UNIVERSITY OF WYOMING

ALTERNATIVE BREAK PROGRAM
A component of the Service, Leadership, and Community Engagement (SLCE) Office

POLICY AND PROCEDURE MANUAL

This Policy Manual is subject to change at any time. An updated version may be obtained by contacting the Service, Leadership, and Community Engagement Office.
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ALTERNATIVE BREAKS PROGRAM MISSION

The Alternative Breaks (AB) Program provides unique opportunities where students can address local and global issues they are passionate about through direct service and education. Furthermore, AB provides an outlet for students to develop leadership skills and a commitment to service, promoting future leaders.

STUDENT LEARNING OUTCOMES:

Through interactions with a collaborative model of Alternative Breaks Programming, students will:

1. Gain a sharpened sense of civic duty.
2. Gain a deeper understanding of issues facing the world.
3. Develop meaningful relationships.
4. Gain a greater appreciation for diversity.

BACKGROUND INFORMATION ON THE UW ALTERNATIVE BREAKS PROGRAM

The Alternative Breaks (AB) program is a component of the Service, Leadership, and Community Engagement (SLCE) office at the University of Wyoming. The AB program allows students the opportunity to work on community-based service projects both nationally and internationally. Through this unique program, students spend their winter, spring, or summer breaks performing volunteer service that addresses pressing social and environmental issues in a variety of locations across the globe. Trips focus on issues ranging anywhere from education to conservation to economic development. Past service sites include: Washington D.C., Florida, Belize, Jamaica, and the Dominican Republic.

The AB program is distinct in its students-leading-students model. Every year, students are selected by an application process to serve as Team Leaders for the service trips. Their responsibilities include planning and organizing the trips, team building activities, guided reflection, as well as overseeing the group's needs while at their host site.

STAFF EXPECTATIONS

One full-time professional faculty or staff member will be selected by a student committee to advise each international Alternative Break trip. Faculty/Staff leaders must be classified as a faculty or exempt employee to serve as a leader. Selected leaders will have all trip expenses paid for by the Alternative Breaks Program in return for their service. While Student Team Leaders have the largest role in constructing the trip and coordinating participants, faculty/staff leaders have a significant supporting role as well. Faculty/staff leaders are expected to:

- Provide support, leadership, and guidance to student leaders through regularly scheduled meetings.
- Attend and participate in a faculty/staff orientation that will be scheduled after selection.
- Attend and participate in the weekend ASB Orientation and the Big Event in the fall semester.
- Attend and participate in the MLK Day of Service in the spring semester.
• Communicate with the ASB Coordinator, student team leader, and service organizations regularly through email.
• Attend 75% of weekly Alternative Breaks team leader trainings and classes which will occur every Monday night at 5pm both fall and spring semesters.
• Be an active member of the group in the pre-trip process, throughout the service trip, and in the post-trip reflection process.
• Complete CPR/First Aid Certification course offered by Half Acre and paid for by SLCE before departure of the trip.

TEAM LEADER EXPECTATIONS

Each year the Alternative Breaks program selects several students to lead AB trips as Team Leaders. In return for service to the AB program, Team Leaders’ trip cost is covered. AB Team Leaders must be at least junior status by the fall semester in order to lead an international AB trip. The following is a list of expectations for Team Leaders:

• Complete a minimum of **four hours of service per week**. This includes working a minimum of two office hours per week in the SLCE office and serving a combination of other hours through team meetings, fundraising, advertising, recruiting and other duties as assigned.
• Attend and participate in an introductory Service Orientation shortly after Team Leader selection and attend and participate in the post-service reflection.
• Attend and participate in The BIG Event and MLK Day of Service.
• Attend weekly Alternative Breaks team leader trainings. Additionally, Team Leaders must enroll in and pay for the one credit hour course in the spring semester titled CNSL 2800: Fundamentals of Alternative Break Leadership.
• Be involved in the selection, research, and logistical planning for their trip.
• Organize and provide pre-trip education for team members including preparing information packets and pre-trip training for participants.
• Be actively involved in Alternative Breaks advertising and promotion.
• Participate in Alternative Breaks fundraising. Among other things, this includes working a minimum number of concessions. (That number TBD)
• Be responsible for recruiting participants for their trip.
• Behave in a safe and responsible manner that adheres to the UW Student Code of Conduct (Appendix A) and the Break Away 8 Components of Quality Alternative Breaks (Appendix B)
• Respect the customs and local community in which they are serving.
• Respect fellow participants, team leader and faculty/staff advisor.
• Lead and facilitate reflections for group.
• Process the Alternative Break experience individually and with the group through reflection, conversation and other group activities.
• Provide proof of medical insurance for the entire duration of the trip.
• Be in good standing with Dean of Students Office, Office of the Registrar, and Accounts Receivable.
• Inform Alternative Breaks Coordinators of a known excused absence at least one week prior to the event being missed.
• Team Leaders may have a maximum of two excused absences per semester and must make up all meetings/classes with the AB Coordinator.
• Be an appropriate ambassador at all times while representing the UW Alternative Breaks program. This includes anytime service is being completed for the program, both locally and during the trip.

TEAM LEADER SELECTION PROCESS

In the fall semester, a call for applications for the positions of Team Leaders will be sent out via various sources. Applications will be reviewed by a committee and applicants will be invited to interview. The AB program will hire two Team Leaders for each domestic trip and one for each international trip to be assisted by a staff member. Team Leaders for international trips must be at Junior status at the time of application. (See Appendix C for Team Leader Application) Team Leaders must sign a Waiver of Liability and Hold Harmless Agreement (Appendix D).

PARTICIPANT EXPECTATIONS

All participants must sign and agree to the Participant Agreement (Appendix E), Waiver of Liability and Hold Harmless Agreement and the AB Policy Manual. At the time of sign-up, participants agree to attend all group meetings. One absence will be allowed without advance notice, but a make-up assignment will be required of the participant. The Team Leader will assign the task for the absence with the guidance and approval of AB staff. Advanced notice is required for absences and should be done, in writing, by the Team Leader. By joining an AB Team, participants agree to actively engage in all activities pre, during, and post-trip. If a participant fails to comply with these standards or jeopardizes the safety and manageability of the group, the individual may be removed from the trip without a refund, at the discretion of the AB Coordinator and other AB staff.

Acceptable excuses include: class, illness, family emergency, weather/road closures, and other situations approved by the Team Leader(s) and AB staff.

Participants are required to stay in regular contact with their Team Leader(s); this means responding to Team Leader phone calls and/or emails within 48 hours. The first time this issue comes to the attention of the AB staff, there will be a verbal warning. The second time the issue occurs will result in removal from the trip without a refund.

PARTICIPANT SELECTION PROCESS AND DEPOSITS/PAYMENTS

Participation in the Alternative Breaks program is on a first-come, first-serve sign-up basis. A deposit is required at the time of sign-up to reserve a space. No participant is guaranteed a spot on a trip until payment is received. The deposit and cost of each trip will vary each year, but will not change after the amount is set for the year; please check with the Alternative Breaks Coordinator for payment details.
After a deposit is received, the remainder of the balance for each trip will be divided into two equal payments due on specific dates. At the time of sign-up, participants will be notified of the dates that the remaining payments will be due. Payments for participants with late admission will be coordinated on a case-by-case basis. Payments may be made in the form of check or credit/debit card. All payments are non-refundable and students without payment in full at the time of the trip will not be permitted to go!

The cost of the trip covers all transportation costs, food, lodging, and service activities. Other costs, such as free-day activities, tourist activities, and souvenirs are the responsibility of the participant. Also, if a participant breaks the alcohol and drug free policy (see below) they will be sent home immediately, will be responsible for the cost of their return trip home, and will be subject to the UW Code of Conduct.

Participants must have the following complete in order to attend the Alternative Break trip:

- All payments made, in full
- Participant Agreement Form signed
- Medical Clearance Form signed (Appendix F)
- Waiver of Liability and Hold Harmless Agreement signed
- Proof of Insurance and International Insurance, if applicable
- Proof of valid Passport (for international trips)
- Model Release Form signed
- Approval from the Dean of Students Office, Office of the Registrar, and Accounts Receivable
- Fulfillment of all pre-trip obligations, including meetings

The Alternative Breaks Program and the Service, Leadership, and Community Engagement Office do not discriminate based upon age, gender, race, national origin, color, disability, religious beliefs, sexual orientation, political views, marital, veteran, or medical status, or any other legally protected status.

**BEHAVIORAL EXPECTATIONS**

All staff members, Team Leaders, and participants are representatives of the University of Wyoming and are expected to behave in accordance with the Student Code of Conduct. In addition to the UW Student Code of Conduct, the AB program requires all parties to adhere to a high standard of expectations. These expectations include: actively participating in activities prior to and during the trip, respecting the local cultures and people, as well as others on the trip, and ensuring a safe environment for all people involved. Any person found to jeopardize the safety and/or group dynamics prior to or during the trip may be subject to removal from the trip. If removed prior to trip departure, the individual will not receive any refunds; if removed during the trip, the individual will be sent home and be responsible for all expenses incurred by UW for their travel and accommodations of being sent home.

**FUNDRAISING**
AB participants are encouraged to take advantage of fundraising opportunities available to them to help assist with the cost of their trip. Participants will be notified of such opportunities, when they become available. If, however, a participant agrees to take part in a fundraising activity and then does not show up for said event, they will no longer be allowed to participate in AB fundraisers. Additionally, if a participant works a fundraiser and then does not attend a trip for any reason, the individual has forfeited the funds to the Alternative Breaks program which will be utilized to offset program costs and assist with scholarships for others.

One large fundraiser that AB participates in each year is Men’s Basketball Concessions. Participants may sign-up to work a concession stand in the basketball stadium; each game will earn a participant a certain amount of money (to be determined each year) to be applied directly to the cost of their AB trip. Participants must follow the rules of the Athletics Department when working these events. If work slots are available, participants may enlist one person to work on their behalf; but preference will be given to AB participants. If a participant chooses to enlist another person to fundraise with them and then that person does not show up for said event, the AB participant may no longer participate in AB fundraisers.

SCHOLARSHIPS

Participants will be notified of applicable scholarship opportunities as they become available. Awards for scholarships are decided by a committee based on merit and need and, most often, require the awardee to present to a group on their trip.

Cheney International Scholarships—The AB program applies for scholarships from the Cheney International Center each year on behalf of international AB trip participants. Participants interested in being considered for a Cheney scholarship will be notified of required information and must have a minimum of 3.0 GPA. Participants applying for scholarships will work with the AB office to provide the needed information, including an essay and demographic information.

USE OF PHOTOS

On occasion, the SLCE and AB programs use photos of participants, Team Leaders, and staff members in promotional advertisement and other media. All participants, including Team Leaders and staff members, will be asked to sign a Model Release (Appendix E), which allows the use of such photos. Additionally, the SLCE and AB programs may use individuals’ photos, without compensation, that have been submitted to AB staff.

TRANSPORTATION TO DENVER INTERNATIONAL AIRPORT (DIA)

All participants, Team Leaders, and staff members are required to travel to DIA together as a group, but may be picked up upon arrival from DIA with prior written notification. If different accommodations are needed regarding travel arrangements to and from DIA, they can be arranged with the AB Coordinator. All requests for special arrangements must be made in writing and approved by the AB Coordinator.

ALCOHOL AND OTHER DRUG FREE POLICY
At no time, nor under any circumstance are participants, Team Leaders, or staff members permitted to consume alcohol or any other substance while participating in an AB program. This includes traveling to and from DIA. Additionally, no alcohol is allowed for purchase or transport on domestic or international trips.

All AB participants, Team Leaders, and staff members must sign a participant agreement prior to departure outlining the reasoning behind such a policy and terms and conditions thereof. **Anyone breaking the policy will pay for all expenses incurred by UW for their travel and accommodations of being sent home.**

If an infraction of the alcohol and other drug policy becomes apparent while on an AB trip, a Team Leader should:

- Diffuse the immediate situation to ensure the safety of all involved. This may include phoning the local police department or security force, if necessary.
- Phone the designated UW contact person and work with them to address the situation, including sending the violator home, if so determined.
- Record all pertinent information in writing for future use.

Upon returning to Laramie, if an infraction occurred on a trip, a Team Leader should:

- Meet with the designated UW contact person and AB Coordinator to discuss the situation.
- Complete an Incident Report (one can be obtained from the AB Coordinator).
- Work through the legal process, if necessary.

**GRIEVANCE PROCESS**

If, at any time, a participant, Team Leader, or staff member feels the need to file a grievance, they should follow the grievance process outlined below:

- The member should submit, in writing, an explanation of the situation within five (5) business days of the incident to the Associate Director or the Wyoming Union.
- The Associate Director or the Wyoming Union and/or Service, Leadership, and Community Engagement (SLCE) Coordinator must respond to the submitted grievance within ten (10) business days of receipt of the grievance.
- The grievance will be discussed and actions decided within a committee.

**CONTACT INFORMATION**

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APPENDIX A

2012–2013

STUDENT CODE OF CONDUCT

ESTABLISHED THROUGH
UW REGULATION 8-30

INTRODUCTION: Welcome to the University of Wyoming community of students, faculty and staff. The University has provided a special relationship between these groups for well over a century. This relationship has been created to provide an exciting, creative and challenging learning environment for our community of scholars.

The partnership formed between students and the University is a participatory one. Both parties have very significant responsibilities and rights. We take each of these very seriously. It is also important to note that we provide opportunities for UW students to become involved in the judicial system by serving on several judicial boards. Faculty and staff members have opportunities for professional development by becoming hearing officers within the judicial system. The Code was created through the combined efforts of the administration, students, faculty and staff.

2012-2013
UNIVERSITY OF WYOMING
STUDENT CODE OF CONDUCT

I. The Purpose
II. Definitions
III. Student Rights and Responsibilities
IV. Delegation of Authority & Jurisdiction for Student Discipline
V. Prohibited Conduct
VI. Judicial Process
VII. Sanctions
VIII. Temporary Suspension
IX. Appeals
I. PURPOSE. The Student Code of Conduct outlines rights and responsibilities of students and student organizations enrolling at the University of Wyoming or any of its sponsored programs. The Code defines conduct offenses and reflects the University’s commitment to equity and procedural fairness. Any member of the University community may file a complaint of violation of the Code through the Dean of Students Office.

II. DEFINITIONS. For purposes of the Student Code of Conduct:

a. “Academic Dishonesty,” is defined in UW Regulation 6-802.

b. “Advisor” is a parent, friend, attorney or other individual who the student chooses to have present during the hearing.

c. “Any,” is used in the permissive sense.

d. “Charging Party” means a student or other member of the University community who shall be designated by the Dean of Students to bring forward charges under this Code.


f. “Disciplinary Hold,” is initiated by the Dean of Students, by the Registrar’s Office, and temporarily restricts a student’s ability to register for classes, drop or add classes, or modify his/her current registration status in individual classes.

g. “Dwelling,” is any residence, apartment, house, or other facility owned, rented, leased, or occupied by any student or student organization.

h. “Judicial proceeding(s),” means a disciplinary letter, conference, or hearing.

i. “Faculty member,” means any individual hired by the University to conduct instructional and/or classroom activities.

j. “Hearing Officer,” refers to the Dean of Students, any University official, a member of the University faculty, staff, and/or student appointed by the Dean of Students or the Vice President for Student Affairs to conduct judicial proceedings.

k. “Judicial File,” refers to the student judicial file that is maintained in the Dean of Students Office for any student found responsible of violating the institution’s Student Code of Conduct. The file is maintained for a period of seven years after the judicial file is established.

l. “Jurisdiction,” refers to the Code having jurisdiction for judicial offenses and shall be limited, in general, to conduct that occurs on University premises, or at University-sponsored or University-supervised events including students involved with off-campus internships and study abroad/student exchange programs, or, that occurs off University premises and has an adverse impact on the University community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur. Whenever student conduct constitutes a violation of federal, state, municipal law or University rules, judicial proceedings may be instituted against a student or student organization.

m. “Member of the University community,” includes any individual who is a student, faculty member, staff member, University official, or any person employed by the University. The Dean of Students or a designee shall determine a person’s status in a particular situation.

n. “Organization,” means any number of persons who have received University status as a recognized student organization (RSO).

o. “Policy,” is defined as the written regulations of the University as found in, but not limited to, Presidential Directives, University Regulations, Student Code of Conduct, Residence Life and Dining Services Handbook, Student Athlete Daily Handbook, University Class Schedule and University Catalog.

p. “Reckless,” means conduct which knowingly or unknowingly endangers the health or safety of individuals or creates a risk of harm to property or which could result in interference with normal University activities.

q. “Shall,” is used in the imperative sense.

r. “Student,” means any person who is taking or auditing class(es) through the University of Wyoming, is
enrolled in any University program or activity, or was enrolled in the University at the time of the misconduct.

s. “University,” or UW,” refers to the University of Wyoming.

t. “University activity,” refers to any activity on or off University premises that is directly initiated or supervised by the University.

u. “University living units,” means all residence halls, apartments, structures, and cooperative and academic houses on University premises or living units operated by RSO’s.

v. “University Official,” includes any person employed by the University, who performs administrative or professional responsibilities, including every administrative officer, dean, director, department and division head, supervisor and all faculty members.

w. “University Premises,” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased, or otherwise controlled by the University (including adjacent streets and sidewalks) as defined by the “Campus Security Act.”

x. “UW Regulations,” refers to the general code of ethics, rules, regulations and processes that govern how members of the University community interact with one another. UW Regulations are enforced through the authority of the President and Board of Trustees.

y. “Weapon,” is defined in accordance with state criminal law and includes any object or substance designed or used to inflict a wound or cause injury.

III. STUDENT RIGHTS AND RESPONSIBILITIES

A. General Rights and Responsibilities. Recognizing that freedom of individuals is never absolute but is subject to reasonable restrictions, this statement is intended to set forth general principles of rights and responsibilities of the student in relation to the University and members of the University community.

All members of the University community share a responsibility to maintain a climate suitable to an ethical community of scholars and to refrain from conduct that obstructs the work of the University, interferes with the lawful exercise of rights by other persons, endangers the safety or security of other persons or their property, prevents the proper use of the facilities of the University or impairs the maintenance of that kind of an environment which is essential to the operation of an institution of higher learning.

1. Students have the right to access all related requirements, standards, policies, and regulations regarding the University’s educational mission and which affect students in general.

2. Students have a responsibility to comply with regulations and procedures pertaining to their admission and continued enrollment, including the timely payment of regularly assessed fees or other sums of money owed to the University.

3. This Code shall be published and distributed by the Admissions Office and/or the Office of the Registrar to each student at or before his/her enrollment in the University of Wyoming. When the student enrolls in the University such act or acts shall amount to a voluntary agreement by the student with the University that the student will adhere to and be bound by the rules and regulations of the University.

B. Rights and Responsibilities in the Instructional Setting.

The primary responsibility for managing the instructional environment rests with each faculty member. The student has the right to participate in relevant, civil discussions, inquiry and expression in academic endeavors. Student academic performance shall be evaluated on an academic basis.

1. Students shall be free to take reasoned exception to the data or views offered in any course of study. Students shall have protection through orderly procedures against prejudiced or capricious academic
evaluation. They shall be responsible for learning the content of any course of study for which they are enrolled.

2. Students shall be provided with a statement of academic expectations/syllabus at the beginning of each course by the instructor. They shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled. If academic expectations are not made available at the beginning of the semester, students should contact the instructor and/or the department head.

3. Students have responsibilities as well as rights in the classroom in an instructional setting and other academic endeavors. Students have the responsibility to respect the instructor's freedom to teach and the right of other students to learn. Students have the responsibility to maintain reasonable standards of conduct established by the instructor for each class.

4. Students who engage in acts that result in the disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Repetition of such behavior or egregious classroom offenses may result in termination of a student’s enrollment in the class.

C. Student Records.

1. Students have the right to a confidential student educational record in accordance with the Family Educational Rights and Privacy Act (FERPA). Transcripts of academic records shall contain only information about academic status and history, including notations as to any suspension or dismissal from the University.

2. Individuals applying for admission to the University and students enrolled in the University have a responsibility to provide to designated persons accurate, honest and complete information as is required for legitimate University purposes.

3. The University reserves the right to revoke an awarded degree for cause, including but not limited to fraud in receipt of the degree.

D. Terms of Enrollment.

1. By enrollment at the University, a student assumes obligations and responsibilities for performance and behavior reasonably expected by the University.

2. Termination of continued enrollment may take the form of:
   a. Conduct under the Code.
      i. Judicial suspension or dismissal for violation of the Code.
      ii. Cancellation of admissions and/or registration when admission is found to have been based upon incomplete or false information provided by a student.
      iii. Temporary suspension (see Section VIII).
   b. Medical. Medical suspension for mental health or physical conditions that pose a threat to the health or safety of the individual or other persons, or which results in disruption of normal University activities. Such determination shall be made in consultation with the Director of Student Health Services or other qualified health service provider. The decision is subject to review by the Vice President for Student Affairs upon request of the student. A required medical leave of absence will only be removed by the Dean of Students, after consultation with the Director of Student Health Services or other qualified health provider, to assure that the condition for withdrawal has been evaluated, treated, and appropriate follow up care is arranged.
   c. Other.
i. Academic suspension for failure to maintain minimum academic standards.
ii. When proper payment of registration fees has not been made.
iii. In exceptional circumstances cancellation of admission or registration may occur when it is
determined to be in the best interests of the University when authorized by the Vice President
for Student Affairs or designee.
iv. “Administrative Hold.” Any student who fails to pay any sum of money owed to the University,
fails to return or account for University property in the student’s possession, or fails to complete
any requirement imposed by a University official acting within the scope of his or her authority,
shall be subject to having a “Hold” placed with the Registrar by the concerned University official.
Until released, such a “Hold” shall serve to deny registration in the University and preclude the
issuance of transcripts, diplomas, institutional aid/scholarships and other University benefits.

3. Re-enrollment, diplomas, and transcripts may be denied to a student if the student has failed to
fulfill all University obligations.

IV. DELEGATION OF AUTHORITY AND JURISDICTION FOR STUDENT DISCIPLINE

A. Authority and Jurisdiction. Authority and jurisdiction for student discipline is prescribed by UW
Regulation 8-30.

B. Director of Residence Life and Dining Services. The Dean of Students delegates to the Executive
Director of Residence Life and Dining Services the authority to develop and enforce rules and
procedures to address the unique needs and management of University premises under the control of
the Executive Director of Residence Life and Dining Services. Such rules and procedures shall be
complementary to this Code. The Executive Director of Residence Life and Dining Services, or
designee, will provide to the Dean of Students, prior to each academic year, a copy of these
complementary rules and procedures with the changes noted.

V. PROHIBITED CONDUCT. The University has the right to take necessary and appropriate action to
protect the safety and well being of the University community. Any student or student organization found
to have committed the following misconduct is subject to the judicial sanctions outlined herein:

A. Offenses Against the University Community.

1. Acts of dishonesty, including but not limited to furnishing false information to any University official,
faculty member or office; and forgery, alteration,
or misuse of any University document, record or instrument of identification. Acts of academic
dishonesty, as outlined in UW Regulation 6-802, shall
be adjudicated pursuant to the provisions of that UW Regulation.

2. Disruption or obstruction of teaching, research, administration, judicial proceedings, other University
activities, including its educational or service functions on- or off-campus, or other authorized
activities on University premises.

3. Disorderly conduct that disrupts the operations of the University; leading or inciting others in such
activities that disrupt the operations of the University or infringe upon the rights of members or
others.

4. Intentionally interfering with freedom of movement and the free flow of pedestrian or vehicular traffic
on University premises or at University sponsored or supervised functions.

5. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous
chemical/biological agents on University premises.

6. Violation of federal, state, or local law on University premises or at University functions.
7. Illegal gambling.

8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

9. Violation of University policies, rules, regulations or other guidelines of the University which students are expected to follow.

10. Actions which have an adverse impact on the University community, its members, and/or the pursuit of its objectives, regardless of where such conduct may occur.

B. Offenses Against Persons.

1. Physical abuse including assault and battery, fighting, reckless conduct, and hazing. Hazing, as part of initiation or any other activity, is any action taken or situation created whether on or off the University campus, in University facilities or on the premises of the University owned or controlled fraternities or sororities, that does, with or without specific intent, produce or result in mental or physical discomfort, embarrassment, harassment or ridicule, anguish or suffering for another individual or group of individuals.

2. Verbal, written or graphic abuse, including threats, intimidation, harassment, coercion or other conduct that creates a climate of fear or which is reasonably expected to cause mental or emotional distress.

3. Sexual harassment as defined in UW Regulation 1-5, sexual violence, sexual assault, or stalking.

4. Discrimination and Sexual Harassment shall be processed in accordance with UW Regulation 1-5.

5. Failure to report incidents of hazing.

C. Offenses Against Property.

1. Theft of, damage to, misuse of, or unauthorized possession of property of the University, other public property, or personal property of another.

2. Unauthorized entry to or use of premises including unauthorized possession, duplication or use of access control codes, keys, and cards to any such facility or premises.

3. Making or communicating false alarms or threats, tampering with fire extinguishers, the intentional mixture of harmful or hazardous biological/chemical materials for purposes other than those under the supervision of a University faculty/staff member.

D. Offenses Involving Alcohol and Drugs.

1. Use, possession or distribution of illegal drugs or other controlled substances except as expressly permitted by law.

2. Public intoxication or the use, possession or distribution of alcoholic beverages except as expressly permitted by law and University policies, rules and regulations.

3. Unauthorized selling, directly or indirectly (such as through donations or solicitations), of alcoholic beverages on University premises is prohibited. This restriction shall include the exchange of tickets for alcoholic beverages or any other means by which alcoholic beverages are provided for a consideration of cash or other method of exchange.
4. Unauthorized public advertisement of alcohol related functions or parties on University premises.

5. Providing a dwelling for the use, possession, or distribution of alcoholic beverages, except as expressively permitted by law and University policies, rules, and regulations.

6. Providing a dwelling for the use, possession, or distribution of illegal drugs or other controlled substances, except as expressively permitted by law.

E. Abuse, Misuse or Theft of Computer Data, Equipment, Programs, Time and/or Violation of Information Technology Policies, Including but Not Limited To:

1. Unauthorized entry into a file, to use, download, read, transfer or change the contents, or for any other purpose.

2. Unauthorized use of another individual’s identification and password.

3. Use of computing facilities, networks, and services to interfere with the work of another student, staff, faculty member or University official.

4. Use of computing facilities to cyber stalk, send obscene or abusive messages, or violate the law.

5. Use of computing facilities to interfere with normal operation of the University computing system.

6. Attempting to modify system facilities including the introduction of electronic vandalism, e.g. “viruses,” “worm,” or other destructive or disruptive programs and devices, into University computing resources, those on its premises, or those connected to it by network.

7. Use of computing facilities for personal profit, other than authorized University business.

8. Unauthorized copying, reproduction, or file sharing of licensed software on University computing equipment.

F. Interfering With the Judicial Process, Including But Not Limited To:

1. Failure to cooperate with the directions of a University official or hearing officer.

2. Falsification, distortion, or misrepresentation of information.

3. Knowingly initiating a judicial proceeding without cause.

4. Attempting to discourage or prevent an individual’s proper participation in, or use of the judicial process.

5. Failure to comply with any sanction imposed under this Code.

VI. JUDICIAL PROCESS

A. Filing a Complaint and Initiating Charges.

1. When informed of a potential judicial matter, the Dean of Students or designee may assist in the resolution of the matter through an administrative disposition without filing of a formal complaint or judicial charge. This is not mediation. In complaints of sexual harassment or sexual violence, mediation is not appropriate.

2. Any member of the University community may file a complaint against any student or student organization suspected of violating this Code. A complaint shall be in writing and directed to the Dean of Students or a designee responsible for the administration of the student discipline under this Code. Members of the campus community may refer to the Dean of Students Office web site for assistance submitting an on-line complaint (http://uwadmnweb.uwyo.edu/DOS).
All complaints should be reported promptly and without unreasonable delay. Complaints for discrimination, sexual harassment, or sexual violence should be reported under UW Regulation 1-5.

3. The Dean of Students or a designee may initiate a charge on his/her own accord or based on a written complaint received by a member of the University community or any guest.

4. The student or student organization accused of misconduct shall receive written notice of the charges; notice of the alleged offending conduct and when it occurred; and notice of the University policies, rules, regulations and guidelines allegedly violated. University shall also provide notice of the date, time and location of the judicial hearing at least five (5) business days prior to the hearing date.

5. All students or student organizations will attend a judicial meeting to review the charges with the Dean of Students Office except when the Dean of Students determines that a student or student organization should go directly to a judicial hearing. In complaints of sexual harassment and sexual violence, separate judicial meetings shall be conducted with both the alleged perpetrator and the complainant prior to the judicial hearing.

6. Students or student organizations accused of misconduct who are not disputing the complaint will participate in a judicial conference with a hearing officer as set forth in VI (B) below.

7. Students or student organizations accused of misconduct who are disputing the charge(s) are entitled to a judicial hearing as set forth in VI (C ) below.

B. Informal Process – Judicial Conference

1. Admission of responsibility. Students or student organizations that elect a judicial conference admit responsibility for misconduct. The purpose of the judicial conference is to determine what sanctions are appropriate for a violation of this Code. Students or student organizations that agree to a judicial conference waive any further right to further hearings or appeals regarding the admitted misconduct.

2. Hearing Officer’s Duties. A designated hearing officer will review the charges to determine the appropriate action or sanction.

3. Failure to appear. If a student or student organization accused of misconduct fails to appear for a judicial hearing, the hearing officer may refer the student or student organization for a judicial hearing and/or a disciplinary hold may be placed on the student’s record. In the case of a student organization’s failure to appear, cancellation of the group’s University recognition or other judicial penalties may automatically occur.

4. Appeal. A student or student organization that participates in a judicial conference may appeal only the sanction(s) imposed by the hearing officer. The formal appeal shall be made in writing to the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings.

C. Formal Process – Judicial Hearing

1. General Procedures for Judicial Hearings

a. A judicial hearing shall occur within thirty (30) business days of the charge unless the Dean of Students determines that it is in the best interests of the University or the student or student organization to postpone the hearing, at which point notice will be given to both the student or student organization and the charging party.

b. Appropriate accommodations will be made for students who have documented disabilities through the University Disability Support Services Office.
c. Normally, judicial hearings are not open to the public. At the request of the student or student organization accused of misconduct, and subject to the discretion of the hearing officer, the hearing may be opened to the public.

d. Admission of any person to the judicial hearing shall be at the discretion of the hearing officer. Witnesses, other than the student or student organization accused of misconduct, may be excluded from the judicial hearing during the testimony of other witnesses.

e. In hearings involving charges of sexual harassment or sexual violence, the hearing officer shall allow both the alleged perpetrator and the complainant to present character witnesses.

f. Parties may present information, including documents, and/or a reasonable number of relevant witnesses in support of their position.

g. Hearsay is permissible with relevancy and credibility determined by the hearing officer.

h. The student or student organization accused of misconduct may speak on his or her own behalf; however, students who choose to remain silent shall not have their silence used to their detriment.

i. After the judicial hearing, the hearing officer shall determine whether or not the student or student organization is responsible for violating each section of the Code for which the student or organization is charged.

j. The student or student organization accused of misconduct will be informed in writing of the determination and recommendations of the hearing officer and the appellate process within twenty (20) business days of the close of the judicial hearing.

k. In hearings involving charges of sexual harassment or sexual violence, both the alleged perpetrator and the complainant will be notified in writing about the outcome of any complaint.

l. All procedural questions are subject to the final decision of the hearing officer.

m. The hearing officer may exclude any person(s) disrupting a judicial hearing or who fails to abide by the decisions of the hearing officer.

n. In judicial proceedings involving more than one accused student, the hearing officer, at his or her discretion, may permit the hearing concerning each student to be conducted separately.

o. The hearing officer will consider information that directly relates to the facts of the complaint or information regarding the appropriateness of a particular sanction.

p. The hearing officer may question all witnesses in a judicial proceeding.

q. Accommodations may be requested by students taking only on-line courses to participate in judicial proceedings via telephone or other available electronic means in the event it may be a hardship for the student to appear in person. Any such accommodation is subject to the final decision of the hearing officer. The student shall be responsible for any fees associated with such accommodations.

r. Neither advisors nor legal counselors may appear in lieu of the accused student. Advisors or legal counselors for students permitted to participate in proceedings via telephone or electronic means shall also provide any advice and counsel to the student via the same means during judicial proceedings.

s. Accused students or student organizations that choose to have either an advisor or legal counsel at the hearing shall notify the hearing officer and the Dean of Students, or designee, of the name and telephone number of their advisor/counselor at least three (3) business days prior to the judicial hearing.

r. The standard of proof shall be "by a preponderance of the evidence" which shall mean the evidence as a whole shows that the fact sought to be proved is more probable than not.
2. **Suspension/Dismissal:** In cases that involve suspension, or dismissal, the Dean of Students, or designee, shall assign a separate charging party and a separate hearing officer. The hearing officer shall exercise control over the judicial hearing.

   a. The student, student organization and the charging party may be represented by legal counsel.
   b. The student or student organization and the charging party will have an opportunity to cross-examine the other party’s witnesses.
   c. A legal counselor or advisor may consult with the student or student organization during the hearing, assist with preparation for the hearing, and may also present the case during the hearing.
   d. In hearings involving charges of sexual harassment or sexual violence, parties and their legal counselors or advisors are not allowed to directly question or cross-examine each other during the hearing. Any such questioning shall be facilitated by the hearing officer.

3. **Non-Suspension/Non-Dismissal:** In cases that do not involve suspension, or dismissal, the charging party and the hearing officer may be the same party.

   a. At a hearing before the hearing officer, a student or student organization accused of misconduct may be assisted by one advisor of their choice unless the Dean of Students agrees to additional advisors. The student or student organization shall be responsible for any fees associated with their advisor. The charging party, hearing office, and Dean of Students may be assisted by legal counsel.
   b. The accused student or student organization is responsible for presenting case information. An advisor may consult with the student or student organization during a judicial hearing and may assist with the preparation for the hearing but shall not present the case.
   c. The student or student organization will have an opportunity for cross-examination of the charging party’s witnesses by presenting questions to the charging party/hearing officer.
   d. In hearings involving charges of sexual harassment or sexual violence, parties are not allowed to directly question or cross-examine each other during the hearing. Any such questioning shall be facilitated by the hearing officer.

4. **Discovery – Applicable to All Judicial Hearings.**

   a. Discovery shall be limited to an exchange between the parties of a list of witnesses for the hearing, a brief summary of the information each witness is expected to provide and any documents to be presented at the hearing. The hearing officer shall establish the time limits for discovery.
   b. In hearings involving charges of sexual harassment or sexual violence, the hearing officer shall not allow the alleged perpetrator to review the complainant's statement without also allowing the complainant to review the alleged perpetrator’s statement, if one is provided.
   c. No depositions may be taken unless a witness is unavailable for testimony in person or by telephone and the hearing officer determines that a deposition is necessary.
   d. Interrogatories are not permitted. No written pre-hearing motions are permitted.
   e. The parties may jointly communicate with the hearing officer by telephone on any pre-hearing matters except when the charging party and the hearing officer are the same person. The parties may then communicate directly at any time.

5. **Failure to Appear – Applicable to All Judicial Hearings.**
If a student or student organization accused of misconduct fails to appear for a hearing, the hearing may proceed without the student’s or student organization’s presence and/or a disciplinary hold may be placed on the student’s record. In the case of an organization’s failure to appear, cancellation of the group’s University recognition or other judicial penalties may automatically occur.

6. Appeals – Applicable to All Judicial Hearings.
   Appeals shall be pursuant to Section IX of this Code.

D. Impact of Withdrawal During Pending Judicial Proceedings or Non-Enrollment.
   A student who has been charged with misconduct and who either withdraws or is no longer enrolled, is still subject to the judicial process for behavior that occurred while a student.

E. Record.
   The record of the hearing will be a written summary of the testimony and the evidence prepared by the hearing officer. The decision will refer to the evidence relied upon. No audio recording or court reporter transcription shall be permitted.

   In cases involving a finding of student or student organization misconduct under this Code, a judicial file shall be maintained in the Dean of Students Office until the student graduates, or for a period of seven (7) years, whichever occurs later, and include a written summary of the hearing, testimony, the evidence upon which the decision was made, the findings of the judicial proceedings and any sanctions imposed. Judicial records generated by University officials outside of the Dean of Students Office shall be copied and sent to the Dean of Students Office to be placed in the individual student judicial record. Such judicial records shall be the property of the University.

F. Notification of Complainant or Victim. Affected University departments, officials, and/or victims will be notified of the outcomes of student judicial proceedings as soon as possible, when appropriate and permitted by law.

VII. SANCTIONS.

A. The following sanctions may be imposed upon any student, group or organization found responsible for misconduct:

1. Written Reprimand. A notice of warning in writing to the student or student organization that has been found responsible for violating expected standards of conduct.

2. Conduct Probation. A written reprimand that includes probation for a designated period of time. The occurrence of any further misconduct during the stated probationary period will constitute grounds for further judicial sanctions.

3. Loss of Privileges or Services. Denial of specified privileges or services, loss of organizational recognition, or suspension of group privileges for a designated period of time.

4. Restitution and Community Service. Compensation for loss, damage or injury may take the form of appropriate service to the University or Laramie community and/or monetary material replacement.

5. Parental Notification. The University has implemented a policy of written parental notification as a means of intervening in student alcohol or substance abuse problems when the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses (despite prior
interventions), or, any violation of law involving a controlled substance. The responsibility for implementation of this policy lies with the Dean of Students, or his/her designee. Such notifications will become part of the student's official judicial record maintained in the Dean of Students Office.

6. Educational and Discretionary Sanctions. Educational assignments or other related discretionary assignments as appropriate to the violation.

7. Restriction/Trespass/Suspension/Dismissal from Residence Hall(s) and other UW Facilities.
   a. Restriction/Trespass: Elimination of the privilege to visit a particular residence hall or facility. University police are notified when this sanction is implemented and violators may be subject to arrest when ignoring this sanction.
   b. Suspension: Separation of the student from the residence hall or facility for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
   c. Dismissal: Permanent separation of the student from the residence halls or facility.
   d. Consultation: The Executive Director of Residence Life and Dining Services, or designee, should be consulted prior to the imposition of restriction, suspension, or dismissal from facilities under the Executive Director's control.

8. Loss of Funding. A student's University funded financial assistance and an organization's University funding may be revoked.

9. University Suspension. Separation of the student from the University for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student’s record and conditions for readmission may be specified. Administrative holds may be released by the Dean of Students once stated re-enrollment requirements are met. A suspension for misconduct may be imposed by the Dean of Students.

10. Dismissal. Dismissal (a permanent separation of the student from the University) for misconduct shall be effected by order of the Vice President for Academic Affairs with the prior approval of the President of the University. Before recommending the dismissal of a student for such reasons, the student shall be advised of the proposed action.

11. Transcript Notation and Change of Grades Permitted. Notations of judicial suspension and/or judicial dismissal from the University may be placed on a student’s academic transcript.

12. Termination of Course Enrollment. The student may be removed from registration in a particular class or classes, with no rights to credit for work completed. The University is not responsible for any financial loss incurred by the student through this sanction.

B. More than one of the sanctions listed above may be imposed for any single violation.

VIII. TEMPORARY SUSPENSION.

A. The Dean of Students or a designee may impose a temporary suspension. A temporary suspension may be imposed only:

   1. To ensure the safety and well-being of members of the University community or preservation of University property;
   2. To ensure physical or emotional safety and well-being of the student;
   3. If the student poses a threat of disruption of, or interference with, the normal operations of the
University.

B. During the temporary suspension, students shall be denied access to University premises and all other University activities or privileges for which the student might be otherwise be eligible.

C. A temporary suspension shall become effective immediately upon the written order of the Dean of Students and shall last no more than forty-five (45) business days unless renewed by the Dean of Students. No more than one extension shall be permitted without the filing of judicial charges.

IX. APPEALS.

A. Where a student or organization is found responsible for a violation and the sanction is less than suspension or dismissal, the appeal shall be to the Vice President for Student Affairs. When the sanction is suspension or dismissal, the appeal shall be to a Vice President designated by the President of the University. In all cases, the decision of the designated appeals officer shall be final.

B. In hearings involving charges of sexual harassment or sexual violence, either or both the alleged perpetrator and the complainant may submit an appeal.

C. Appeals shall be made in writing and must be presented to the designated appeals officer within five (5) business days from the receipt of the hearing officer’s written decision. If mailed, the appeal should include a return receipt. The written appeal shall include the action being appealed and the justification for the appeal.

D. The designated appeals officer shall consider the appeal and any record in the case. The student or student organization shall be informed in writing of the final outcome of the appeal within forty-five (45) business days of its being presented.

   The designated appeals officer may uphold the decision, reverse the decision or provide an alternate sanction.

   In appeals of charges of sexual harassment or sexual violence, both the alleged perpetrator and the complainant will be notified in writing about the outcome of any appeal.

E. Sanctions resulting from a formal judicial hearing shall not begin until either the time for appeal has expired without an appeal, or until the appeal has been concluded. The designated appeals officer may also impose temporary sanctions during the appeal process to ensure the safety and well being of members of the University community or preservation of University property.
APPENDIX B

EIGHT COMPONENTS OF A QUALITY ALTERNATIVE BREAK PROGRAM

**STRONG DIRECT SERVICE**
Programs should provide an opportunity for participants to engage in direct or “hands on” projects and activities that address unmet social needs, as determined by the community. Community interaction during service projects and throughout the week is highly encouraged during the break.

**ALCOHOL AND OTHER DRUG-FREE**
Issues of legality, liability, personal safety and group cohesion are of concern when alcohol and other drugs are consumed on an alternative break. Programs should provide education and training on alcohol and other drug related issues, in addition to developing and communicating a written policy on how these issues will be dealt with on an alternative break.

**DIVERSITY**
Strong alternative break programs include participants representing the range of students present in the campus community. Coordinators should recruit for, design, implement and evaluate their program with this end in mind.

**ORIENTATION**
Prior to departure, participants should be oriented to the mission and vision of the community partner or organization(s) with which they will be working.

**EDUCATION**
Programs should include issue specific educational sessions that participants attend prior to and perhaps during their alternative break. These sessions should provide participants with the historical, political, social and cultural context of the social problems they will be working with during the break. Effective education provides facts and opinions from all perspectives on the issue, including ways that the participants’ personal life choices are connected to them.

**TRAINING**
Participants should be provided with adequate training in skills necessary to carry out tasks and projects during the trip. Ideally, this training should take place prior to departure, although in some instances it may occur once participants have reached their site. Examples of training include teaching basic construction, learning how to work with children or gaining first aid skills.

**REFLECTION**
During the trip, participants should be encouraged to reflect upon the experience they are having, synthesizing the direct service, education, and community interaction components. Time should be set aside for this activity to take place both individually and as a group.

**REORIENTATION**
Upon return to campus, programs should have reorientation activities for all participants where they can share their break experiences and translate these experiences into a lifelong commitment to active citizenship. Through these activities, participants can continue their volunteer efforts in their local area, learn about possible internships, engage politically in their community, obtain resources for continued education on social issues, and make life choices that benefit the entire community.
APPENDIX C

Alternative Breaks 2012-2013 Team Leader Application
Office of Service, Leadership, & Community Engagement (SLCE), Dept 3625, 1000 E. University Ave.
Laramie, Wyoming 82071     (307) 766-3117     Email: asb@uwyo.edu
(Applications Due September 21st, 2012 by 5pm in SLCE office)

**Please note there are six parts to this application. Any application that does not have all six parts completed and turned in to the SLCE office by 5pm on Sept 21st, 2012 will not be considered for a team leader position. Electronic applications will not be accepted.**

Part 1: Personal Information

Name: __________________________________    Age: _____    UW ID#: W_______________

Primary Phone #: ___________________________    UW Email: __________________________

Local Address: _________________________________________________________________

Class Standing:  ☐ FR ☐ SO ☐ JR ☐ SR ☐ GR    Student Status:  ☐ Part time ☐ Full time

T-Shirt size: ☐ SM ☐ M ☐ L ☐ XL ☐ 2XL

Part 2: UW Alternative Breaks Commitment

**The following is a list of minimum expectations necessary to be a UW Alternative Breaks Team Leader. Alternative Breaks Coordinators will discuss and formulate additional expectations with you as necessary.**

I agree to: (please initial beside each statement)

_____ Complete a minimum of four hours of service per week. This includes working a minimum of two office hours per week in the SLCE office and serving a combination of other hours through team meetings, fundraising, advertising, recruiting and other duties as assigned.

_____ Attend and participate in Service Orientation on the evening of October 19th and the day of October 20th, 2012.

_____ Attend and participate in the MLK Day of Service on Monday, January 21st, 2013.

_____ All email communication will take place using my official UW email account. I will:

  _____ Check this account at least once a day.
  _____ Provide a read receipt if requested.
  _____ Appropriately respond to administrative emails within 48 hours of receipt.

_____ Attend weekly Alternative Breaks team leader trainings which will occur every Monday night at 5pm both fall and spring semesters. Additionally, I acknowledge it is a requirement that I will enroll in and pay for the one credit hour course in the spring semester titled CNSL 2800: Fundamentals of Alternative Break Leadership.

_____ Be involved in the selection, research, and logistical planning for my trip.

_____ Organize and provide pre-trip education for team members including preparing information packets and pre-trip training for participants.
____ Be actively involved in Alternative Breaks advertising and promotion.
____ Participate in Alternative Breaks fundraising. Among other things, this includes working a minimum number of concessions. (That number TBD)
____ Be responsible for recruiting participants for my trip.
____ Respect the customs and local community I am serving.
____ Respect my fellow participants, team leader and faculty/staff advisor.
____ Lead and facilitate reflections for group.
____ Process the Alternative Break experience individually and with my group through reflection, conversation and other group activities.
____ Provide proof of medical insurance for the entire duration of the trip.
____ Acceptance to Alternative Breaks is based on verification that the student is in good standing with Dean of Students Office, Office of the Registrar, and Accounts Receivable.
____ I acknowledge the above activities and meetings are mandatory. Missing more than two events without prior notification of an excused absence to AB coordinators will result in termination as a Team Leader and failure of the CNSL 2800 course. Missing the Service Orientation activity or the MLK Day of Service without prior notification of an excused absence will also result in termination and failure of the course. Excused absences will only be given for cause. (i.e. family emergency, university academic requirements, illness, etc.)
____ I will inform Alternative Breaks Coordinators of a known excused absence at least one week prior to the event I am missing.
____ I will be an appropriate ambassador at all times I am representing the UW Alternative Breaks program. This includes anytime I am completing service for the program, both locally and during the trip.

**AB Commitment:**

*Being an Alternative Breaks Team Leader requires a minimum of four hours per week commitment. By signing this statement, I am agreeing to invest the time, energy and commitment, if chosen, to be an ASB Team Leader. I will attend all mandatory Team Leader and ASB events, including all weekly meetings. By signing this statement, I hereby understand and agree to the statements above.*

Signature: _______________________________ Date: ________________

Please note....
• International trips are open only to students in good academic standing who are juniors, seniors, or grad students.
• A passport will be required. (It is your responsibility to secure a passport on your own immediately after being selected.)
• Some background in that country’s language would be helpful, but not mandatory.
• Trip cost for AB Team Leaders will be covered though the AB Program; however, you will be responsible for covering all costs of the course requirement CNSL 2800: Fundamentals of Alternative Break Leadership.
• Full-time student status through the University of Wyoming is required to be a team leader.

**UW Alternative Breaks 2013 Spring Break Trips:**

**Domestic Trips...**

Environmental Sustainability, Conservation, Community Development-San Diego, CA

• The main areas of focus for this trip will center on community development in regard to environmental issues. Addressing sustainability and conservation concerns and provide service geared toward the improvement of those topics will be accomplished. There is potential for also incorporating some work with disadvantaged youth into the trip.

Social Development-New York, NY

• This trip will be focused on volunteering in homeless communities and shelters throughout the city. Participants will gain experience with aiding those in unfortunate situations as well as understanding what the shelters in the area have to offer.

Animal Wellness - Kanab, Utah

• This trip will be focused on working with Best Friends Animal Sanctuary to help save a variety of animals abandoned or abused. Students will spend their week helping these animals and getting them ready to find a new home.

**International Trips...**

Youth Development-Guatemala

• Participants will have the opportunity to work in underprivileged schools teaching the English language to children. There may also be potential to help out with after school programs such as soccer camps and other extracurricular activities.

Community Development-Trinidad and Tobago

• This trip will look into community development with focuses on environmental concerns and climate issues. It will also look into women’s development throughout the country.

Community Development and Construction-Jamaica
• This trip will be focused around construction of parks, roads and other structures that benefit the community. Looking into opportunities to help with projects that will generate income for the community will also be a focus.

Part 3: Course Requirement
As part of the commitment to being a team leader for the UW Alternative Breaks program it is a requirement to be enrolled in a one hour credit course during the spring 2013 semester. The course will be titled CNSL 2800: Fundamentals of Alternative Break Leadership. This course will take place on Monday nights at 5pm and will meet the requirement of the weekly team leader meetings.

Part 4 – Short Answer: (Please answer on a separate paper. Please answer each question in 75 words or less.)
1) List the top three trips for which you would like to be considered as a Team Leader. Briefly describe why you want to be considered for your top choice and what you hope to gain by being a team leader. Please only choose one international trip in your top three choices.
2) Tell us about your leadership philosophy and style.
3) Tell us about your skills and experiences that would make you a good team leader.

Part 5 – Professional References and Resume:
Please attach a current resume which includes contact information for three professional references. An effective reference could be a former/current employer, former/current teacher, UW faculty/staff, etc. If you are unsure of what to include in your resume, you should consult the Center for Advising and Career Services.

Part 6 – Interview:
If selected as a finalist you will be required to complete an interview. You will be contacted by the SLCE Office to set up an interview time on September 26th and 27th. Please attach a copy of your schedule for these two days.

Non-discrimination clause: You will not be discriminated against based upon age, gender, race, national origin, color, disability, religious beliefs, sexual orientation, political views, marital, veteran, or medical status, or any other legally protected status.

Submission
Please return your completed application to the SLCE office by 5pm on September 21st, 2012. Questions regarding team leader applications can be directed to asb@uwyo.edu. **Electronic applications will not be accepted. Applications that do not have all six parts completed will not be considered for a team leader position.**
APPENDIX D
Waiver of Liability and Hold Harmless Agreement

University of Wyoming

1. In consideration for receiving permission to participate in _______________________ I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the University of Wyoming, the State of Wyoming, their officers, agents, servants, or employees (hereinafter referred to as 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 me, or any of the property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

2. I am fully aware of the unusual risks involved and hazards connected with this activity, including but not limited to travel risks and/or risks related to physical activities. I hereby elect to voluntarily participate and ALLOW MY CHILD TO PARTICIPATE in said activity with full knowledge that said activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage of property owned by me, as a result of being engaged in such activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Wyoming.

5. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this _____ day of ___, 20__

PARTICIPANT

_____________________________ _______________________________
Printed Name                  Signature

If Participant is under the age of 18, Parent/Guardian consents to the minor’s participation in the Event and agrees to the terms above, and consents for the University of Wyoming to seek reasonable and necessary medical treatment for Participants during such event or associated activities, and agrees to be responsible for any cost of such treatment.

Name of Child__________________________ Date________________________
It is important that the Alternative Breaks program has the following information on file, should any complication occur.

Name: _______________________________ Age: _____ UW ID#: W_______________
Primary Phone #: _____________________ UW Email: _______________________
Trip: ______________________________________________________________________

**The following is a list of minimum expectations. Your individual trip groups will discuss and formulate additional participant expectations as necessary.**

I agree to: (please initial beside each statement)

____ Participate in all mandatory pre-departure meetings.

____ One excused absence from meetings is permitted, but a make-up assignment will be required

and should be arranged with the Team Leader.

____ All email communication will take place using my official UW email account. I will:

____ Check this account at least three times per week.

____ Provide a read receipt if requested.

____ Appropriately respond to team leaders and administrative emails within 48 hours of receipt.

____ Make payments (see below for specifics) and turn in all necessary forms on time.

____ Make an initial deposit at the time of sign-up for my trip.

____ Make a second installment on or before January 25, 2012.

____ Pay the remainder of the balance on or before February 22, 2012.

____ All payments made to Alternative Breaks are non-refundable.

____ Abide by the alcohol and other drug free policy of UW Alternative Breaks.

____ Read and accept the terms laid out in the Alternative Breaks Policy Manual. The Policy

Manual can be obtained through the SLCE Office or on the Alternative Breaks website at

http://www.uwyo.edu/slce/alternativebreaks/index.html#Process_Policies
Behavior in a safe and responsible manner that adheres to the UW Student Code of Conduct. The Code of Conduct can be found at [http://www.uwyo.edu/dos/judicial/](http://www.uwyo.edu/dos/judicial/).

Respect the customs and local community I am serving.

Respect my trip leader(s), fellow participants, and faculty/staff advisor.

Process the AB experience individually and with my group through reflection, conversation and other group activities.

Provide proof of medical insurance for the entire duration of the trip. International participants may need to purchase an additional short-term international insurance policy.

Acceptance to Alternative Breaks is based on verification that the student is in good standing with Dean of Students Office, Office of the Registrar and clearance from a medical professional.

**ACKNOWLEDGE THAT VIOLATION OF ANY OF THESE AGREEMENTS IS GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PROGRAM AND THAT I WILL BE DROPPED FROM THE PROGRAM AND/OR SENT HOME AT MY OWN EXPENSE.**

**Payment Details for 2013 Spring Break Trips**

<table>
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<th></th>
<th>Domestic Driving (Utah)</th>
<th>Domestic Flying (San Diego &amp; New York)</th>
<th>International (Trinidad, Guatemala &amp; Jamaica)</th>
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<td>$250</td>
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<tr>
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<td>$500</td>
</tr>
<tr>
<td>On or Before 2/22/13</td>
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<td>$500</td>
</tr>
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</table>

*Reminders will be emailed to participants regarding payment deadlines.*

I certify that the information given above is true and complete. I understand that as a participant on an Alternative Breaks program I shall be subject to the rules, regulations, and requirements of the University of Wyoming both in the U.S. and overseas. I agree to adhere to those rules, regulations, and requirements in all respects, subject to immediate dismissal at my own expense from the program if I do not do so.

Student/Participant signature: ________________________________ Date: ____________
APPENDIX F

Medical Clearance Form for Alternative Breaks Program

Center for Service, Leadership, & Community Engagement (SLCE), Dept 3625, 1000 E. University Ave.
Laramie, Wyoming 82071  (307) 766-3117  Email: asb@uwyo.edu

Student’s Name: ______________________________________________________________
Student W #: _________________________  Phone #: __________________________
Alternative Breaks Trip: __________________________
Year _______  ______ Winter Break  ______ Spring Break

Date: __________________________

Insurance Information: *(Please note: all students participating in UW Alternative Breaks programs are required to have insurance coverage for the entire duration of the trip. Students participating in an international UW Alternative Breaks trip will also be required to purchase international student travel insurance coverage through the Study Abroad programs on campus.)*

Company Insured with: _____________________________________________________________
Policy Number: _________________________________________________________________
Effective Date: ______________
Policy Holder’s Name: ____________________________________________________________
Phone Number of Insurance Company: _______________________________________________

Instructions for International Insurance:
Go to International Programs Study Abroad website:
http://www.uwyo.edu/intprograms/studyabroad/info.asp?p=19801
Click on “Registration” (Takes you to: https://www.studentcare.com/newuser_registration.php)
Follow instructions below:
1. Create an account
2. Once you have created an account, please click on the "Study Abroad" tab at the top of the page
3. Then on the right hand side, find Wyoming, under "Request a Quote"
4. Students then will be asked to fill out some demographic information and trip information and then will continue on to complete the application and pay directly online.

*Please select Wyoming as the "home" state because not all states are eligible for this Study Abroad insurance.*

*Do not select the "Short Term Medical" option instead of "Study Abroad." Study Abroad is the option available to UW students.*
Since medical care differs throughout the US and the world, please answer the following questions in detail:

1. Please list all medications you take and any medications that you need to travel with (Inhalers etc.):

2. Please list any dietary, allergic or medical conditions requiring special medical attention that might not be available in a foreign setting? (orthodontics, contact lenses...)

3. Do you have any predisposing medical and/or surgical problems which under duress during a program might present a need for immediate therapy while away?

4. Please list any serious illnesses you have had in the last three years.

5. Please list any other information we should be aware of concerning your health:

Emergency Contact Information:

Primary Contact:
Name: _____________________________________ Relationship to participant: __________________
Address:
________________________________________________________
Phone #s: (Home) ___________________________ (Cell)
____________________________________
(Work) ______________________________

Secondary Contact:
Name: __________________________________ Relationship to participant: __________________

Address: ________________________________

Phone #s: (Home) _____________________________ (Cell)
____________________________________
(Work) ________________________________

I certify that the information given above is true and complete. I understand that as a participant on an Alternative Breaks program I shall be subject to the rules, regulations, and requirements of the University of Wyoming both in the U.S. and overseas. I agree to adhere to those rules, regulations, and requirements in all respects, subject to immediate dismissal at my own expense from the program if I do not do so.

Student/Participant signature: ________________________________ Date: ____________________
APPENDIX G

Institutional Marketing
Dept. 3226 • 1000 E. University Avenue • Laramie, WY 82071
(307) 766-2379 • fax (307) 766-6729 • e-mail: uwmktg@uwyo.edu • www.uwyo.edu

MODEL RELEASE

I, _____________________ ______________________ (_____), or
Print full name Age *
their parent/legal guardian do hereby authorize the University of Wyoming, its agents, successors, and
assigns, to use and reproduce photograph(s), audio, or video in which I appear in official UW
publications, and I waive any right that I may have to inspect and approve said photograph (or any copy
that may be used in connection therewith) or to receive compensation for the use of said photograph,
audio or video.

_________________________________________ ______________________________________
Sign full name Parent or Guardian

_________________________________________
Street or box number

_________________________________________
City, state, zip code

_________________________________________
Phone

_________________________________________
Date

Sovereign Immunity. The University of Wyoming does not waive its sovereign immunity or its governmental
immunity and fully retains all immunities and defenses provided by law.
Status: freshman ; sophomore ; junior ; senior ; graduate ; law ;
doctoral ; faculty ; staff ; administration ; student family ;
other .
Area(s) of Study: .
Home Town: .
E-mail address: _______________________________

* If under the age of 18, signature of a parent or legal guardian is required to participate.