# Table of Contents

**General Information**
- Check-In
- Address During Program
- Team Assignments

**Behavioral Expectations**
- Participation
- Guidelines and Expectations
- Rules, Discipline, and Communication
- Sexual Harassment Policy
- Physical Conduct
- Responsible Behavior
- Conflict Resolution Procedures
- Logical Consequence and Discipline
- Conflict Resolution Procedures
- Consequences and dismissal

**Residential Life**
- Dorm Rooms and Halls
- Curfew
- Restricted Areas
- Parents, Family and Other Visitors
- Permission Forms
- Cleaning
- Laundry
- Dining

**Workplace Guidelines**
- Work Policy
- Typical Work Day
- Pay Periods

**Academics**
- Research Poster and Research Symposium
- Library Use
**Healthy Life**

Health Care and Illness Page 17
Prescriptions Page 17
Over the Counter Medication Page 18
Controlled Substances, Alcohol, and Smoking Page 18
Recreation Page 18
Religious Services Page 18

**Expenses**

Program Costs Page 19
Personal Costs Page 20

**To Bring and NOT to Bring**

Items to Bring Page 20
Supplemental/Optional Items Page 21
Items NOT to Bring Page 22

**End of the Program**

Going Home Page 23

**Staff Contact Information**

Address and Phone Number Page 24
Staff Contact Information Page 24

**Agreement and Release Statement**

Signatures required Page 25
General Information

CHECK IN
Participants should arrive at the UW McIntyre residence hall, on the UW Campus (on the corner of 17th Street and Grand Ave.), between 9:00 AM and 12:00 PM on Sunday June 18th, 2017. A lunch for participants and parents will be provided from Noon to 1:30 PM. Participant Orientation will be held from 1:30 PM to 5:00 PM. Lunch and location will be given at the time of check in. All participants accepted into SRAP must attend orientation. If you cannot attend the orientation, please contact Lisa Abeyta as soon as possible.

Upon arriving at the dorms, please find a SRAP staff member and proceed to registration. You will complete an information card and will receive your room number and proxy card that will serve as your residence hall access card, your room key, your meal card, your gym access card, and your campus express account card. Do not let anyone else use your card. You will also perform a room check because you will be responsible for the condition of the room.

Roommates will be assigned. Participants should not request room or roommate changes. The SRAP staff will assist roommates in coping with any problems that may arise.

Participants should not bring their automobiles, as transportation will be provided. If a participant does drive to Laramie, the participant will not be allowed to drive the vehicle during the program. Keys must be given to your Team Leader upon checking into the residence hall. This includes local participants. Any local residents admitted to SRAP must also give up their keys and agree not to drive (even while visiting home) for the duration of the program. All participants will be able to use their cars to drive home at the end of the program (with parental permission). Participants will have to purchase a Residential Parking Permit for $10.25/month/participant.

ADDRESS DURING THE PROGRAM
Participant Name,
Attn: Lisa Abeyta, SRAP
University of Wyoming, Dept. 3622
1000 E. University Ave., Laramie, WY 82071
Dorm rooms do NOT have phones. Participants may bring their own cell phone (not to be used at events or during work hours). In case of an emergency parents may call Lisa Abeyta Office (307) 766-6059 or Cell (720) 971-6112. Messages will be delivered as soon as possible.

TEAM ASSIGNMENTS
Participants will be assigned to a SRAP team for the summer, recreational activities, and transportation. There will be 2 teams within the SRAP program. Each team will have a Team Leader. The Team Leaders are the principal supervisors of the participants for the summer residential component. Participation in team meetings/activities, group activities, and weekend trips are required.

Behavioral Expectations

PARTICIPATION
The SRAP staff understands that summer is a busy time for families; however, participants are selected for participation in the program with the understanding that it is a six-week program of work with additional educational, academic, and cultural activities and opportunities. We expect participants to take part in all scheduled work and extra-curricular activities. We request that parents/guardians do not pull participants from work or activities for any reason. If a participant has to miss work or activities, there must be a compelling reason.

GUIDELINES AND EXPECTATIONS
For a successful summer experience, the staff has developed a system for dealing with inappropriate behavior. All of the rules are developed to promote one or more of the following objectives:

- A strong work ethic in the workplace (laboratory, computer rooms, offices, field, etc.).
- Academic goals including researching and writing the paper, designing the poster, and presenting all work at the symposium;
- Personal goals including increased maturity, social enrichment, and cultural awareness;
- Participant and staff safety
- Courteous, positive, and active participation in all activities.

These rules and disciplinary methods have been developed and refined by many years of experience. The summer program rules and policies are explained throughout this handbook and will be discussed at length with participants at orientation on the first day of the program.
RULES, DISCIPLINE, AND COMMUNICATION
Participants are encouraged to display positive attitudes and maintain self-control and self-discipline in order to realize all the benefits of the work, educational, and cultural activities. Participants that are self-motivated require less “maintenance” from the staff and are valued for their work, output, and social skills.

While the vast majority of the experiences with participants in the program are overwhelmingly positive, occasionally there are problems that have to be addressed to strengthen the program for future years. The rules are stated and explained in this Handbook have been developed over many years and will also be discussed at the Orientation. Each rule is designed to promote the goals of the program, safety, and/or courtesy to others.

The main foci of the program are to help participants develop self-esteem, respect for others, and team unity. To accomplish these goals, gossiping and/or complaining in the residence halls or workplace are actively discouraged. Our objective is for participants to strive to discuss issues with open minds, to have the ability to comprise and to be accepting if an issue is not resolved the way they want it to be. Participants are asked to talk with each other directly if there are participant-to-participant issues. If facilitation of communication is needed, participants can seek help by following the chain of command (Team Leaders then the Program Coordinator). If there are programmatic issues, speak with the SRAP staff. Faculty and graduate participants are NOT SRAP staff; therefore, it is not appropriate for participants to discuss program issues with them. The SRAP staff will always be willing to listen!

SEXUAL HARASSMENT POLICY
Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment especially when one or more of the following circumstances are present:

- Submission to or toleration of the conduct as a condition of continued employment or educational opportunity
- Submission to such conduct is used as the basis for academic decisions
- When the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment

Both males and females can be victims of sexual harassment, and both
males and females can be guilty of sexual harassment. Examples of sexual harassment include, **but are not limited to**, demanding remarks, jokes, or other types of verbal abuse of a sexual nature; inappropriate and uncalled-for comments about an individual’s dress or body; inappropriate and uncalled-for display of suggestive objects or pictures; unnecessary touching; offensive gestures; compromising invitations; demands for sexual favors; or sexual assault.

If you feel you are being sexually harassed, do not ignore the problem. Record what has happened to you noting the facts such as dates, times, nature of the harassment, witnesses, and your reactions. You have the right to speak up and take action. If you are comfortable and feel safe, speak directly to the harasser. That person may not realize that her/his behavior is objectionable. If you do not feel you can talk directly to the harasser, report the harassment to someone with whom you feel comfortable. This may be your Team Leaders, or a member of the administrative team. You will be given options for formal or informal resolution of the problem. There are no penalties for reporting any harassment and all efforts will be made to stop the harassment.

**PHYSICAL CONDUCT**

The below rules and regulations apply to couples of opposite genders as well as same gendered couples.

Participants should refrain from inappropriate and/or excessive displays of affection. Participants and staff as well as other people involved with the program may have different comfort levels, so participants should refrain from excessive displays of affection. Excessive displays of affection include, but are not limited to, lying on top of one another, being entwined, being under a blanket together, excessive hugging, excessive rough housing, kissing, touching, tickling, hickeys, sitting on someone’s lap, or holding hands. In addition, language between participants that is too familiar or has any type of sexual connotation is strictly prohibited. The SRAP standard rule: **If a situation makes anyone uncomfortable, it is not acceptable.**

A participant may be expelled from the program for inappropriate and/or excessive displays of affection.

Any participant threatening suicide, demonstrating suicidal tendencies, or demonstrating eating disorders may be suspended or dismissed from the program and referred to the appropriate agencies. The SRAP program is not equipped to handle problems of this nature and we need to ensure that participants are in a safe environment for themselves and others. Any participant possessing a weapon (knives, guns, etc.) will be turned over to the
campus police. Parents will be notified immediately and the participant will be dismissed.

**RESPONSIBLE BEHAVIOR**
The SRAP staff will discuss the rules the program during orientation. The SRAP Program Staff will also work with the University Counseling Center (UCC) to make informed decisions and discuss with trained counselors on any issues and/or problems that arise during the program and strategies on problem-solving.

Participants may be dismissed from the program for inappropriate behavior or violation of the rules outlined during the orientation. Please note that the discipline process is a step process, but serious or egregious violations may result in **IMMEDIATE** dismissal.

**CONFLICT RESOLUTION PROCEDURES**
The step by step procedure between participants and the role of SRAP staff and coordinator.

- **SRAP Staff Role**
  - If a participant approaches the staff about a problem, the staff is more than willing to listen. They will offer possible alternatives such as, the participant can approach the other participant and express their concerns. If the participant would like the staff to be present, they can. If the problem is not solved after the first interaction, the staff member will contact the coordinator for additional steps and advice. If needed, the staff members or coordinator can talk to the other participant about the problem.

  - **Roommate conflict:** participants can talk with the staff or team leader about the problem. The staff will offer possible alternatives: the participant can approach the other participant and express the concerns. If the participant would like the staff to be present, they can. If the problem is not solved after the first interaction the staff members will contact the coordinator for additional step and advice. In the event, that the problem is not solved, the coordinator will ask both participants to meet along with their team leaders to come to a fair roommate agreement.

- **Program Coordinator Role**
  - The staff will notify the coordinator of all problems, small and large. The staff will give updates after each interaction. If the first interaction does not work then the coordinator will be present at the next interaction to help solve the problem. The coordinator can be reached at all times. If participants feel more comfortable to contact the coor-
ordinator first, they should not hesitate. For general questions, participants should contact their team lead first.

-Parent/Guardian Role
  -If the participant does not talk with the staff or coordinator first and goes to the parents, the parent should advise the participant to talk with a staff member or the coordinator. If the participant is uncomfortable to approach the staff or coordinator, the parent should call the coordinator regarding the problem. The coordinator will them talk with the participant and their team leader to understand and clarify the situation. The coordinator will then offer advice for the situation and will be present at the interactions.

**Let’s all try to make this summer discipline free!**

**CONSEQUENCES FOR BREAKING RULES AND DISMISSAL FROM SRAP**

Again, please note that the discipline process is a step process, but serious or egregious violations may result in **IMMEDIATE** dismissal.

Steps of consequences
-Step 1: Warning
  -The coordinator will meet with the participant and their team leader.
  -We will address the issue.
  -The participant can clarify the issue from their point of view.
  -Finally, we will clear up any misunderstanding and end on a good note.

-Step 2: Call to parents and implement additional rules, if needed.
  -If the participant continues misconduct, parents will be called.
  -The call will include coordinator and team leader.
  -We will address the issues that required the call.
  -The parent and participant can talk about the situation.
  -The coordinator will then wrap of the call and make it understood that this is the final warning and implement additional rules based on the issue if needed.

-Step 3: Expulsion
  -The participant will be pulled aside with their team leader.
  -Parent will be call immediately and will be informed of the expulsion
  -The parent/guardian will have to make arrangements for the participant to travel home.
  -The parent/guardian has 24 hours to make arrangements.
- The participant will not be able to attend any events, work, or mingle with the other participants.
- The participant will be attend meals with the staff.
- If they share a room, they will be asked to pack their belonging, with the supervision of the coordinator and team leader, and be moved to a single room.
- The coordinator and team leader will be able to take the participant to LAR bus pick up or LAR airport.

ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF PROGRAM STAFF. PARTICIPANTS DISMISSED FROM PROGRAM FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND PROGRAM.

This procedure is intended to provide a reasonable and consistent method for dealing with the type of behavior that can be disruptive to a program or other University activities or functions, but is not so egregious as to warrant immediate dismissal from the program. It in no way precludes immediate dismissal from the program for more serious disciplinary problems or violations of campus or program regulations. A serious disciplinary problem is defined as one in which the program staff determines that a child is engaging in inappropriate behavior that includes, but is not limited to the following: actions which put the participant, other participants, or program staff member’s safety in jeopardy; physical, emotional, or electronic harassment/harm against self, program staff or fellow program participants; inflicting physical or emotional harm on self or others, vandalism or destruction of University property; theft of University property or the property of another participant; consistently disrupting the program or other programs or University functions; possession of alcohol, drugs, or weapons; fighting; or sexual harassment.

Disciplinary decisions are solely in the discretion of Program Staff and the decision of Program Staff is final.

Residential Life

DORM ROOMS AND HALL
Participants will be assigned a room and roommate upon arriving in Laramie. Female and male participants will be housed in separate areas of floor. The dorms have lounge areas in the middle of the floor for the specific genders and a commons area on the program floor and main of the residence hall.
Rooms are furnished with beds, pillows, blankets, a closet with built in drawers, a mirror, study chairs, and desks. The dorms provides linens that are exchanged weekly. The exchange day will be posted. SRAP does not provide personal hygiene products. Participants can exchange their linens weekly. Participants should be aware that the fellow participants may have allergies to different scents. To prevent any allergic reactions, please minimize the use of: perfumes, colognes, hair products (hair spray, etc.), and strong scented lotions.

Participants are expected to follow ALL UW housing rules and SRAP rules. Participants are not allowed to hang out windows (this includes heads, arms, legs, and/or any other body parts), throw anything out windows, or shout out windows. A participant will be EXPELLED for violation of any of the above. In the event of a fire alarm, all participants MUST leave the dorms by the stairway since the elevator will be locked down.

Participants are not allowed in rooms or hallways of opposite gender participants. When a staff member is present on an opposite gender floor the staff member will clearly and loudly announce themselves: “Female on the floor” or “Steve on the floor,” etc. Participants should plan on socializing in the common areas on the main floor of the dorm hall.

REMINDER NOTES:
- No participants are allowed in the rooms or floors of the opposite gender.
- Participants are not allowed to stop on the landings in the stairways or on other floors of the residence hall.
- At curfew, everyone will be sent to their room for the night.
- Participants can meet with their team in a neutral location, i.e., the lobby – but NOT in individual rooms with another staff member present.
- When a participant needs to meet with an opposite gender Staff member, s/he is to arrange to meet them in the common area of the main floor – NOT in individual rooms another staff member present.

The residence halls are located on the corner of 15th Street and Grand Ave., which is one of the busiest intersections in the state of Wyoming. All participants must cross at the pedestrian light for safety reasons. Any participant not crossing at the pedestrian light will result in disciplinary action.
CURFEW
Curfew times are enforced so participants as well, as all SRAP staff, can get adequate rest to keep up with the high-energy demands of the program. Curfew hours will be:

<table>
<thead>
<tr>
<th>Week Days (Sunday – Thursday)</th>
<th>Weekends (Friday and Saturday)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quiet Hours</strong></td>
<td></td>
</tr>
<tr>
<td>10:00 PM – 7:00 AM</td>
<td>11:30 PM – 10:00 AM</td>
</tr>
<tr>
<td><strong>In the Residence Hall</strong></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>11:00 PM</td>
</tr>
<tr>
<td><strong>On Your Floor</strong></td>
<td></td>
</tr>
<tr>
<td>10:00 PM</td>
<td>11:30 PM</td>
</tr>
<tr>
<td><strong>In Own Room</strong></td>
<td></td>
</tr>
<tr>
<td>10:30 PM</td>
<td>12:00 AM (Midnight)</td>
</tr>
<tr>
<td><strong>Lights Out</strong></td>
<td></td>
</tr>
<tr>
<td>11:00 PM</td>
<td>12:30 AM</td>
</tr>
</tbody>
</table>

-“Quiet Hours” mean:
No music in the lounges. No door slamming. No yelling.
No music devices in room, unless used with headphones.

-“Lights Out” means:
No room lights or desk lamps on.
No flashlights or anything that produces enough light to read by.
No music (online or otherwise) or electronics.
No passing objects from room to room or window to window.
Nothing else that might keep roommates or others awake.

If participants are: 1) late returning to residence hall or floor; 2) late arriving in their rooms; 3) late turning lights out; and/or 4) out of their room after “in own room” times, a reprimand will be issued and curfew may be
changed. Residential staff will do room checks. The staff may change curfews as needed. Egregious violations of the curfew may result in the dismissal of the participant.

**RESTRICTED AREAS**
Participants are not allowed in other residence halls or in fraternity/sorority houses. There are many high school participants on campus in the summer and SRAPer’s must stay within their program. This is required for team building as well as non-interference with other programs. Any participant found in a restricted area will result in discipline.

**PARENT, FAMILY, OUTSIDE VISITORS**
Parents are invited to visit during the summer program; however, participants will not be excused from work, evening and weekend events. Sundays are the best day for visiting. Parents should check with the SRAP Program Coordinator or residential staff before visiting.

Any outside visitors, including family members, are required to check in with a SRAP staff member and are expected to obey SRAP program rules and UW rules. Families and friends are only allowed to visit in the residential main lobby or outside of the hall and not in the participant’s room or on their floor. A guest sign-in book, located in the floor lobby area should be signed by outside visitors, parents, and family members.

Participants expecting visitors should wait in the main lobby for them. If the participant is not in the main lobby, the visitor must ask to find a staff member who will assist them in finding their participant. Visitors must be out of the residences by 10:00 PM on Sundays through Thursdays and by 11:00 PM on Fridays and Saturdays. Parents or family members are allowed in the participant’s room and on the participant’s floor on the day of arrival and/or the last day of the program to help the participant move into or out of the dormitory.

**IF THE PERSON AT THE DOOR IS NOT A FELLOW SRAPER, SRAP STAFF MEMBER, OR YOUR VISITOR DO NOT LET THEM IN.**

All guests are required to enter and leave the building via the front door with a staff member!
PERMISSION FORMS
Participants wishing to visit homes other than those of SRAP staff, or ride in vehicles other than those used by the program, must submit the Travel Permission Form prior to the event. If a participant visits a non-approved home or rides in a non-authorized car without parental consent, he or she may be expelled from the program. This applies to local participants as well. On short notice, permission can be faxed (307-766-2061) or scanned and emailed (labeys1@uwyo.edu). Travel Permission Form is included in the Registration Form and there is an additional Travel Form in the Registration Packet. The form is also available online at www.uwyo.edu/SRAP. All travel must be submitted on the Travel Form.

CLEANING
Rooms will be inspected often. If a room is dirty, the participant will be given 12 hours to clean it. A clean room means an empty trash can, clothes in the closet, no rotting food, a tidy bed, and a clean floor. All rooms are required to be clean prior to checking out at the end of the program.

Teams will take turns cleaning the floor and main lobbies. Cleaning includes dusting, vacuuming, straightening, and removing trash and non-UW property from the area.

Staff will conduct room checks. This is to ensure participants are respecting UW property.

LAUNDRY
The residence halls has a laundry room with washers and dryers located in the basement. These machines are coin operated. It costs $2.50 per load to use the washing machine and $1.50 per load to use the dryer. It is important to mention that participants cannot lend money or borrow money from other participants, SRAP staff, UW faculty, or staff for any purpose including laundry. In addition, participant may not “borrow” another participant’s participant card for use in the any entity that accepts the Campus Express. This has caused numerous problems in the past and the program cannot be responsible to insure that debts are paid.

DINING
Participants will eat meals in Washakie Cafeteria, the main dining room for all of the residence halls. The cafeteria is an all-you-can-eat facility that serves a variety of nutritious meals. Special meals such as vegetarian main dishes can be ordered in advance of meal times. Participants are expected and encouraged to eat a healthy well-balanced diet while at UW. Participants are also expected to eat during the three scheduled meal times (two
on weekend days). If a participant misses a meal, the program cannot be reimbursed. Two weekend meals (brunch and dinner) will be provided. If a third meal is required on the weekend days, it will be at the participant’s expense.

Meals for weekend field trips will be covered by the program. Participants may specify dietary needs so special considerations can be made for outings. Food, utensils, and dinnerware cannot be removed from the cafeteria. Participants will be issued a meal card (same as participant proxy card). If the participant’s card is lost, the participant must pay a $5.00 fee for its replacement at the information desk in the basement of Washakie.

**Workplace Guidelines**

**WORK POLICY**
Participants are expected to work full-time during the summer program. A participant can work up to 40 hours per week, but **cannot** exceed 40 hours per week.

During work hours, participants are expected to follow their supervisor’s and/or their staff member’s directions and to work on research, writing their papers, and designing and creating their posters. The work hours may run from 7:30 AM to 4:30 PM or from 8:00 AM to 5:00 PM Monday-Friday, depending on the supervisor’s assigned work hours. The work hours may involve, but are not limited to: field work, library work, lab work, computer work, or weekend work at the request of the supervisor as long as it does not exceed 40 hours/week. The participant may take one hour off for lunch and two 15-minute breaks during the day (one in the morning and one in the afternoon).

Participants are expected to work unless the participant is ill or there are extenuating circumstances. A participant, who does not show up to work, is late to work, or who sleeps during work is subject to disciplinary action or dismissal from the program. An unexcused absence from work will result in a violation and may result in dismissal from the program. If a supervisor reports habitual tardiness of a participant, an unexcused absence will be recorded and a violation issued.

Repeated failure to complete the requirements of the research position will result in termination of the participant's employment and dismissal from the program. If participants are released early during a work day, they are expected to do research, write their papers, and/or create and design their posters in order to claim work time hours. Participants will be paid for the
actual time they work. The staff will monitor time sheets weekly.

**TYPICAL WEEKDAY SCHEDULE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 8:00 AM</td>
<td>Wake-up, eat breakfast (Washakie)</td>
</tr>
<tr>
<td>8:00 – 12:00 PM</td>
<td>Work</td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Lunch (Washakie)</td>
</tr>
<tr>
<td>1:00 – 5:00 PM</td>
<td>Work</td>
</tr>
<tr>
<td>5:00 – 6:30 PM</td>
<td>Supper (Washakie) and free time</td>
</tr>
<tr>
<td>6:30 – 10:30 PM</td>
<td>Activity/Workshops/Team Meetings/Free Time</td>
</tr>
<tr>
<td>10:00 PM</td>
<td>On your floor</td>
</tr>
<tr>
<td>11:00 PM</td>
<td>Lights Out/Sleep</td>
</tr>
</tbody>
</table>

**PAY PERIODS**

Participants are paid an hourly wage. Participants are expected to maintain a time sheet that indicates work hours and a daily sign in/sign out sheet that shows when they go and come back from work, when they are working on their posters and/or papers and when they are involved in other activities. Participants should keep their daily time sheet in their notebooks and record their time every day. A participants direct supervisor will initial the time sheet at the end of each work day. They will receive the time sheet at Orientation. This sheet will be checked several times by the Staff. The time sheets are compared for accuracy to the sign in/sign out sheets and then sent to Payroll for payment to the participants. Participants are paid twice a month on the 15th and the 30th. These official time sheets must be submitted to the Project Coordinator on the due date given and SRAP staff will schedule meetings to ensure that this is done.
Academics

RESEARCH POSTER SESSION & RESEARCH SYMPOSIUM
The last day of the program (Thursday, July 27th, 2017) is reserved for the Research Poster Session and Symposium. Legislators, the President of the University, vice presidents, deans, mentors, parents, family members, and the organizers of the program may be in attendance.

The Research Poster Session is from 8:00 – 9:00 AM. Participants will display posters of their research. The participants will talk with visitors about their projects in an extemporaneous manner giving details of how their research evolved. This serves as excellent practice for presentations given later in the day.

The Research Symposium will follow the Poster Session at 9:00 AM. Participants will present a report of their research project utilizing various electronic media. The research that is done by the participants is frequently sophisticated and useful to the scientist with whom they are working. In addition, participants sometimes pursue their research in high school and in their college work or for science fairs. Parents, extended family members, friends, teachers, and colleagues with whom the participants have worked during the summer are all invited to attend both of these events.

LIBRARY USE
Participants may use the all the Resource Center and computer labs on campus to prepare final papers. Borrowing privileges at all the UW librar-
ies are available at no charge to Wyoming residents. The participant must present a picture ID showing proof of residency. Wyoming residents under 18 years old must have a signed parental permission form on file to obtain a library card. Residents of states other than Wyoming must pay a $10 annual fee to obtain a library card, however faculty member often provide all reading materials needed by participants. If materials are needed and are not provided by the mentor, please talk with the Project Coordinator,

**Healthy Life**

**HEALTH CARE AND ILLNESS**
Each participant’s health during the SRAP program is important. To ensure good health, the medical form is critical in providing information. This form **MUST** be filled out **completely** (including immunization dates and a copy of immunization records). Please contact the SRAP Project Coordinator with any questions or concerns regarding this form. UW does **not** allow occupancy in the residence hall without proper documentation of immunizations.

Participants who become ill during the summer should inform their Team Leader or the SRAP Project Coordinator as soon as possible. If the participant is too ill to attend work, a staff member will bring meals to the participant’s room and check on the participant throughout the day. If the participant needs to see a clinician, an appointment will be made with the University’s Student Health Services on campus after contact with the parents.

In the unlikely event of an accident during work, participants are considered UW employees and will be covered by Workman's’ Compensation. The Ivinson Memorial Hospital is located close to the UW campus and will be utilized in the event of an emergency or on doctor’s orders. Parents will be notified if a participant’s illness or accident warrants clinic or hospital care. The participants’ health insurance will be contacted as the primary insurance. For non-emergency doctor visits, parents will need to make arrangements with a physicians office in Laramie. SRAP staff will provide transportation to the appointment.

**PRESCRIPTIONS**
Participants who are taking prescription medications must inform their SRAP Project Coordinator and document the medications on the registration forms. This information will remain confidential and will be shared only with health care professionals. Most prescriptions can remain in the participants’ possession and this will be determined on a case-by-case basis.
OVER-THE-COUNTER MEDICATION
Any over-the-counter medication such as aspirin, Midol, cold tablets, cough medicine, etc., should be documented in the registration forms. Participants **may not** take diet, anti-sleep pills, or sleeping pills while at the summer program, unless prescribed by a doctor.

CONTROLLED SUBSTANCES, ALCOHOL and SMOKING
Parents will be notified immediately if a participant is in possession of alcohol or controlled substance, or suspected of using drugs or alcohol, and the participants will be **dismissed** from the program. **Smoking is prohibited at any time during the program.**

RECREATION
Participants may use UW’s athletic facilities including Half Acre gym, the Half Acre swimming pool, and the Corbett pool. Because these facilities cost $40/participant, we are asking participants to indicate on their registration if they want to use the athletic facilities. A participant’s proxy/meal card provides access. These facilities are a short walk from the residence halls and provide a variety of activities. Participants are encouraged to maintain or start a regular fitness routine while attending the summer program.

Participants wishing to leave the residence halls during free time may do so by signing out when they leave and signing back in upon their return. The sign In/Out notebook will be available in the lobby on SRAP floor. For safety considerations, participants are encouraged to travel in pairs or larger groups during the early evening hours and are **required** to do so at night. If a participant fails to sign out or in, or gives false information on the sheet, the participant may have lost the privilege of signing out for the next evening. Serious violations for the sign in/out sheets may result in dismissal of the participant from the program. Participants should get in the “sign in/out” habit immediately in case of emergency or parental inquiries.

RELIGIOUS SERVICES
Many churches are located within **walking distance** of the University of Wyoming campus. The SRAP staff can assist participants in finding a service to attend. If parents wish to arrange for transportation to places of worship around Laramie, participants will need to submit the Travel Permission Form. Transportation of participants to religious services will not be provided by the SRAP Program.
Expenses

PROGRAM COSTS
The SRAP program is a highly competitive and successful research apprentice work program and it is an expensive endeavor to sponsor. SRAP, Wyoming NSF EPSCoR, and the University of Wyoming faculty and staff make significant monetary and personal investments in each participant. The success of the program has paved the way for its growth and continuation in subsequent summers. The approximate costs per participant are the following:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends (approximately)</td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Housing Cost per Participant</td>
<td>$625.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$875.00</td>
</tr>
<tr>
<td>Residential Staff (3)</td>
<td>$495.00</td>
</tr>
<tr>
<td>Field Trips &amp; Activities</td>
<td>$1,204.00</td>
</tr>
<tr>
<td>Faculty Support</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Approximate Investment per Participant</td>
<td>$8,299.00</td>
</tr>
</tbody>
</table>

SRAP program seeks:

- Highly motivated participants;
- Supportive parents who are committed to the work program and its cultural and educational opportunities for the duration of the program;
- Participant who will work as a team with fellow participants and their Team Leaders and other staff;
- Participants who will strive to participate, cooperation, and enjoy all the work, academic, educational, and cultural activities that will be offered; and
- Participants who will strive to communicate her/his needs, problems, or issues in a timely manner directly with the program staff.
PERSONAL COSTS
Personal expenses that participants are responsible for include, but are not limited to: personal items (e.g., toilet items, clothing, sun screen, souvenirs, etc.), laundry (e.g., coin machines, soaps, bleach, etc.), and snacks/sodas. If participants wish to engage in other recreational activities (e.g., movies, Jubilee Days Carnival, etc.), participants must pay for them. Families may send participants money for additional expenses if they desire. Participants and parents should keep in mind that though participants will be working during June, their first paycheck will be issued July 15th. This check will be followed by checks on July 31st and the final checks will not be issued until August 15 and arrangements for direct deposit are now REQUIRED by the university. 

To Bring and Not to Bring

ITEMS TO BRING
Please bring these items when checking into the residence hall:

- Two forms of ID must be brought for the employment eligibility verification for certification of citizenship: A current-valid driver’s license or passport, social security card (cannot be laminated), certified birth certificate (must be the original, no copies), or other appropriate documents listed on the forms. These will be mailed back to parents on Day #1 of the program!
- Appropriate casual school clothes, shoes, and athletic clothes for use in UW facilities and on weekends. NO HIP HUGGERS, LOW RIDER PANTS, or SPAGHETTI STRAP TANK TOPS ARE ALLOWED. Do not bring them to our program. Everyone will need a pair of closed toe tennis shoes for one of our field trips, labs, and field work.
- At least one “dressy” outfit (males and females) and necktie (for guys). Again, nothing too revealing, some outfits while “dressy” are not appropriate. Ladies and gentlemen, if your grandmother would not approve of an outfit neither would we.
- Alarm Clock (this is critical in SRAP 5 minutes early is considered on time, while “on time” is late).
- Appropriate style swimsuit should you decide to take advantage of the pools here on campus. (I.e., nothing too revealing).
- Sweaters, jacket and rain gear. (Laramie is at 7220 feet above sea level. It is located between two mountain rang-
es; therefore, it is often cool in the evenings and may rain or even snow in June.)

- Personal care and laundry items (e.g., toothbrush, toothpaste, soap, hair brushes, combs, deodorant, shampoo/conditioner, personal hygiene products, laundry soap, fabric softeners, bug spray, etc.).
- Twin Extra long sized sheets (optional), blankets, pillows, wash cloths and bath towels.
- Sunscreen (the sun is more intense at 7220 feet than at sea level) and sunglasses.
- Fan for the residential hall rooms (there are no ceiling fans or air conditioning in the dorms) or money to purchase one once in Laramie. – This comes highly recommended from SRAP 2008 participants!
- **NOTE:** There will be a trip made to Wal-Mart on each Sunday evening of the program. This will be an opportunity for participants to buy various necessities.

**SUPPLEMENTAL/OPTIONAL ITEMS**

- Posters/pictures/decorations for residence hall room (no nails or duct tape can be used).
- Camera.
- Bicycles (participants should also bring a secure bike lock). Laramie is a small town, this is not necessary, but some participants have enjoyed having a bike here in the past.
- Laundry basket and laundry supplies.
- An Ethernet cord if you decide to bring a computer.
- **NOTE:** ALL cell phones must not be used during work and other SRAP activities. This does NOT mean that phones can be silenced and you can continue to text message others, it means that cell phones MUST BE put away during work and other SRAP activities. You will have plenty of time to talk and/or text family, friends, etc. during your down or off time. Any participant caught using their cell phone during a scheduled SRAP activity or work will result in all SRAPers’ phones being taken away until the event is over or a time deemed appropriate by SRAP staff.

**NOTE:** SRAP cannot be responsible for personal belongings if they are lost or stolen. The University of Wyoming campus is as secure as a college campus can be, but thefts do occur.
ITEMS NOT TO BRING
(PROHIBITED ITEMS)

- No Diet, Anti-Sleeping or Sleeping pills.
- No Drug related paraphernalia (rolling papers, pipes, roach clips, alcoholic beverage containers, etc.)
- No Tobacco products for smoking or chewing. [NOTE: Use of tobacco products by persons under the age of 18 is illegal in Wyoming and the UW campus and Laramie businesses are smoke free environments.]
- No Revealing or suggestive clothing of any kind (spaghetti strap tank tops, low cut tops, pants that hang below the hips for women and men, etc.)
- No Weapons: Any participant possessing any kind of weapon (knives, guns, etc.) will be turned over to the campus police. Parents will be notified immediately and the participant will be expelled from the program.
- No Candles or incense (No open flames are permitted).
- No Fireworks of any kind.
- NO AEROSOL SPRAY PAINTS OR ANY OTHER KIND OF PAINT.
End of the Program

GOING HOME

Participants **may not** leave the SRAP program before 4:00 PM on Thursday, July 27th, 2017. **Participants must remain for all of the symposium, the photo session, the final evaluation, and the final activities associated with the end of the program.** Participants should check out with a staff member as well as UW residence hall staff. Room inspections will be made and participants are responsible for payment of any damages including lost keys.

Parents must arrange for their participants to check out by 12:00 pm on Friday, July 28th, 2017. This time frame is critical because SRAP cannot be responsible for any participants still in Laramie after 5:00 PM on Friday, July 28th, 2017.
**Staff Contact Information**

**PROGRAM STAFF NAMES**
The SRAP staff has operated the program since 1985. They are trained individuals. The administrative staff consists of the Program Coordinator, Lisa Marie Abeyta, residential staff, team leaders who provide supervision. Phone numbers will be given out in participant notebooks once the program begins. EPSCoR will also utilize other staff, including UW Housing staff, to support the program functions.

**ADDRESS AND PHONE NUMBER**
SRAP Project Coordinator - Lisa Marie Abeyta
For Emergencies– 720-971-6112
Email: labeyta1@uwyo.edu
Physical Address: Wyoming Hall, room 421
University of Wyoming
Summer Research Apprentice Program
Wyoming EPSCoR - Dept.3622
1000 East University Avenue
Laramie, Wyoming 82071
Phone: (307) 766-6059, Fax: (307) 766-2061

*SRAP staff and participants will exchange cell phone numbers at orientation to be in contact.*
Agreement and Release Statement

We (participant and parent) have read the SRAP Participant/Parent Program Handbook. We understand the information and rules presented in the handbook and agree to follow them. We realize that failure to follow the SRAP rules may lead to dismissal of the participant from the program. We are willing to participate in this research apprentice program as work employment. We understand that the University is not responsible for anything that occurs if the participant leaves campus during the program and that the participant is responsible for being present during all SRAP activities/events. We hereby release, save and hold harmless, the University of Wyoming, its board of Trustees, officers, agents, employees, participants, volunteers, and faculty from any and all liability, actions, causes of action, debts, claims or demands of any kind sustained during this program, except such claims which may qualify under worker compensation laws in Wyoming, including time of transportation.

Participant Name:__________________________________________
Participant Signature:_______________________________________
Date:________________

Parent/Guardian Name:______________________________________
Parent/Guardian Signature:___________________________________
Date:________________