atmosphere, ensure tasks are delegated to student participants, and follow up with the students on the accomplishment of those tasks.
 - Model and mentor the development of leadership skills.
 - Work for a positive, encouraging atmosphere within their committee and team
 - Act as resource.
 - Meet with or communicate with student committee members outside of team meetings if necessary to accomplish planning.
 - Assist in the organization of information to present to the team.
 - Communicate problems and progress to the team leader.
4. In-country, team members:
 - Are flexible, realizing that in-country our well-planned activities and itineraries may change due to everything from weather to the plans of our in-country hosts.
 - Continue to oversee, help where needed in the activities of their committee and team.
 - Debrief their committee members on problems and successes after planned activities.
 - Assist the team leader in safety and Code of Conduct issues.
5. Service and Tourism participants are not expected to do local service as part of their Youthlinc program, but are welcome to come to all or any of our local service projects.
6. Youthlinc has adopted the following policies primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.
 - Two mentors or participants over 21 are required during all activities where minors are present.
 - One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of others.
 - Youthlinc mentors must respect the privacy of other team members (including minors), dress appropriately, and confer with the Team Leader in matters of constructive criticism or discipline in cases of violation of Youthlinc Code of Conduct.

As a participant accompanying the _____ team in the year _____, I certify that I've read this document, understand the expectations of mentors and will abide by Youthlinc policies in this regard.

Signature: _____ Date: _____

Printed name: _____

Parent signature (if applicant is under 18): _____ Date: _____



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 Youthline 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 Youthline 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 Youthline 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, Youthline will arrange for travel and other needs. I understand that these services will be contracted with other companies or individuals and that Youthline 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 Youthline 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 Youthline 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 (full legal name): _____

Youthline 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 Youthline program. Youthline (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 Youthline 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, Youthline 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 Youthline 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 Youthline is not an insurer of Participant's behavior, actions or participation in

the program and that Youthline 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 Youthline 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 Youthline 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.

I am signing this Agreement for myself as Participant. I acknowledge that I am eighteen (18) years of age or older and that I understand the terms of this Agreement. I also acknowledge that this Agreement shall bind my heirs and personal representatives.

Signature of Participant _____ Date: _____

Signature of Legal Guardian (if participant is under 18) _____ Date: _____



YOUTHLINC CODE OF CONDUCT
FOR ALL PARTICIPANTS

I agree to obey and sustain the law of the United States and of the country associated with my Youthline program and will continue to do so while participating in a Youthline program. I agree to make honest and complete declarations at customs.

I will respect the property rights of others. This includes refraining from shoplifting, concealment, damage, or misuse of the property of others.

I am not involved nor will I become involved in drug use, including possession, use, or distribution of any narcotic or dangerous drug (as defined by applicable law), except as prescribed by a licensed medical practitioner. I understand that underage drinking as per U.S. law is prohibited on a Youthline trip.

I will respect the rights of others during the entire Youthline program, in Utah and internationally. This includes not physically or verbally abusing any person, sexually harassing any person, or engaging in behaviors which endanger the health or safety of others, not obstructing or disrupting the privacy of others, or the performance of Youthline activities at the direction of leaders associated with the program.

I will respect the rules and directions stated by Youthline team leaders. I will stay with the group, and participate in all group activities, unless otherwise directed by the team leaders. It is my objective in participating in a Youthline program to be part of the team and to assist in the accomplishment of activities associated with the program.

I understand that each participant in a Youthline team is a representative of the Youthline organization. I will not attempt to further any cause, religious, political, or otherwise which is outside the stated or understood purposes of the Youthline program. Behaviors which further a cause include the holding of meetings or distribution of materials relating to a religious, political, or other cause.

I understand that a single violation of this Code of Conduct may be grounds for expulsion from the program at any time, locally or internationally. If internationally, I will return home early at my own expense.

I have read and understand this Code of Conduct and agree to abide by all its requirements.

Participant signature: _____ Date: _____

Parent signature (if participant is under 18): _____ Date: _____

IF YOU ARE 18 OR OVER, PLEASE COMPLETE THE FOLLOWING INFORMATION

BACKGROUND CHECK Our insurance requires that we perform background checks on all employees and volunteers who will be working directly with minor youth. Please provide the following information so that we may perform that background check.

Full Legal Name: _____

Former name(s) (maiden name etc): _____

Social Security Number: _____ Date of birth: _____

A. Service Year Participant selection

Youthline strives to keep each team size under 40. After the team leader is selected (usually an adult participant alumni of the program or Youthline 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, Youthline 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 Youthline 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.

Youthline 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, Youthline 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 Youthline 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 Youthline encourages students to do as many hours as possible at his or her MAIN SITE.

Youthline 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 Youthline 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 Youthline 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 Youthline 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, Youthline 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), Youthline 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 Youthline program fees. Youthline 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 a verifiable email from youthlinc.org or 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

Youthline is a non-profit organization as described by section 501(c)(3) of the Internal Revenue Code. Therefore, any direct unrestricted donations to Youthline 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. Youthline 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 deposit holds your space in the program. If a student does not make this deposit, that student will be dropped from the program. A student from the waiting list will be invited to participate in the program and earn the service sponsorship.

If a participant drops from the program after any deposits or payments are made to coordinators or agencies facilitating our international service experience, including airlines, those deposits or payments are also not refundable.

If a participant drops from the program 45 days or less from departure, all payments are non-refundable.

In light of rapidly changing world events and local conditions, Youthline reserves the right to cancel or postpone service trips at its sole discretion when it deems it necessary or advisable. In the event of any such change, \$250 deposits remain non-refundable. Youthline may also be required to forfeit nonrefundable payments for airfare and hotel deposits. Any such forfeiture will be charged against sponsorship funds and participant program payments on an equitable basis, as determined by Youthline. In such cases, a participant who wishes to serve on an alternate or postponed service experience would be required to make up the shortfall, either through additional program payments or sponsorship funds.

In addition, as described above, amounts transferred to subsequent service trips will be reduced by an allocable portion of any forfeiture of deposits or payments that result from participant or Youthline initiated cancellations or postponements in response to world events or local conditions.

No program payments by donations from individuals or businesses are refundable, except those made directly by the program participant or by the parent of a minor student. No unrestricted or general charitable donations are refundable under any circumstances.

Any allowable refund must be requested by participants by June 1 for international service trips leaving in June and by July 1 for any international service trips leaving in July each program year. No refunds will be issued until June 1 of every calendar year. Any donations toward a participant's international experience received after these deadlines will not be refundable, and will be allocated to project funds or sponsorships for the current or following Service Year program.

Acceptance: I have read and understand the information above.

Participant name: _____ Date: _____

Participant signature: _____ Date: _____

Parent name (if participant is under 18): _____ Date: _____

Parent signature (if participant is under 18): _____ Date: _____



PARTICIPANT INFORMATION FORM

International site: _____ Year: _____

Full Legal Name (as it does, or will appear on your passport):

Current Address, if a student and presently living away from parents (street/city/zip):

Permanent Address, or your parents' address, if same as above, leave blank:

Phone (area code + home/cell): _____

E-mail Address (personal e-mail only, no school e-mail addresses):

Students: What is your school? _____

Volunteer Staff: Where are you employed? _____

Date of birth (m/d/y): _____ T-shirt size: XS S M L XL XXL

Age on International trip departure date: _____ Country of Citizenship: _____

Beneficiary (for insurance purposes): _____

Emergency Contact Information

Name: _____ Relationship: _____

Phone (area code + home/cell): _____

E-mail Address: _____

Students Only

Father's full name: _____

Father's phone (area code + home or work/cell): _____

E-mail Address: _____

Employment: _____

Father's Address (if different from above. Street/city/zip):

Mother's full name: _____

Mother's phone (area code + home or work/cell): _____

E-mail Address: _____

Employment: _____

Mother's Address (if different from above. Street/city/zip):

Note: Team e-mail group distribution lists will include the e-mail addresses of parents of accepted students who are minors at the time of trip departure.