



2018 – 2019

UK Alternative Service Breaks Site Advisor Information Packet

(For UK Faculty and Staff Members)

Deadline for Applications:
Sunday, Sept. 9th at 5pm

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Dear UK Faculty or Staff Member,

Thank you for your interest in the University of Kentucky (UK) Alternative Service Breaks (ASB) program at UK!

In partnership with the national service organization Break Away, we do our part to connect University of Kentucky students to service opportunities across the country and around the world. Whether their interest is in health care, education, poverty, or emergency aid, and whether the community they wish to serve is local, regional, national, or international, we have a variety of opportunities that will match students' personal passions with a community's needs. What's more, regardless of which service immersion students choose, they are guaranteed to come away from their experience with new **friends**, new **knowledge**, a renewed **sense of self**, and a renewed **desire to serve**.

UK ASB is proud to announce that we will have **15** total trips this year, including **3** weekend trips, **3** winter break trips, **6** spring break trips, and **3** summer break trips! In an effort to reduce "voluntourism," we have decided to conceal the locations of our domestic trips until *after* applications are received. This ensures that participants choose to serve based on social issues rather than location.

Our Winter Break Trips will focus on Global Youth Empowerment in the Dominican Republic, Sustainable Agriculture in the Galapagos, and LGBTQ+ Support domestically.

During Spring Break, we will send teams of UK students to six locations, focusing on various social issues. We will have one international trip focusing on Global Youth Empowerment in the Dominican Republic, and five domestic trips focusing on Hunger & Homelessness Awareness, Domestic Violence Awareness, Immigration Activism, Wildlife Habitat Conservation, and Disaster Relief.

This Summer, we are offering three service immersion experiences. Two will be two-week international service trips focusing on Global Youth Education and Empowerment to Accra, Ghana and Jinotega, Nicaragua. We are also adding a one-week domestic service immersion experience focusing on Childhood Disability & Illness Support.

Finally, we seek sustained site advisors for a handful weekend service trip sites, which occur in both the Fall 2018 and Spring 2019 semesters. These trips focus on Childhood Illness & Disease Support, and various social issues which affect our local Lexington community.

NOTE: You will be able to indicate on your preference for all of these trips (including weekend trips) on the applications for site advisors. If you have additional questions please email Michael.Craddock@uky.edu.

As with our students, we encourage you to carefully consider each of the available service immersions and preference those that match your professional expertise, personal motivations, interest in the social issue, and your schedule. Regardless of which program you wish to advise, our mission remains consistent across all of our service experiences; as a program we aim to provide experiences that provide quality service which is mutually beneficial to partners and participants, are educational and cultural, and which promote active citizenship among UK students, faculty, and staff.

Our philosophy is that quality community service, particularly service immersion, must involve:

- Strong direct service to address unmet community needs, which are requested by the host site
- Broad education and deep reflection about social issues facing communities
- Exposure to the character and culture of the communities in which we serve

Of course, this is where UK faculty and staff members come in—we cannot accomplish our mission or maintain our philosophy without our dedicated team of student site leaders and **you**, our faculty and staff members who support them through serving in the role of site advisor! Barbara Jacoby wrote, **“Learning does not necessarily occur as a result of experience itself, but as a result of reflection upon the experience.”** Our site leaders (students) and site advisors (faculty and staff) not only play a critical role in leading a week-long service trip, but also in facilitating discussion among students about their service encounters, and helping them to connect these experiences to future action. We encourage you to carefully review the responsibilities of site advisors, so that you are fully informed of the time commitment.

For your review, we have included below more information about our program and descriptions of each service immersion we will offer in 2018-2019. Again this year—based upon thoughtful feedback from past site advisors—we **will select site advisors based upon both their application and a brief interview with our student leaders.**

Interviews will take place September 17-28th (on a rolling basis). Site advisors will be notified of their selection by Friday, October 5. We will require all selected site advisors attend an **ASB Site Advisor Meet and Greet on Thursday October 11 from 6:00-7:30pm**, where faculty and staff will have the opportunity to meet their site leaders (you will be placed on your trip before this meeting).

Because program availability is limited and site advisor placements are competitive, we ask that you carefully consider your ability to commit to this role. We also ask that you be open and flexible as we seek to select the best site advisors possible for our programs, and to determine the best possible match up of site advisors to site leaders. Finally, we ask that you gain the support of your direct supervisor early on, so they can anticipate your involvement in our program (before, during, and after the program), and so they can explore the possibility of funding your trip (we cover any costs your unit cannot).

We look forward to receiving your application! With your support, we can make a difference in communities near and far and in the lives of students through UK ASB.

~ UK ASB Leadership Team

UK ASB Program Information

About Us

Through the Center for Community Outreach and the national service organization Break Away, the University of Kentucky Alternative Service Breaks program connects students with service projects in communities beyond the borders of Lexington and Kentucky. We aim to provide service experiences that are educational, cultural, and which promote active citizenship among UK students, faculty, and staff.

Our philosophy is that quality community service--particularly service immersion experiences--must involve:

- 1) **Strong, direct service** which addresses unmet community needs and is requested by the host site
- 2) Broad **education** and deep **reflection** about social issues facing communities
- 3) Exposure to the **character** and **culture** of the diverse communities in which we serve

Our approach is deeply rooted in Break Away's "Active Citizenship Continuum" and "Eight Components of a Quality Break Program," which include:

- | | |
|-------------------------------|------------------|
| 1) Strong Direct Service | 5) Education |
| 2) Full Engagement | 6) Training |
| 3) Diversity & Social Justice | 7) Reflection |
| 4) Orientation | 8) Reorientation |

About Site Advisors

As mentioned, we cannot accomplish our mission or maintain our philosophy without our dedicated team of student site leaders and **you**, our faculty and staff members who support them through serving in the role of site advisor! Below is some additional information about the role, responsibilities, and rewards that come with being a site advisor on a UK ASB service immersion.

Role of a Site Advisor

The role of a UK ASB site advisor is complex and context-driven, but generally, the site advisor serves in three essential roles: 1) To Give Support, 2) To Ensure Safety, and 3) To Role Model.

To Give Support. Please note that site advisors selected for our service immersions will be expected to do just that—to advise. As a program, we pride ourselves on being “a program for students, run by students,” so we expect that our site advisors empower our site leaders to do just that—to lead. Of course, no two service immersions are the same; unique situations and scenarios arise, and each team operates differently, so site advisors and site leaders will be given time to develop their own expectations of one another. Generally, though, site advisors will be expected to give support to our site leaders, who train throughout the year to prepare for this leadership opportunity!

To Ensure Safety. Though we also train our site leaders on risk management and emergency response, we expect that our site advisors to play an active and primary role in ensuring the safety of our students. As full-time employees of the university participating in a university-sponsored event, site advisors will be expected to take responsibility for the students traveling with them at all times. This includes ensuring safe

transport of the group to and from their program location and service sites, ensuring the physical and emotional safety of the group throughout the program, and ensuring that all individuals within the group abide by university and program policies and procedures.

To Role Model. Perhaps the most important role of a site advisor is to role model for students by actively engaging in all aspects of the trip. As per our program's "Full Value Contract," it is imperative that all participants engage fully in all aspects of their service trip, and site advisors are no exception to this expectation. Like other participants, site advisors may not come late or leave early from their program, and are expected to be present with students for the duration of their service immersion. Furthermore, involvement in our program does not begin and end with the service immersion itself. Rather, it extends throughout the academic year. All participants, including site advisors, are required to participate in pre-connects (education, orientation, and training meetings), service projects, fundraising events, and a re-connect (reorientation and reunion meeting)! We believe each of these components contribute to the overall success of our program, and site advisors will be expected to participate in ongoing meetings and events with their group.

NOTE: Our weekend service trip teams have historically met for one pre-connect and one re-connect only, making these programs an ideal fit for site advisors with more limited schedules.

Additionally, site advisors will be expected to participate in training offered exclusively for site advisors. Finally, because our volunteers and even our site leaders will take cues from the "senior" participants on their service trip, we expect that site advisors will role model the characteristics we expect of our students, including but not limited to: positivity, open-mindedness, flexibility, respectfulness, maturity, timeliness, and responsibility.

Responsibilities of a Site Advisor

Faculty and staff members who serve as site advisors for UKASB service immersions are specifically responsible for:

- Transporting students to and from their location and service sites throughout the program
 - *NOTE: site advisors MUST be comfortable and become qualified to drive a 12-passenger van*
- Helping site leaders to enforce university and program policies and contracts as necessary, and problem-solving in situations where policies are violated or in unexpected risk management situations
 - *NOTE: additional training and information will be provided to site advisors in fall and spring*
- Serving as a resource should volunteers have questions or concerns, should site leaders encounter unexpected situations, or in the case of an emergency during the course of the program
- Serving as the person responsible for cash handling and oversight and managing finances for the duration of the program
 - *NOTE: site advisors will be provided with a cash advance to for emergency expenses*
- Assisting site leaders with leading all aspects of the program, including daily service projects, group reflections, excursion activities, chores and cleaning, etc.
- Assisting with facilitating daily group reflections and a final reflection the last day of the program
 - *NOTE: site advisors will advise site leaders on planning for reflections and assist in facilitation*

- Role modeling for students by actively engaging in all aspects of the program and by upholding all university and program policies and procedures themselves

Rewards of a Site Advisor

We hope it is evident how rewarding the UK ASB experience can be, for volunteers, site leaders, and site advisors alike. In particular, we believe that site advisors benefit in three major ways: 1) Personal Growth, 2) Professional Development, and 3) Financial Incentive.

Personal Growth. First, we have found that personal learning and growth can occur for our site advisors, just as it does for the students who participate in our service immersions. Regardless of your motivation for participating in our program, we hope you do find that personal learning and growth are outcomes of your experience. Across levels—including volunteers, site leaders, and site advisors—UK ASB participants consistently report that they come away from their experience having established meaningful relationships with new people, having learned new knowledge and skills related to their program, having found a renewed sense of who they are and what they care about, and having found a renewed desire to make the world a better place.

Professional Development. Regardless of whether you are a faculty or staff member, and regardless of the department or unit you come from, serving as a site advisor for a UK ASB service immersion is an incredible opportunity for professional development. Of course, we select site advisors based upon what professional expertise they can lend to a program location or issue, and do look for some basic competencies, e.g. student advising, group facilitation, risk management, etc. However, we believe UK ASB service immersions can offer site advisors the opportunity to develop new or enhance existing skills that are broadly transferrable, regardless of what profession our site advisors come from. Additionally, past site advisors consistently share that UK ASB afforded them the opportunity to interact with different students than they interact with in their day-to-day work.

Financial Incentive. CCO leaders believe that faculty and staff can play a critical role in the facilitation of meaningful service experiences, and in the case of UK ASB, a necessary role. Not only do faculty and staff who serve as site advisors help to deepen students' overall learning experiences, they provide necessary oversight to keep students safe and healthy throughout their program. As such, the UK ASB program is committed to covering the cost of site advisors' program fees beyond what their department or unit is willing and able to pay. We do ask that before you apply, you discuss this opportunity with your supervisor and indicate what amount of funding your department or unit is willing and able to commit. Many departments and units are willing to pay for all or a portion of the cost of a site advisor to participate, because they view this experience as a professional development opportunity. If your department is unwilling or unable to pay for the cost of your trip, our program will cover the cost of your program fees, however we do expect that you first ask for your financial support from your department or unit.

UK ASB Expectations

What You Can Expect

In order for us to fulfill our program's mission and goals, it is imperative that all UK ASB participants (including volunteers, site leaders, and site advisors) engage fully in all aspects of their service immersion. Being a UK ASB participant requires time, energy, and commitment, including meeting requirements before, during, and after the program. Below are details about what we expect of participants, and what participants can expect of us:

We Will Expect That You...

- Complete the online UK ASB Site Advisor Application to the best of your ability
- Garner support from your supervisor and solicit funding from your department or unit (if possible)
- Attend **1** (Weekend), **4** (Winter Break), or **4** (Spring or Summer Break) required pre-trip **Pre-Connect** Meetings, that will include training, orientation, and education related to your specific service trip, as well as important information to prepare you for the experience
- Attend **1** required post-trip **Re-Connect** Gathering, that will include various reunion and reorientation activities
- Fully engage in all aspects of your service trip, including service work, facilitated reflection, and group activities
- Respect others in your group and be willing to cooperate in a group in setting
- Remain flexible, open-minded, and responsible as a representative of the university
- Adhere to all University of Kentucky and Alternative Service Breaks policies
- Obtain your passport, visa, and immunizations prior to your service trip, as applicable (these costs are not covered by UK ASB)

In Return, You Can Expect To...

- Receive confirmation of your selection as a UK ASB site advisor, and subsequently your placement, by October 5, 2018.
- Receive direction and support from our program in the form of ongoing communication and trainings.
- Receive transportation, lodging, meals, activities, and materials associated with your service trip (all-inclusive)
- Develop connections with your volunteers and site leaders through participation in pre-/post-trip meetings
- Help out a community in need
- Develop or enhance your professional skills in ways that benefit you personally and professionally
- Develop or deepen your knowledge of society's most pressing and complex social issues
- Get connected to other engagement opportunities within the CCO
- Make lasting memories and gain strong friendships
- Gain a strong sense of identity and self
- Have FUN!

UK ASB Policies and Contracts

Our Contracts and Policies

In order to ensure that our UK ASB service immersions are safe and successful, we **REQUIRE** that all UK students, faculty, and staff who volunteer through our program understand and abide by the following contracts and policies:

Service First Contract

As our name implies, we exist primarily as a service organization. Throughout your service trip, you will have many opportunities to engage in the local community and experience a new culture and group of people. However, the primary goal of a UK ASB trip is to serve. Service can be found in a wide variety of ways, whether building a home, teaching English, feeding the homeless, or mentoring youth. In the eyes of UK ASB, no service we do is worth more than another service. All service performed can be impactful. As a program, we invest much time and research to ensure that the sites we partner with will allow UK students, staff, and faculty to serve roughly 8 hours every day throughout their trip. Because you are on a service trip, you will more than likely experience conditions that you are not used to. This may include, but is not limited to, cold showers, lack of heat/AC, shared rooms, and smaller meal sizes. Because UK ASB operates as a service-immersion program, it is necessary to have immersive service for a successful trip.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Service First Contract, and understand commitment expected of all UK ASB volunteers.

Full Value Contract

The University of Kentucky Alternative Service Breaks program aims to provide service experiences that are educationally and personally transformative, as well as to promote active citizenship among UK students, faculty, and staff. As such, it is imperative that volunteers engage fully in all aspects of the UK ASB program, including required meetings before, during, and after their actual service trip. These requirements ensure that our volunteers fulfill to the best of their ability the commitment they make to our program, to their service team, and to the community. These requirements also ensure that our program strives to fulfill the commitment we make to prepare our volunteers for safe and successful service experiences.

Because UK ASB volunteers entrust our program to provide the highest quality alternative service breaks possible, we require that all volunteers attend both pre-trip and post-trip meetings relevant to their experience. These include but are not limited to*:

- 1) Four Pre-Connect Meetings (pre-determined, inclusive of training, orientation, and education)
- 2) One Pre-Trip Service Project (pre-determined, related to your specific service trip)
- 3) Two Pre-Trip Fundraising Events (one related to your specific trip and one all-ASB)

4) One Re-Connect Gathering (pre-determined, inclusive of reunion and reorientation activities)

During the actual service trip, we expect that volunteers fully engage in all aspects of their service trip, including service work, facilitated reflection, and group activities. To ensure that all UK ASB volunteers enjoy a safe and successful service experience, we require that volunteers stay with the group for the duration of their service trip. All volunteers are also required to stay and move with the group, and are not allowed to arrive late, leave early, or leave the group for any reason (e.g. to visit a friend or relative). This includes international departures. The group will meet on UK's campus and travel together to the airport. Following the trip, the group will return from the airport to UK's campus. All members of the group are required to travel with the group to and from the airport.

*UK students, faculty, and staff participating in UK ASB weekend service trips will only be required to attend one Pre-Connect Meeting, and pre-trip service projects and fundraising events are not required.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Full Value Contract, and to invest the time, energy, and commitment required of all UK ASB volunteers. You must agree to fulfill all requirements detailed in the Full Value Contract, in order to ensure that you and others gain full value from their service experience.

Diversity and Inclusion Contract

The University of Kentucky is committed to equal opportunity and nondiscrimination in all programs, events, and services, and does not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability. Likewise, the Alternative Service Breaks program seeks volunteers who are representative of the diverse students present at UK and does not discriminate on the basis of any of these factors. Diversity and inclusion are core values of UK ASB, and as such, we require that all volunteers interact in a manner suiting these core values. This means demonstrating acceptance and understanding toward others – in words and actions – including other UK students, faculty, staff, and community members at all UK ASB-sponsored meetings, events, activities, etc. In addition, as a program working to address social injustices through our work in the community, we will engage volunteers in regular discussion about issues of diversity and social justice as relevant to each service trip. We expect all UK ASB volunteers to actively engage in these discussions, and to demonstrate respect and open-mindedness toward others and their different viewpoints.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Diversity and Inclusion Contract, to support UK's commitment to equal opportunity and nondiscrimination by contributing to a climate of mutual acceptance and understanding. You must also agree to actively participate in and contribute to discussions about diversity and social justice as relevant to your service trip, and to remain respectful and open-minded toward others and their different viewpoints during these discussions.

Alcohol and Drug Free Policy

As a University of Kentucky-sponsored program, all Alternative Service Breaks volunteers are bound by the UK Code of Student Conduct during their participation in the program:

<http://www.uky.edu/StudentAffairs/Code/part1.html>.

The UK Code of Student Conduct, inclusive of UK's Alcohol Policy, thereby extends to UK students who participate in UK ASB-sponsored meetings, events, activities, etc. whether on-campus or off-campus. In alignment with UK's Alcohol Policy, UK ASB maintains a strict alcohol and drug (including tobacco and tobacco products) free policy that also aligns with our program's core values. All UK ASB volunteers are prohibited from consuming alcohol or other drugs at UK ASB-sponsored meetings, events, activities, etc. in order to:

- 1) ensure the safety of all volunteers on our service trips
- 2) maintain focus on the primary purpose of our trip – service
- 3) maintain group cohesion among volunteers who are diverse in age
- 4) ensure that a group's presence in the community does no harm.

Consequences of a volunteer's failure to adhere to our full-engagement policy are at leadership team's discretion and may range from a verbal warning to a volunteer's expulsion from the program at their own expense. Depending upon the violation, consequences may also include other disciplinary actions through the UK Dean of Students Office and/or legal ramifications through local law enforcement.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Full-Engagement Policy, and to abstain from using alcohol and other drugs at UK ASB-sponsored meetings, events, activities, etc. You must also agree to abstain from using alcohol and other drugs for the duration of your service trip – which begins when you depart Lexington and ends when you arrive back in Lexington. You must also agree to abide by the UK Code of Student Conduct at all times as a UK ASB volunteer. Finally, you must also agree that you understand there will be consequences for your actions should you violate the Full-Engagement Policy, or UK Code of Student Conduct, and to accept these consequences even at your own expense as you are the sole person responsible for your behavior.

NOTE: Below is UK ASB's Payment Policy, as it applies to UK students who participate, for reference by UK faculty and staff members.

Payment Policy

The UK Center for Community Outreach operates strictly as a not-for-profit coordinator of the ASB program, inclusive of weekend, weeklong, and two-week service trips, as well as year-round educational and social programming that takes place pre- and post-trip. As such, we are able to offer service experiences at cost to UK students – meaning that students pay only for the projected cost of their trip, as estimated based upon prior year spending and anticipating upcoming year spending. Once a student applies and is accepted to the UK ASB program, and placed on a specific service trip, that student is expected to pay the full cost of their service trip in the form of program fees. These program fees, paid to the CCO, are then dispersed by the CCO to vendors to cover the cost of that student's transportation,

lodging, meals, activities, and materials, in addition to covering the cost of year-round programming for volunteers. In this way, the CCO acts as a sort of third-party travel agent, coordinating logistics and distributing funds on behalf of UK ASB volunteers. Thus, it is imperative that UK ASB volunteers pay their program fees by the payment deadlines set for their specific service trip, regardless of unforeseen circumstances, as outlined in the ASB Payment Schedule: <http://www.UKASB.org/apply/payments>.

Deposit Fees

- Deposit fees paid by applicants at the time they submit their online application are considered non-refundable.
- Deposit fees are considered non-refundable, even if a participant withdraws from the UK ASB program for any reason.
- No exceptions will be made for non-refundable deposit fees, even if a participant withdraws due to an emergency.
- For 2018-2019 ASB service immersions, the non-refundable deposit fees are:
 - \$25/Student for Weekend, Domestic Service Trips
 - \$50/Student for Weeklong, Domestic Service Trips
 - \$200-\$350/Student for Weeklong, International Service Trips
 - \$500/Student for Two-Week, International Service Trips*
- Applicants who preference both an international service immersion and a domestic service immersion in their online application should pay the international rates for their non-refundable deposit fee. If their preferred international service trips are full at that time, the applicant will be placed on a domestic service trip and the fee will be applied to the cost of that trip.
- If an applicant chooses to be placed on a waitlist for a particular service immersion, UK ASB will not accept a deposit until they are removed from the waitlist and given a spot on a trip.
- Applicants who pay a deposit fee, but who are **not** accepted to the UK ASB program for any reason, will be refunded their deposit fee.
- Applicants who pay a deposit fee, but who are asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), will not be refunded their deposit fee.
- Deposit fees are considered non-transferrable, even if an applicant vacates their spot and another applicant fills that spot.

Program Fees

- Once a student applies and is accepted to the UK ASB program, and placed on a specific service trip, that participant is expected to pay the full cost of their service trip in the form of program fees by the payment deadlines set for their specific service trip (See ASB Payment Schedule).
- If a participant does not maintain on-time payments as per the ASB Payment Schedule, that student will be in jeopardy of losing their spot on the service trip without refund (unless a replacement is identified).
- If a participant has not paid their **total** trip costs by the final payment deadline, that student will be in jeopardy of losing their spot on the service trip without refund (unless a replacement is identified).
- The UK ASB program reserves the right to forfeit a participant's spot on a service trip to a person on the wait list for that trip if their payments are not received on time as per the ASB Payment Schedule.

- If a participant chooses to withdraw from the UK ASB program at any time or for any reason, assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip (See Withdrawal Policy).
- If a participant is asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip (See Withdrawal Policy).
- If a replacement **can** be found by the participant, the original participant will no longer be responsible to pay the full cost of their service trip, and will be refunded their amount paid, less any fundraising monies and their non-refundable deposit, without exception (See Withdrawal Policy)
- If a replacement **cannot** be found by the participant, the participant remains responsible to pay the full cost of their service trip including any remaining amount due, without exception (See Withdrawal Policy).
- Total service trip costs have been assessed by UK ASB based upon projected costs for each service trip and the previous years' service trip expenses. All program fees paid by participants are considered "all-inclusive" of transportation, lodging, meals, activities, and materials, including a t-shirt.
- For international service trips, program fees **do not** include the cost of obtaining suggested or required passports, visas, immunizations, and/or supplemental travel insurance. These additional costs are not included in the program fees, and will be incurred by individual participants as applicable and required.

Withdrawal Policy

- Once a student's online application and non-refundable deposit fee are received, they will be notified of their acceptance to the UK ASB program and placed on a specific service trip.
- If a participant chooses to withdraw from the UK ASB program for any reason, the participant is solely responsible for notifying the UK ASB program of their intent to withdraw from the program.
- Withdrawals from the UK ASB program will only be accepted in writing by: 1) Submitting an ASB Withdrawal Form to the Center for Community Outreach in the Gatton Student Center A255, and 2) Sending written notification via e-mail to Site Leaders **and** Jeremiah Wayne at ukasb@ukcco.org.
- If a participant chooses to withdraw from the UK ASB program at any time or for any reason, assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip.
- If a participant is asked to leave the UK ASB program at any time for not meeting program expectations (e.g. good academic standing), assuming there is no wait list, the participant is solely responsible for finding their replacement or for paying the full cost of their service trip.
- If a replacement **can** be found by the participant, the original participant will no longer be responsible to pay the full cost of their service trip, and will be refunded their amount paid, less any fundraising monies and their non-refundable deposit, without exception.**
- If a replacement **cannot** be found by the participant, the participant remains responsible to pay the full cost of their service trip including any remaining amount due, without exception.
- The deadline to withdraw for a weekend trip is two weeks before the trip departure date, the deadline to withdraw from a one week domestic service trip is one month before the trip departure date, and the deadline to withdraw from an international service trip (either one or two weeks) is two months before the trip departure date.***

Refund Policy

- All deposit fees are considered non-refundable without exception, unless a student is **not** accepted to the UK ASB program for any reason. In that case, their deposit fee will be refunded.
- If a participant withdraws from or is asked to leave the UK ASB program for any reason, and a replacement **can** be found by the participant, the original participant will be refunded only when the replacement participant has paid for their service trip in full.
- If a participant withdraws from or is asked to leave the UK ASB program for any reason, and a replacement **cannot** be found by the participant, the participant will not be refunded and remains responsible to pay for the full cost of their service trip.
- If a participant's combined payments AND fundraising or combined payments AND scholarships exceed the full cost of their service trip, a refund for the excess payments will be issued following their service trip if requested by the participant.**** This only applies to individuals who paid out-of-pocket in conjunction with fundraising/scholarships. If an individual solely fundraised more than the cost of the trip, the fundraised overage will not be refunded.

***Whereas applications for most 2017-2018 ASB service trips are accepted on a first-come, first-served basis, applicants for our two-week, international service trips will also be subject to interview for placement. Applicants will not be expected to put down their non-refundable deposit for two-week, international service trips, until they have interviewed and are offered a position.**

****If a replacement is found by the participant on or after airline tickets have been purchased in their name, the original participant will be responsible for applicable ticket change fees, or will remain responsible for paying the full cost of their airline tickets.**

*****There will be no guarantee that certain costs can be refunded, including (but not limited to) airfare costs and service site programming fees.**

******Participants reserve the right to "donate" all or a portion of their excess fundraising to the UK ASB Scholarship Fund for the following academic year.**

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Payment Policy and Withdrawal Policy, and to adhere to these policies as well as the payment deadlines set for your specific service trip. You must also agree that you understand that once you apply and are accepted to the UK ASB program, you become responsible to pay for the full cost of your service trip without exception, even if you withdraw from the program at any time or for any reason.

UK ASB Service Immersion Descriptions

Weekend Service Immersions		
Nov. 2 - 4, 2018	Childhood Disability & Illness Support	\$25/Student
<p>Though most of ASB's service immersions are one- or two-week programs, ASB also offers students the opportunity to engage in weekend service trips to a non-profit medical camping facility. At this camp, children living with life-threatening illnesses and their families can enjoy a camp experience, free of charge, to have fun, feel normal, and forget about their everyday struggles. Participants will escort children and families throughout the weekend schedule, participate in all camp activities, and interact with the courageous campers. The children attending camp this weekend will all have physical disabilities.</p>		
Nov. 2 - 4, 2018	Lexington-Focused	\$25/Student
<p>"Sometimes when you're looking for an answer, you search everywhere else before you look at what's right in front of you." – Dean Hughes. This year, ASB is taking a new approach to our service immersion trips by offering a trip centered around the social issues that our local campus and city experience. Participants will become acclimated to the local area and gain a perspective of the diverse service opportunities available "right in front of them" throughout a "progressive-dinner"-like service immersion weekend. More information on what the service will look like coming soon!</p>		
TBD Spring, 2019	Childhood Disability & Illness Support	\$25/Student
<p>Though most of ASB's service immersions are one- or two-week programs, ASB also offers students the opportunity to engage in weekend service trips to a non-profit medical camping facility. At this camp, children living with life-threatening illnesses and their families can enjoy a camp experience, free of charge, to have fun, feel normal, and forget about their everyday struggles. Participants will escort children and families throughout the weekend schedule, participate in all camp activities, and interact with the courageous campers. The children attending camp this weekend will all have physical disabilities.</p>		

Winter Break Service Immersions		
Dec. 29 – Jan. 5	LGBTQ+ Support	\$350/ Student
<p>For the first time, UK ASB is offering a trip that serves and supports LGBTQ+ populations in need! The exact service partners have yet to be finalized, but the potential partners could include LGBTQ+ homeless shelters and youth programs, support groups, hotline services, and HIV/AIDS centers. More information regarding service details are coming soon!</p>		
Dec. 27 – Jan. 6	Sustainable Agriculture	\$2,500/Student
<p>UK ASB volunteers traveling to San Cristóbal, Ecuador, an island of the Galapagos, will work through UBelong. This organization is founded "to advance international development efforts and promote cross-cultural understanding." In San Cristóbal, exotic and invasive species like blackberry bushes, fire</p>		

ants, and wild pigs affect the indigenous biodiversity of the island. Participants will remove foreign species while supporting local agriculture to reduce the current need for fruit and vegetable imports.

Dec. 29 – Jan. 5	Global Youth Empowerment	\$1,400/Student
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UK ASB volunteers traveling to Monte Cristi, Dominican Republic this summer will work with the non-profit organization Outreach360 to further their mission of “releasing the hero within – involving people to provide opportunities to orphaned, abandoned, and disadvantaged children in the Dominican Republic.” Specifically, volunteers will participate in Outreach360’s Teach Corps-English Education program, helping to teach children basic English language skills in Outreach360’s Learning Center. Volunteers will also be expected to make daily lesson plans, read to students during free-time and facilitate recess activities.

Spring Break Service Immersions

Mar. 9 – 16	Domestic Violence Awareness	\$200/Student
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UK ASB participants will be working at an emergency domestic violence shelter and advocacy center dedicated to eliminating domestic violence through prevention, education, and intervention. Volunteers will not be involved in direct service with domestic violence survivors. Instead, volunteers will be doing indirect service throughout the shelter such as painting, yard work, and cleaning. At the shelter, volunteers will also be provided daily educational seminars from the program staff.

Mar. 9 – 16	Disaster Relief	\$350/Student
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UK ASB participants will be working with organizations that provide relief to areas that have recently been ravished by natural disasters. The exact service partners have yet to be finalized, but more information is coming soon!

Mar. 9 – 16	Immigration Activism	\$200/Student
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UK ASB participants will be working with organizations that support and offer humanitarian relief to refugee and immigrant populations. The exact service partners have yet to be finalized, but more information is coming soon!

Mar. 9 – 16	Hunger & Homelessness Awareness	\$350/Student
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UK ASB participants will be working with organizations that combat food and housing insecurity. The exact service partners have yet to be finalized, but more information is coming soon!

Mar. 9 – 16	Wildlife Habitat Conservation	\$200/Student
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UK ASB participants will work with a non-profit wildlife sanctuary that cares for non-releasable wild animals rescued from lives of abuse or neglect, including big cats, bears, wolves, primates, bats, and more. Participants will work on various projects around the site, ranging from constructing new habitats to rehabilitating old ones. Because it takes weeks of training to properly feed and care for these animals, and for safety reasons, UK ASB volunteers will not work in direct contact with these animals. Instead, volunteers will assist with construction or other projects at the site.

Mar. 9 – 16	Global Youth Empowerment	\$1,400/Student
<p>UK ASB volunteers traveling to Monte Cristi, Dominican Republic this summer will work with the non-profit organization Outreach360 to further their mission of “releasing the hero within – involving people to provide opportunities to orphaned, abandoned, and disadvantaged children in the Dominican Republic.” Specifically, volunteers will participate in Outreach360’s Teach Corps-English Education program, helping to teach children basic English language skills in Outreach360’s Learning Center. Volunteers will also be expected to make daily lesson plans, read to students during free-time and facilitate recess activities.</p>		

Summer Break Service Immersions		
May 10 – 26	Global Youth Education	\$2,500/Student
<p>UK ASB participants will work with UBELONG, an organization founded “to advance international development efforts and promote cross-cultural understanding.” In Accra, Ghana, UBELONG places volunteers with the non-profit organization, Cheerful Hearts Foundation (CHF), which works to “educate and empower rural citizens through human rights, public health, and education initiatives so they can sustain an improved standard of living.” Accra is affected by many problems, which contribute to poor quality and access to education such as overcrowded classes, material shortages, and deficient infrastructure. UK ASB participants will work with teachers in elementary, middle, and/or high schools to help create more interactive and student-centered learning environments.</p>		
May 10 – 26	Global Youth Empowerment	\$1,400/Student
<p>For the very first time, UK ASB participants will be traveling to Merida, Mexico this summer to work with UBELONG, an organization founded “to advance international development efforts and promote cross-cultural understanding.” Participants will be working in a daycare or orphanage supporting disadvantaged youth who have been emotionally, physically, and/or sexually abused or who may have mothers who simply cannot afford childcare. Specifically, volunteers will be partaking in a range of daily activities, which include but are not limited to homework help, playing sports, making art, cleaning up the facility, cooking meals, and preparing activities.</p>		
May 10 – 26	Childhood Disability & Illness Support	\$50/ Student
<p>In addition to the Childhood Disability & Illness Support Weekend Trips, UK ASB is also offering a week-long service immersion to the non-profit medical camping facility this summer! This camp provides the opportunity for children living with life-threatening illnesses and their families to enjoy a camp experience, free of charge, to have fun, feel normal, and forget about their everyday struggles. Participants will escort children and families throughout the weekend schedule, participate in all camp activities, and interact with the courageous campers. More information on the specific disability/illness focus of this weekend coming soon!</p>		

UK ASB Payment Schedule

Payment Methods (Site Advisors Only)

As a reminder, we do ask that before you apply, you discuss this opportunity with your supervisor to garner their support and determine the level of funding your department or unit can commit to cover the cost of your program fees. The online application will ask you to confirm that your supervisor is aware and supportive of your application to serve as a UK ASB Site Advisor, and to indicate whether or not your department or unit is able to fund any portion of the cost of your program fees--and in what amount. If your department or unit can contribute funds to cover all or part of the cost of your participation in UK ASB, the online application will also ask you to provide contact information for your financial officer. This is so that we can coordinate a departmental funds transfer. We ask that all transfers be completed ASAP or by:

- Friday, Dec. 7th at 5pm (Winter Break)
- Friday, Jan. 25th at 5pm (Spring Break)
- Friday, Mar. 22nd at 5pm (Summer Break)

UK ASB Application Process

Application and Selection Process

To apply, please visit: <http://www.ukasb.org/apply-now>

Applications will be accepted through **Sunday, Sept. 9th at 5pm**, and provided to the UK ASB Leadership Team for review. Based upon review of applications, the UK ASB Leadership Team will coordinate 30-minute interviews with faculty and staff members on a rolling basis. Interviews will conclude by September 28.

Selected site advisors will be notified by **Friday, October 5th**.

Placement Process

Every effort will be made to honor your preference of trip and social issue, but there are many factors which go into this placement process. Scheduling limitations, strengths and expertise, prior ASB experience, and other factors are may make it impossible to match everyone with their first choice of trip. Consideration will also be given to matching site advisors and site leaders as best possible, as each group has different strengths and needs. We believe effective matching of site advisors to site leaders is crucial to the success of our program, and match based upon personality traits, leadership skills, and overall experiences.

Faculty and staff selected as Site Advisors will be **required** to attend a UK ASB Site Advisor Meet and Greet, on **Thursday, Oct. 11th from 6:00-7:30pm (Location TBD)**.

UK ASB Schedule of Events

Mark Your Calendar

Below is a detailed schedule of important dates you should mark in your calendar now, and expect to participate in if selected to be a UK ASB site advisor.

Date:	Time:	Details:	Location:	Expectations
Sunday, Sept. 9	By 5pm	UK ASB Site Advisor Apps Due	Via Online	FYI
Sept. 17 - 28 (rolling basis)	TBD	UK ASB Site Advisors Interviews	To Be Determined	Required
Friday, Oct. 5	By 5pm	UK ASB Site Advisors Selected and Notified	Via E-mail	FYI
Thursday, Oct. 11	6-7:30pm	UK ASB Site Advisor Meet & Greet (ALL)	To Be Determined	Required
Oct. 12 - Nov 12	TBD	UK ASB Site Leaders and Advisors Meet in Teams	Various	Required
Thursday, Oct. 25	6-8:00pm	ASB Pre-Connect #1 (Winter Only)	The 90 Rm. 202	Required
Nov. 2 – 4	Various	ASB Weekend Service Trip-CCK	Undisclosed	Weekend Only
Thursday, Nov. 8	6-8:00pm	ASB Pre-Connect #2 (Winter) // Site Advisor Training (Spring & Summer)	The 90 Rm. 202	Required
Thursday Nov. 29	6-8:00pm	ASB Pre-Connect #3 (Winter) // Site Advisor Training (Spring & Summer)	The 90 Rm. 202	Required
Thursday, Dec. 6	7-8:30pm	ASB Pre-Connect #4 (Winter)	The 90 Rm. 202	Required
Tuesday, Dec. 11	11-1pm	ASB Site Adviser Training #1	To Be Determined	Required
Dec. 27 - Jan. 6	Various	ASB Winter Break Service Immersion	Galapagos	Galapagos Only
Dec. 29 - Jan. 5	Various	ASB Winter Break Service Immersion	Dominican Republic	DR Only
Dec. 29 - Jan. 5	Various	ASB Winter Break Service Immersion	Undisclosed	LGBTQ Only
Tuesday, January 15	6-8:00pm	ASB Re-Connect (Winter & Fall-Weekend)	The Plantory	Required
Thursday, January 24	6-8:00pm	ASB Pre-Connect #1 (Spring & Summer)	Whitehall Rm. 102	Required
Thursday, January 31	11-1:00pm	ASB Site Adviser Training #2	To Be Determined	Required
Thursday, February 7	6-8:00pm	ASB Pre-Connect #2 (Spring & Summer)	Whitehall Rm. 204	Required
Thursday, February 21	6-8:00pm	ASB Pre-Connect #3 (Spring & Summer)	Whitehall Rm. 102	Required
Tuesday, February 26	11-1:00pm	ASB Site Adviser Training #3	To Be Determined	Required
Thursday, March 7	6-8:00pm	ASB Pre-Connect #4 (Spring)	Whitehall Rm. 204	Spring Only
March 9 – March 17	Various	ASB Spring Break Service Immersions	Various	Spring Only
Thursday, March 28	6-8:00pm	ASB Re-Connect (Spring)	The Plantory	Required
Thursday, April 18th	6-8:00pm	ASB Pre-Connect #4 (Summer)	Whitehall Rm. TBD	Summer Only
May 10 – May 26	Various	ASB Spring Break Service Immersions	Various	Summer Only

NOTE: You will receive more detailed information regarding all of the meetings if you are selected as an ASB site adviser. For now, please hold the dates listed above.

***We thank you for your interest in UK ASB,
and we look forward to receiving your application!***