

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.

Applicant signature: _____ Date: _____

Expectations for YouthLINC Volunteer Mentors

1. Mentoring is a key element of the YouthLINC program.
 - Volunteer mentors must be individuals with a commitment to service.
 - They should understand the philosophy of life-time service which is central to the YouthLINC program.
 - The Volunteer Mentor is a 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. Volunteer Mentors are the leaders of these committees and in that role, they:
 - Must attend volunteer mentor meetings as scheduled by the Team Leader.
 - 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, volunteer mentors:
 - 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. Volunteer Mentors must be present for our General Orientation meeting, and all other monthly planning meetings.
 6. Volunteer Mentors are not expected to do local service as part of their YouthLINC commitment, but are welcome to come to all or any of our local service projects.
- 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 volunteer professional 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.

Date: _____ Signature: _____ Printed 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.

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

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 YouthLINC program and will continue to do so while participating in a YouthLINC 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 will respect the rights of others during the entire YouthLINC 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 YouthLINC activities at the direction of leaders associated with the program.

I will respect the rules and directions stated by YouthLINC 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 YouthLINC program to be part of the team and to assist in the accomplishment of activities associated with the program.

I will not attempt to further any cause, religious, political, or otherwise which is outside the stated or understood purposes of the YouthLINC program.

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: _____

**Please mail this document, with your application, to:
YouthLINC, 1140 E. Brickyard Rd. Suite 76, SLC, UT 84106.**

YouthLINC Policies

A. Participant selection

YouthLINC strives to keep each group size to a maximum of 35. 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. Students are selected 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 from Rotary clubs or other sponsoring organizations or individual donors will also dictate the total number of students accepted into a program. Generally, YouthLINC programs usually have between 20-25 students participating.

Once students are selected, Volunteer Mentors such as at least one Rotarian, University and other educators whose expertise is directly related to needs at the international service site, and a medical team are identified. 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 expected to make program payments on time, and a schedule of payments will be given to participants at General Orientation. A \$25 service fee will be assessed to EACH payment on the schedule that is received at our office late by more than a week. Credit card payments will be assessed a 5% 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, and guidance concerning:

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

Although students have options concerning their local service commitment, whole group service projects 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 service sponsorships. Sixty (60) hours of local service is required for the Mexico programs. Eighty (80) hours of local service is required for the Thailand and Peru programs. One hundred (100) hours of local service is required for the Kenya programs. Sponsorships of \$600 (for Mexico), \$800 (for Peru and Thailand), and \$1000 (for Kenya) help to offset the 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 the acceptance letter. 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 these people or communities, activities where they are really 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 does not judge the service to be genuine service 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 Coordinator 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 Coordinator and will be placed on probation until a service site is selected.

Students who do not turn in service hours at the first team meeting in December will be on probation. 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.

Since YouthLINC relies heavily on volunteers to keep our overhead, and therefore, our program cost low, we ask all student participants to volunteer 4 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 program (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 program 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.

Of course, student participants would deduct their sponsorship amount from their program cost.

NB: Program costs and payment schedules are included in every participant binder and are posted on our website. 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. Participants who choose to pay by credit card, and credit card payment is not always available, a **5% service charge** will be added to those payments.

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 Int'l Service Coordinator 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 Judy Zone youthlinc@earthlink.net

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 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

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 mission 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 first orientation meeting for students accepted into a program, a \$250 non-refundable deposit is due from each student. 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.

All other participants must also make this \$250 non-refundable deposit.

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, YouthLINC reserves the right to cancel or postpone service trips in its sole discretion when it deems it necessary or advisable. In the event of any such change, \$250 deposits remain non-refundable. YouthLINC 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 YouthLINC. 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 YouthLINC 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 for the current or following program year.

Acceptance: I have read and understand the information above.

Printed name of participant: _____

Signature of participant: _____

Please mail this signed document to:

YouthLINC, 1140 E. Brickyard Rd. Suite 76, Salt Lake City, Utah 84106

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): _____

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

Home: _____ Cell: _____

Other: _____ Email: _____

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: _____

Involvement of Medical Volunteer Staff in YouthLINC programs

Health education forms one component of the YouthLINC program. All components of the YouthLINC program strive to educate American young people about service issues here and abroad, and to provide meaningful changes in quality of life through local & int'l partnerships.

The following information includes our expectations for our Medical Volunteer Staff.

Team support:

1. Attend team meetings and consult on medical issues relevant to international travel. Kenya and Peru teams attend a briefing at the University of Utah Travel Clinic.
2. Collect YouthLINC Medical Information Forms and consult as needed about any health issues individuals might have relevant to international travel, e.g. allergies, medications.
3. Restock and carry **YouthLINC First Aid satchel to international site** and be the first line resource for common problems such as diarrhea, bug bites, dehydration prevention, etc. These bags and their contents are generally donated and are used until the supplies expire. *It is CRITICAL that the bags be returned with their remaining supplies to the YouthLINC office as soon as possible after the group returns.*

Education/ Mentoring

1. Orient students to the health needs at the site, based on information from past trips to and community meetings at the international site, as well as any other relevant information.
2. Mentor students during the school year as they develop lessons to meet these needs, which they will teach in-country.
3. Lead students in discussions about respecting differences in culture, attempting to discern and understand the positive and potentially negative impact our activities can have on a much different social structure.
4. Provide a role model to ALL team members of a medical professional.
5. Supervise students involved in the team's medical committee, as they teach lessons, provide direct health care as appropriate, and learn about the extant medical systems at the international site.
6. **At the international site, YouthLINC does not endorse holding public clinics or administering medical care. Any medical care administered should be in a context of training local health professionals within the scope of a medical professional's expertise, with YouthLINC students observing.**

Health Care Delivery/ Public Health

1. Gather information about health care needs and health care systems at the international site. Network with medical professionals at the international site.
2. Share this information with students, team leaders, and YouthLINC administrators.
3. Consult with past and future medical volunteer staff and YouthLINC administrators (including team leaders) on realistic plans to meet health care needs at the site which will mesh with the culture, have a long-term effect, and involve community partnerships.

Research and Grants

YouthLINC encourages its volunteer medical staff members and students interested in the health professions to initiate or participate in research or grant writing that will have specific benefits for the individuals and communities at our international sites, and will make contributions of global interest to medical communities in general.

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

Date: _____ Signature: _____ Printed name: _____