



MSU ALTERNATIVE SPRING BREAK SITE LEADER APPLICATION

2009-2010

FULL LEGAL NAME _____

(As it appears on your travel documents – passport or driver's license; Note: it is VERY important that your name is spelled correctly – you will be held responsible for possible fees related to change of name on airline ticket)

LOCAL ADDRESS: _____

DOB: _____

GENDER: _____

CITIZENSHIP: _____

PHONE: _____

T-SHIRT SIZE: _____

MSU EMAIL: _____

MAJOR: _____

MSU PID: _____

CLASS LEVEL: _____

SITE PREFERENCES

1 _____ 2 _____ 3 _____

EMERGENCY INFORMATION

IN CASE OF EMERGENCY, PLEASE CONTACT

NAME: _____

RELATION: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

NAME: _____

RELATION: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

INSURANCE INFORMATION

INSURANCE PROVIDER: _____

CONTRACT NUMBER: _____

GROUP NUMBER: _____

PLAN CODE: _____

SERVICE CODE: _____

HEALTH INFORMATION

BLOOD TYPE: _____

ALLERGIES: _____

MEDICATIONS YOU TAKE (include dosage and frequency): _____

PHYSICIAN'S NAME: _____

OFFICE PHONE: _____

SPECIAL NEEDS: _____

Please, sign below to verify the above information is correct.

SIGNATURE: _____

DATE: _____

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
http://asb.msu.edu

STAFF USE ONLY

Date: _____

Initials: _____

Placement: _____

RESPONSIBILITIES OF A SITE LEADER:

As a site leader, your job will be to focus on a specific social issue to:

- 1) raise awareness on campus in regards to the social issue
- 2) engage in direct service
- 3) develop active and engaged citizenship in the students, staff, and faculty who participate in your specific trip

Training:

- Attendance at the Michigan State University Alternative Spring Break 2009-2010 site leader retreat – Saturday, October 10th – Sunday, October 11th
- Attendance at bi-weekly site leader meetings presented by Alternative Spring Break executive board members – October 20th, November 3rd and 17th, December 1st, January 19th, February 2nd, 16th and 23rd, and March 2nd

Planning:

- Contacting service site and housing of specific trip location (with help from the Service and Site Development chairs)
- Recruiting Alternative Break participants
- Hosting a minimum of three SITE MEETINGS
- Preparing educational material and encouraging reflection to enhance service-learning experience during Alternative Break

Events:

- Minimum of one individual site fundraising event (with help from Fundraising chairs)
- Minimum of one pre-trip issue-based educational event (with help from Site Leader Training and Issue Education chairs)
- Minimum of one pre-trip issue-based service project (with help from Events chair)
- Planning and carrying out Alternative Break

SITE LEADER ACCOUNTABILITY SYSTEM

When participating with the Alternative Spring Break program as a site leader, you are awarded \$125 discounted off the total trip cost. You will be provided this refund (in increments of \$25) shortly after spring break based on completion of the following five requirements:

- Attendance at *all* SITE LEADER MEETINGS (with the exception of two excused absences)
- Hosting a minimum of three SITE MEETINGS (one site meeting must be completed before Winter Break)
- CONTACTING SERVICE SITE a minimum of three times prior to Spring Break (one contact must be completed before Winter Break)
- Hosting one individual site FUNDRAISING event
- Following PAYMENT SCHEDULE (no late payments!)

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

5. What sites and social issues are you interested in leading? Why are you interested in leading these particular sites? Attach additional page if needed.

a.

b.

c.

6. The 2009-2010 Executive Board has created an opportunity for site leaders to become more involved with the planning of program-wide Alternative Break events. As a site leader you will be required to participate in one of three committees led by an Executive Board member. Please list which committee you would be most interested in participating with – fundraising, events, or recruitment?

7. Our site leader retreat is set for the weekend of *October 10th and 11th, 2009* and it is required that *all site leaders attend*. Do you have a conflict with these dates?

8. We will also be holding bi-weekly site-leader meetings on Tuesday nights at 9:00 PM throughout both of the fall and spring semesters. Do you have a conflict with these meeting times?

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

ALCOHOL AND ILLEGAL DRUGS POLICY

Alcohol Use

An Alternative Break is a unique experience that allows participants to immerse themselves in a different culture while performing meaningful community service. Issues of legality, liability, personal safety and group cohesion are of concern when alcohol and other drugs are consumed on an Alternative Spring Break. **As a result, at no time will Michigan State University's Alternative Break program tolerate drinking or alcohol use.**

Use of Illegal Drugs

Michigan State University has a **zero-tolerance policy** regarding the possession, use, manufacture, production, sale, exchange, or distribution of illegal drugs (as defined by United States law) by students, faculty, and staff participating with Alternative Break. This policy pertains to **all** Alternative Break sites (within the United States and abroad).

Violation

Violation of the Alcohol and Illegal Drugs Policy is grounds for termination from the Alternative Break program. Termination will result in the participant being sent home at his/her own expense and possible referral to the campus judicial system.

I, _____, hereby agree to follow the Alcohol and Illegal Drug Policy as set by the Michigan State University Alternative Break program. I understand that violation of this policy will result in being sent home at my own expense and possible referral to the campus judicial system.

Participant's Signature

Date

PHOTO RELEASE

I, _____, hereby grant to Alternative Break, Michigan State University and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish photographs and/or still video of me, in which I may be included, for editorial trade, advertising, web and any other purpose and in any manner and medium to alter the same without restriction; and to copyright the same. I hereby release Alternative Break, Michigan State University and its legal representatives and assigns from all claims and liability relating to said photographs and/or still video.

Participant's Signature

Date

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

STUDENT VOLUNTEER LIABILITY FORM

I, the undersigned, desire to participate in the Michigan State University Alternative Break program. I am knowledgeable about the activities related to the organization, and the risks of personal injury or property damage to myself and to others that may be associated with these activities. Notwithstanding these risks, I wish to assume them when I voluntarily participate in activities related to the association and in any travel associated with the activities. I understand that my involvement in this association may include, but is not limited to, the following:

1. Working with children, teenagers, adults, and/or the elderly at schools, churches, community centers, and other locations;
2. Working in close contact with individuals of various income levels, backgrounds, and mental/physical health conditions;
3. Working indoors and/or outdoors in physical and cultural environments of varying levels of familiarity, safety, and comfort;
4. Working in other, similar activities not listed here.

I understand that my participation in any activity related to the Alternative Spring Break program is completely voluntary and I may choose to participate in some activities without participating in others.

I understand and agree that Michigan State University accepts no responsibility for my acts, but I will take into consideration that my acts will represent Michigan State University and the Alternative Break organization.

In consideration of Michigan State University offering this opportunity and allowing me to participate in this organization and its related activities, the receipt and sufficiency of said consideration being hereby acknowledged, I hereby release, relieve, discharge, and hold harmless Michigan State University, the Alternative Break Program, its officers, site leaders, advisors, representatives, participants, from any and all liability or claim of liability, whether for personal injury, property damage, or otherwise, arising out of or in connection with my participation in this association or any travel related to my participation in this association.

Participant's Signature

Date

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

GENERAL POLICIES

- The Alternative Spring Break Program is a STUDENT organized and executed organization.
- All positions within the organization are VOLUNTEER. This includes the executive board, site leaders, site staff advisors, and participants.
- FUNDING for the organization to operate is received from individual participants and from donations only. Included in the cost of each trip is an administrative fee which contributes to an Alternative Spring Break scholarship for the co-chairs and advisor, partial Alternative Spring Break scholarships for site leaders and executive board members, the site leader retreat, the post-break reflection, photocopies, long distance phone calls, office supplies, thank you gifts for agency contacts, etc.
- PARTICIPANT SIGN-UP BEGINS OCTOBER 1, 2009 and ENDS OCTOBER 31, 2009.
- SITE MEETINGS prior to Spring Break are *mandatory* for participants. Participants who do not attend are required to make up this time with the site leader.
- **SITE-LEADER MEETINGS prior to Spring Break are *mandatory* for site-leaders. Site leaders who do not attend are required to make up this time with the executive board.** The Alternative Spring Break program reserves the right to DROP site leaders if he/she is not meeting expectations.
- Each participant must sign a LIABILITY WAIVER prior to Spring Break.
- Each participant must complete and sign a HEALTH & EMERGENCY CONTACT INFORMATION FORM prior to Spring Break.
- The Alternative Spring Break program reserves the right to cancel a service trip due to travel advisories, the closing of a host agency, low enrollment, or other situations that would create an unsafe or un-meaningful alternative break experience. Should this happen, participants will be given the opportunity to move to another trip or receive a full refund (including the \$100 deposit).
- The Alternative Spring Break program reserves the right to change the price of trips due to unpredictable increases in gas prices, airline taxes, fuel surcharges, etc.

Participant's Signature

Date

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

Participant Conduct

Michigan State University expects all Alternative Break participants to abide by the laws, regulations, and customs of the host country, community, institution and program. *There are certain areas under which the site staff advisor and site leader together have the authority to immediately dismiss a student from the Alternative Spring Break program.*

The following behaviors are among those that should result in immediate dismissal from ASB:

- Conduct which is in violation of the laws, rules, and regulation, and customs of the host country, community, institution, or volunteer site.
- Conduct that damages or destroys property of another person, institution, or organization.
- Physical or sexual assault; harassment; unlawful possession, use or distribution of illegal drugs; consumption of alcohol; setting a fire or possession of explosives; possession of a weapon including BB guns and knives; theft.
- Behavior, whether academic or social, which constitutes a clear and present danger to the health or safety of persons or property, or threatens the future viability of the program.
- Repeated offenses or severe infractions of the Community Standards and regulations as established by the local lodging facilities.

Participant's Signature

Date

PAYMENT AND REFUND POLICY

Payments

- All participants are required to pay a \$100 non-refundable deposit with their application.
- The remaining trip cost will be due in 4 installment payments. Deadlines for the installment payments will be selected by the Alternative Spring Break leadership team.
- Payments can be made using checks or money orders (made out to MSU Alternative Spring Break) or credit cards. **No cash will be accepted.**
- *The Alternative Spring Break program reserves the right to drop participants for missing payment deadlines.* Participants who are dropped can be reinstated *only* if their spot has not been filled. Participants dropped as a result of non-payment forfeit any payments already made.
- Payments are accepted in the Center for Service-Learning and Civic Engagement (27 Student Services) Monday – Friday from 8:30 a.m. – 5:00 p.m.

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

Refunds

All participants are required to pay a \$100 non-refundable deposit with their application. **Participants who drop prior to the last day of the fall semester are entitled to a full refund, minus the \$100 deposit.**

Participants who drop after the last day of the fall semester are not entitled to a refund. Exceptions to this policy include illness or injury that prevents the participant from traveling or a documented family emergency.

All exceptions must be requested in writing (email is accepted) to an Alternative Spring Break co-chair or advisor no later than the scheduled time of departure. Requests for exceptions will be reviewed by the Alternative Spring Break leadership team. The co-chairs/advisor may ask the participant to provide evidence of the illness or emergency (doctor's note, etc.). Depending on the circumstances, participants may receive up to a full refund, minus the \$100 deposit. Students on flying trips may have the option of requesting a flight voucher, depending on airline policies. This option may include an additional fee paid to the airline by the participant. In this instance, the Alternative Spring Break program would not refund the cost of the plane ticket to the participant.

Participants choosing to drop that are able to find a replacement participant may receive a refund (minus the \$100 deposit) after the replacement participant is up-to-date with the payment schedule.

All decisions of the Alternative Spring Break co-chairs and advisor are final.

Participant's Signature

Date

PAYMENT SCHEDULE- Spring Break
\$100 non-refundable deposit due at sign-up
November 13, 2009 – 25% of total trip cost due
December 11, 2009 – 50% of total trip cost due
January 15, 2010 – 75% of the total trip cost due
February 12, 2010 – 100% of the total trip cost due

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

The facts and policies contained in this packet are meant to keep participants updated and informed. When you, as the participant, sign the Alternative Spring Break Participant Application Agreement, you recognize these policies and agree to uphold the policies of Alternative Spring Break.

ALTERNATIVE SPRING BREAK PARTICIPANT APPLICATION AGREEMENT

NOTE: All applicants' PIDS will be sent to MSU Judicial Affairs to be reviewed. If there are any disciplinary actions taken against you, the Alternative Spring Break leadership team will contact you to determine your acceptance.

After reading the attached policies and payment information sheet, complete the following section. Your application is not complete until this section is signed.

I, _____, ACKNOWLEDGE MY UNDERSTANDING OF AND AGREE TO ABIDE BY THE POLICIES OF THE MICHIGAN STATE UNIVERSITY ALTERNATIVE SPRING BREAK PROGRAM AS EXPLAINED TO ME ON THE POLICY AND PAYMENT INFORMATION FORM.

Participant's Signature

Date

IF THE PARTICIPANT IS NOT 18 YEARS OF AGE OR OLDER, THIS RELEASE MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN.

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>

Return this completed application to:

Center for Service-Learning and Civic Engagement

27 Student Service Building

8 AM - 5 PM

Monday - Friday

ALL applications are DUE BY FRIDAY, SEPTEMBER 18th, 2009 by 5 PM

Interviews will be held Monday, September 21st, 2009 – Friday, September 25th.

You are required to sign up for an interview the day you turn in your application.

Interviews will take place in the ASB office, 30 Student Service Building.

If selected as a site leader a \$100.00 non-refundable deposit, payable by check or credit card (checks made payable to MSU Alternative Spring Break), **must be turned in *within 7 days of being notified of acceptance***. All site leaders will be notified by Friday, October 2nd.

The 2009-2010 site leader retreat to be held October 10th and 11th, 2009 is **mandatory**.

All Site-Leader meetings are also **mandatory**. We will be meeting bi-weekly throughout both the fall and spring semesters. Currently, there will be meetings on the following dates:

October 20th
November 3rd and 17th
December 1st
January 19th
February 2nd and 16th and 23rd
March 2nd

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>



MICHIGAN STATE UNIVERSITY
Background Check Form

You may not begin your service until we have completed the criminal background check. Please print this form, complete and return it to 27 Student Services Bldg. East Lansing, MI 48824-1113, attention: Aaron Taylor.

If you have an issue that you think may preclude you from participating in service-learning, please ask to speak with a CSLCE staff member.

Please Print Clearly

NAME: _____
 First Name Middle Name Last Name

ADDRESS (As it appears on your Drivers License):

CITY: _____ STATE: _____ ZIP: _____

LOCAL TELEPHONE: _____

EMAIL: _____

DATE OF BIRTH: _____ GENDER: _____

Where will you be doing your service? _____

Is the service in conjunction with an MSU course? Circle: **Y** **N**

If yes, Course Name: _____ Section Number: _____

I understand that a **Criminal Background Check** will be conducted as a part of a pre-placement screening. I authorize the *Center for Service-Learning & Civic Engagement* to process the above information using the State of Michigan State Police ICHAT System. **All information is confidential and not for general knowledge.** I release the Center for Service-Learning & Civic Engagement from all liability in connection with this criminal background check. The background check will be shredded after the process is completed.

Signature

Date

MSU Alternative Spring Break
27 Student Services
East Lansing, MI 48824-1113
Phone (517) 353-4400
Fax (517) 353-6663
Email: asb@msu.edu
<http://asb.msu.edu>