



SUMMARY OF UNDERSTANDING

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

SERVICE YEAR ACCEPTANCE: Humanitarians are selected by Youthline staff, Board, and Team leadership volunteers. Selection committees are looking for applications which reflect a sincere desire to start or continue service and leadership activities, reliability, ability to get along well with others, as well as backgrounds, experiences, skills, interests, or talents that could contribute to the team. Submitting an application does not guarantee acceptance.

LOCAL SERVICE: Local service is a critical element of our Service Year, essential to our mission of creating lifetime humanitarians. Humanitarians must select a main local service site and establish a schedule for volunteering at that site by the December team meeting, and contribute a designated number of hours of local service during the Service Year. Minimally half these hours must be volunteered at the main service site. Humanitarians are responsible for recording and verifying exact dates and times of their service hours with service supervisors in their Youthline online Service Directory account.

INTERNATIONAL SERVICE PREPARATION: Participants are responsible for following through on all Service Year requirements outlined in this document, participant manuals, team leadership emails, and in team meetings. Monthly team meeting attendance is mandatory, prepares participants for international service and leadership. Participants are responsible for committee assignments associated with the international service experience, which may include activities outside of monthly meeting times. It is the responsibility of each participant to contact Team Leaders and Youthline staff with questions or concerns.

NOT A TOURIST VACATION: International service experiences associated with the Youthline Service Year are not tourist vacations. Participants will encounter inconvenient, frustrating, and disquieting circumstances while traveling in developing countries, working and living with impoverished people, and should remain positive, flexible, and cooperative.

SUPERVISION: A trained Youthline Team Leader, Assistant Team Leader, and adult professional Mentors including a medical professional, working with an in-country coordinator, will supervise the international service trip.

ARRANGEMENTS: Youthline staff will arrange for all international travel needs associated with the service trip. These services will be contracted with other companies or individuals and Youthline is not responsible for their performance, security, safety or participant satisfaction. Youthline does not encourage and is not responsible for arranging divergent tourist activities.

SUPPORT: Team leadership and Youthline staff expect participant support and positive attitude throughout the course of the Service Year experience. Participants are expected to abide by the Code of Conduct which requires forthright conduct and consideration for others during the entire Service Year, in Utah and internationally.



ASSUMPTION OF RISK, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT FOR PARTICIPATION IN YOUTHLINC SERVICE YEAR

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I, the undersigned, am the Participant named in this Youthlinc Service Year application. I am familiar with the curriculum and the activities which take place in the Youthlinc Service Year. Youthlinc is a nonprofit 501c3 organization engaged in various service projects in Utah and internationally.

TERMS AND CONDITIONS

I will participate in the Youthlinc Service Year. 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 Service Year 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 have appropriate personal health insurance coverage (e.g., health and accident insurance that will be valid outside the U.S. in addition to the major medical, evacuation, repatriation of remains insurance provided by Youthlinc as part of my international service trip cost.

I understand that although Youthlinc purchases emergency medical/evacuation insurance for all participants that any cost incurred in-country for emergency medical care is the responsibility of the participant to pay. If Youthlinc pays any medical bill on behalf of the participant in-country, the participant will repay Youthlinc within two weeks after arrival back to the US. The insurance policy has a \$500 deductible, which is the responsibility of the participant and any amount over the deductible is subject to the claims process of the insurance company and the individual participant's existing domestic health insurance. All bills outstanding are the responsibility of the participant.

WAIVER, RELEASE, AND INDEMNIFICATION

Participant hereby states that s/he has read and understands the documents included in this application: Summary of Understanding, Assumption of Risk, Waiver of Liability, and Indemnification Agreement, Code of Conduct, Policies and agrees to be bound thereby.

Participant further understands and agrees that during the Service Year, in Utah and internationally, s/he will follow all Youthlinc conduct rules and program polices and requirements, specifically agreeing to comply with all reasonable directions and instructions by the Team Leader, Assistant Team Leader or Mentors. 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 Service Year. Please refer to Refund Policy on page 6.

Participant agrees to comply with travel safety guidelines and precautionary measures covered in the team meetings. Participant further agrees and understands that violation of program rules or regulations set by Youthlinc staff or team leadership 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 Service Year. Participant has adequate health and accident insurance to cover the costs of treatment in the event of any injury. Minors are required to get a signed physician release from their doctor indicating that they are able to travel safely in regards to physical and mental health. Youthlinc reserves the right to request any adult participants obtain a physician release if there is concern about his/her overall physical and/or mental health.

Participant understands and acknowledges that Youthlinc is not an insurer of Participant's behavior, actions or participation in the Service Year, 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 CODE OF CONDUCT FOR ALL PARTICIPANTS

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This code of conduct applies to all activities associated with Youthline, including but not limited to local service activities, team meetings, overnight retreats, and during international travel.

I agree to obey and sustain the law of the United States and of the country associated with my Youthline Service Year team throughout local and international service. I agree to make honest and complete declarations at customs.

I will respect the property rights of others. This includes refraining from stealing, 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, dangerous, or illegal drug (as defined by applicable U.S. or UT law), except as prescribed by a licensed medical practitioner. I understand that underage drinking as per U.S. law (21 years old) is prohibited on a Youthline Service Year trip, including in flight and abroad.

I will respect the rights of others during the entire Youthline experience, 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 myself or others, not obstructing or disrupting the privacy of others, or the performance of Youthline activities at the direction of leaders associated with the Organization.

I will respect the rules and directions of Youthline team leadership and staff. I will stay with the team, and participate in all team activities, unless otherwise directed by the team leadership. No participant will go out alone. Any attempt to do so will be considered willful contempt for the Code of Conduct. If any participants desire to take part in an activity not on the schedule, they will talk to the Team Leader. During any activity, including scheduled or spontaneous activities, participants will be in a group of minimally five people, one of them an adult Mentor.

I understand that co-ed rooming, unless the individuals are married, as well as public displays of intimate affection (e.g., kissing, hand holding, anything other than friendly hugs) are not allowed on Youthline Service Year trips. It is my objective in participating in a Youthline Service Year to be part of the team and focused on the accomplishment of activities associated with the service experience. Additionally, any intimate relationship is strictly prohibited between team members and/or community members as this puts into peril participant safety and international partnerships.

I will not engage in any activities relating to body modification, including getting a tattoo or a piercing.

I will be respectful in terms of dress code requirements as is culturally appropriate for my local service site and international site. The Youthline Team Leader and the international coordinator will inform participants of dress code and all participants are expected to respect those requests.

I will make this opportunity to serve a chance to be present among the people I am serving and create meaningful connections at home and abroad. As such, I will respect the expectations set forth by my Main Service Site supervisor and my Youthline Team Leader regarding cell phone use.

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 Organization. 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 Service Year at any time, locally or internationally. If internationally, I will return home early at my own or my legal guardian's expense.

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



YOUTHLINC POLICIES

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A. SERVICE YEAR PARTICIPANT SELECTION

Youthlinc strives to keep each team size under 40, with 25-28 humanitarians per team. Humanitarians apply from secondary schools and colleges/ universities within Utah at the beginning of each school year. Selection committees, comprised of Youthlinc staff, Board, and Team leadership, are looking for applications which reflect a sincere desire to start or continue service and leadership activities, reliability, ability to get along well with others, as well as backgrounds, experiences, skills, interests, or talents that could contribute to the team. Submitting an application does not guarantee acceptance.

Adult professional 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 may be accepted until maximum group size is reached.

B. PARTICIPANT RESPONSIBILITIES

All participants make a \$500 non-refundable deposit to secure their space within the team by Dec 1 (see Youthlinc refund policy, section J).

All participants are given a payment schedule for international service trip costs at General Orientation and are expected to make payments on time. Each payment is due by 11:59 PM on the first of each month. A \$25 service fee will be assessed after 11:59PM on the payment due date to EACH payment on the schedule that is received late.

All participants are expected to attend all monthly planning meetings in order to prepare for the international service experience. During these monthly meetings, the Youthlinc Service Year curriculum is implemented. This curriculum includes information, group discussion, committee work and guidance concerning: local service experiences, planning and preparing for educational, community health, cultural exchange, vocational and business training, construction and renovation activities at the international service site. Other issues discussed are traveling healthy, including recommended vaccinations and safety precautions, issues of poverty, developing nations, and the culture and concerns of the program's specific international site, relevant language instruction.

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 Youthlinc with any particular religious or political affiliation.

C. LOCAL SERVICE REQUIREMENTS, CRITERIA FOR SELECTION OF LOCAL SERVICE SITES

Local service is a critical element of our Service Year, essential to our mission of creating lifetime humanitarians.

All humanitarians are required to contribute 50 local service hours during the Service Year. Humanitarians may begin to record local service hours which count toward their Youthlinc Service Year starting October 15th. Service hours volunteered before October 15th cannot be counted toward the required service hours.

At least 30 of the required local hours must be contributed at one site, considered the student's MAIN SERVICE SITE. In this way, the humanitarian 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 volunteered at different service sites, though Youthlinc encourages students to do as many hours as possible at his or her MAIN SERVICE SITE.

Youthlinc humanitairans should contribute meaningful service with truly needy individuals or communities. We want humanitarians 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 humanitarians 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. Humanitarians must report their MAIN SERVICE SITE at the December team meeting, along with a schedule for volunteering at that main site. Students should consult with their Assistant Team Leader, who is specifically over the local service of that team. Humanitarians may also consult the Youthlinc Local Service Directory for assistance in selecting this main site. Humanitarians 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.

Service hours must be logged in the participant's Local Service Directory account and verified by a supervisor by the 1st of each month

after General Orientation. Humanitarians who have not completed 25 hours of local service with minimally 15 hours at his or her main service site by March 1st risk dismissal for the Youthlinc Service Year and will be asked to complete a Low Service Hour Plan of Action. All 50 local service hours with minimally 30 hours at a main service site must be logged and verified in the student's account in the Youthlinc Local Service Directory by June 1st. Students who do not fulfill the Youthlinc local service requirement will be dismissed from the Youthlinc Service Year and will not travel internationally. Participants that are dismissed from the program are subject to Youthlinc refund policy found on page 6, section J.

D. PARTICIPATION OF FAMILY MEMBERS OF MENTORS

As mentioned in the Participation selection section, Youthlinc teams include humanitarians and other adult professionals who serve as mentors. Often 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. Secondary school or college aged family members of Mentors must apply, and if accepted, meet all the humanitarian Service Year requirements.

Children of parent Mentors will not be roomed or placed on a committee that is overseen by the parent Mentor.

E. INTERNATIONAL SERVICE EXPERIENCE COSTS

At General Orientation for the Service Year, our International Service Director will distribute costs and donation schedules for each international service trip. These costs are inclusive of flights, 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 other than water.

Some Humanitarians will apply for financial aid support for their international service trip costs. Recipients of financial aid will be notified by or before December.

NB: Program costs and payment schedules are posted individual social fundraising pages. 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 late.

F. REQUESTS FOR DIVERGENT ITINERARIES

A divergent participant is any participant who diverges from the team for the purposes of tourism or any other activities unrelated to the team before or at any point during the team's international trip, starting at and returning to the Salt Lake City airport.

Youthlinc actively discourages divergent itineraries, the number of divergent itineraries is limited, and all those requesting divergent itineraries are required to sign an additional divergent itinerary waiver. We especially discourage divergent itineraries for unaccompanied minors, even with parental approval. Parents of minors who still request a divergent itinerary for their child must sign an additional waiver of Youthlinc responsibility. Waivers are on the Team Info page of the Youthlinc website.

When a participant is flying on a divergent itinerary from the team, Youthlinc is in no way responsible and should not be contacted for any issues, delays, or problems with those flights or travel arrangements. Additionally, Youthlinc staff is not responsible in any way for assisting with divergent activities. Upon request, we may offer participants the contact information for the travel agents we use to book team international service travel.

Youthlinc will not be involved in negotiating costs, organizing itineraries, receiving or paying funds or any other activity associated with tourist or any outside travel before or after our international service experiences. The extra cost of a divergent itinerary for tourist or any other purpose, as well as any cost associated with purpose unrelated to service travel, is not a tax deductible expense. The full cost for divergent flights must be paid directly to the travel agent or airline, not to Youthlinc. Flight costs are paid at the time of booking.

Many Youthlinc participants fundraise for their international trip, a large portion of which is the flight cost. When a participant decides to diverge, they pay the travel agency or airline directly for their flight, which reduces their overall balance due to Youthlinc. Consequently, divergent participants are not able to fundraise through Youthlinc for their flight. Legally, Youthlinc cannot refund money that is donated to a participant to cover the flight costs. Please read our Refund Policy (section J) for more information. Check with your tax advisor because the out of pocket cost of airfare for the service trip may still be tax deductible for the participant.

For participants wanting to diverge, they must send a completed diverging waiver to the Youthlinc International Service Director by or before January 15th. Diverging waivers are on the Team Info page of our website. Participants who submit a diverging waiver must also submit a paid for flight itinerary by February 1, or their diverging from the team may not be approved.

G. YOUTHLINC ROSTERS AND THE SOLICITATION OF FUNDS

Youthlinc rosters and the information contained therein are confidential Youthlinc property 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 office@youthlinc.org and ask for 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 from a youthlinc.org email, the request is not sanctioned by Youthlinc, and has not been verified by Youthlinc to be legitimate or beneficial.

H. DISMISSAL FROM THE PROGRAM

Participants must attend all monthly team 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 leadership and other Youthlinc staff in a timely manner, show respect for and cooperation with team members and program policies, and meet program payment due dates. Humanitarians must also complete all local service requirements by June 1 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 this application, constitutes grounds for dismissal from the Youthlinc Service Year. Youthlinc staff will provide participants with verbal and written warnings that their team membership is in jeopardy, and will make every reasonable attempt to contact the parents of minors in such a situation.

However, at the discretion of team leadership and Youthlinc staff, a participant who is in non-compliance with program requirements can be dismissed from the Service Year. In such a situation, Youthlinc 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.

Service Year costs such as transportation to and from the international humanitarian service site and directly associated service trip expenses are probably tax deductible. We suggest participants consult their personal tax adviser regarding their personal tax situation.

J. YOUTHLINC REFUND POLICY FOR PARTICIPANTS

By December 1, a \$500 non-refundable and non-transferable deposit is due from each participant. This deposit holds your spot on that team. Participants who do not make this deposit will be dropped from the program. An applicant from the waiting list will be invited to participate on the team.

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

No service trip payments through donations from individuals or businesses are refundable, except those made directly by the Service Year participant or by the parent of a minor humanitarian participant. In the case that a refund is possible and the participant has received financial aid or sponsorship from Youthlinc, the amount donated by Youthlinc sponsors will be subtracted from the amount for which the individual participant is eligible.

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

Youthlinc reserves the right to cancel or postpone service trips, and change international service sites, at its sole discretion when it deems it necessary or advisable due to local conditions or world events. In the event of any such change, \$500 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 participant payments on an equitable basis, as determined by Youthlinc. In such cases, a participant who wishes to serve on an alternate or postponed service trip, or a service trip to an international service site that has been changed, would be required to make up the shortfall.

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, postponements, or changes in response to world events or local conditions.

Personal donations made which are matched by corporate giving programs are not eligible for refund up to the amount that was matched by the company. No unrestricted or general charitable donations are refundable under any circumstances.

Any allowable refund must be requested by participants by June 1. No refunds will be issued until two weeks before departure. 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. Youthlinc makes every effort to contact participants about their refunds. Any allowable refund that is not collected by a participant after August 31 of any calendar year will be allocated to project funds or sponsorships. After August 31, our Year End, a participant can no longer collect an unclaimed refund.



YOUTHLINC APPLICATION SIGNATURE PAGE:

This document is a required part of the application and must be scanned/mailed office@youthlinc.org, faxed 801-467-1982, or mailed (1166 Brickyard Rd, SLC, UT 84106).

I have read and understand all the information in Youthlinc Service Year application, specifically including:

- Summary of understanding
- Assumption of Risk, Waiver of Liability, Indemnification Agreement
- Youthlinc Code of Conduct
- Youthlinc Policies

I agree to abide by all the requirements and policies set forth in this Service Year application.

In regards to the Summary of Understanding, Assumption of Risk, Waiver of Liability, Indemnification Agreement , Code of Conduct, and Polices for participation in the Youthlinc Service Year, I have carefully read these documents, fully understand and agree to the terms set forth in their content. I am aware that this is a release of liability and a contract between me and Youthlinc. I also acknowledge that this Agreement shall bind my heirs and personal representatives.

Printed name of participant: _____

Signature of participant: _____

Printed Name of parent: _____
if participant will not be 18 at time of trip departure

Signature of Parent: _____
if participant will not be 18 at time of trip departure

Date (MM/DD/YYYY): _____