

2019 - 2020

University of Kentucky

Alternative Service Breaks

Executive Team

Information Packet

Applications can be found online via BBNvolved linked [here!](#)

Applications are due by 3/3/19 at 11:45 PM.

Interviews will take place on a rolling basis from 3/4/19 - 3/22/19.

Dear Applicant –

Thank you for your interest in being a part of the University of Kentucky's Alternative Service Breaks (UK ASB) program! We are excited that you are continuing your way down the path to achieve Active Citizenship.

In partnership with the national service organization Break Away, we do our part to connect UK students to service *and* learning opportunities across the U.S. and around the world. Whether your interest lays in environmental conservation, youth empowerment, humanitarian efforts, or emergency aid, and whether the community you wish to serve is local, regional, national, or even international, we have an opportunity that will match your personal passions with a community's needs. Regardless of which service immersion you choose, you are *guaranteed* to come away from your experience with new **friends**, new **knowledge**, a renewed **sense of self**, and a renewed **desire to serve**.

UK ASB is a student-driven program that is part of the UK Center for Community Outreach (CCO), one of several student organizations housed within the UK Office of Student Involvement. The program's student leadership structure consists of a **Program Director**, who sits on the UK CCO Board of Directors, directly supported by an Executive Team inclusive of: an external relations chair, an internal relations chair, a finance chair, and a public relations chair. Members of the UK ASB Executive Team have the unique opportunity to impact the long-term vision of UK ASB, by providing direction and support to the extended leadership team. If you fully invest yourself in this multi-faceted and ever-evolving service immersion program, it can be a very rewarding experience.

UK ASB Executive Team members will be required to attend weekly meetings, in addition to enrolling in our UK ASB leadership course in both the Fall and Spring Semesters (if new to the program). Selection as a member of the 2019-2020 UK ASB Executive Team is contingent upon your ability to fulfill both of these commitments as well as the specific roles and responsibilities of your assigned position. Upon successful completion of the course and their position, UK ASB Executive Team members and Site Leaders receive a 50% discount, or subsidy, off the total cost of their assigned service immersion trip. Additional benefits of serving as a UK ASB Executive Team member include receiving hands-on leadership training, community-based service experience, and the ability to impact the long-term vision of UK ASB!

More information about the UK ASB program overall, as well as specific roles and responsibilities of each position on the UK ASB Executive Team can be found below. Please read this document in its entirety before applying and let us know if you have questions about the program or a specific position.

Our UK ASB motto is, "You've got to go there to know there." Ultimately, we could not "go there" without our dedicated team of student leaders driving our program. We hope you will be one of them as we look forward to 2019-2020!

Thank you for your interest, and we look forward to seeing your application!

- Jeremiah Wayne, 18-19 ASB Director

Applying for the UK ASB Executive Team

Application Process

Any full-time UK student in good standing with the University, who maintains a Cumulative GPA of 2.5 or higher, is eligible to apply for and to hold a student leader position in the UK CCO, including in UK ASB. UK ASB does require that you be a sophomore or above beginning in Fall 2019 to be accepted as a UK ASB Executive Team member or Site Leader. Candidates are allowed to apply for any combination of positions on the UK ASB Executive Team Leadership Team.

To apply for the 19-20 UK ASB Executive Team, click [here](#).

Applications must be submitted by Sunday, March 3rd at 11:45pm to be considered. This application is for candidates interested in applying for 19-20 UK ASB Executive Team positions only. Applications for UK ASB Site Leader positions will be released separately at a later time.

Interview Process

Completion of the application process for a position on the 2019-2020 UK ASB Executive Team does not guarantee a candidate an interview. It is the candidate's responsibility to make themselves available for their scheduled interview date/time, which will be based on their availability as well as the interview team's availability. It is also the candidate's responsibility to promptly notify Jeremiah Wayne if for some reason their scheduled interview date/time does not work, and to schedule an alternative interview date/time. Interviews for UK ASB Executive Team positions will be scheduled for 45 minutes, including a thirty-minute interview and ample time for questions at the end. Candidates are expected to come prepared, including arriving on time or early, and dressing in whatever clothes make you feel most confident. Please check your e-mail regularly on Monday, March 4th to determine whether you have been invited to interview, and respond promptly to confirm your scheduled interview date/time. **If you have questions or concerns, please contact Jeremiah Wayne, 2018-2019 UK ASB Program Director, at ukasb@ukcco.org, or Chris Ciarcia, UK ASB Program Advisor, at ciarcia@uky.edu.**

UK CCO Information

About Us

Our Mission

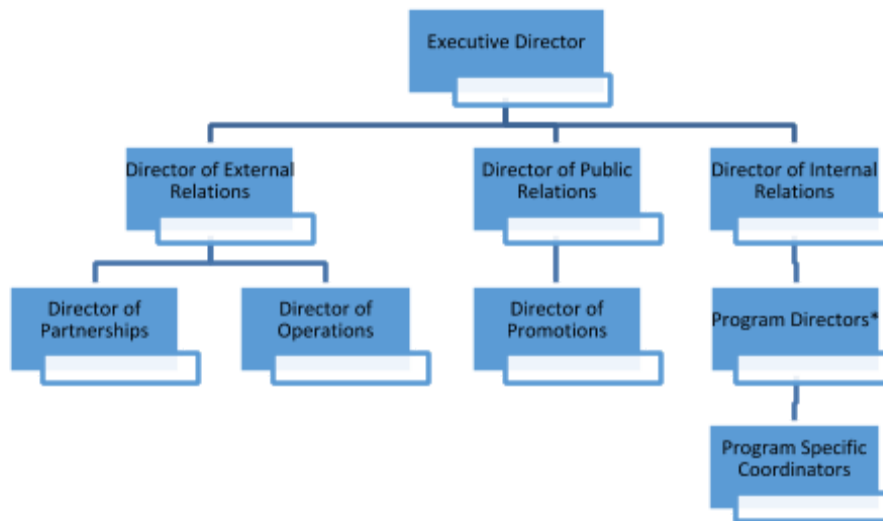
The mission of the UK CCO is to serve, connect, and unite the University of Kentucky with the surrounding community in collaborative efforts to promote life-long community service.

Our History

Founded in August 2002, the UK CCO is a student-driven organization that is intended to foster the development of leaders who make a difference in their communities. Through a team of student volunteers and professional staff, programs and services are offered that will afford University of Kentucky students, faculty, and staff the opportunity to use their time and talents to serve others. The UK CCO was formed as the Student Volunteer Center (SVC) at the University of Kentucky in 2001. In 2007, the SVC changed its name to the UK Center for Community Outreach to better represent their approach to engaging students, faculty, and staff in a broad spectrum of civic activity. In May 2015, the UK CCO, along with the rest of the Student Center, moved to the third floor of Blazer Hall. In June 2018, the UK CCO received a brand new office space in the Gatton Student Center, and is now located in GSC RM. 255.

Our Structure

The UK CCO is a student-driven organization that is part of UK's Office of Student Involvement. The organization's student leadership consists of the Board of Directors, which includes an Executive Director, the Executive Team, Program Directors, and Non-Programming Directors. Additional members of the organization include program executive teams, coordinators, committee members, and/or volunteers. Three full-time professional advisors and two part-time graduate advisors also support the organization.



Executive Team (UK CCO)

The UK CCO Executive Team comprises the primary student leaders within the UK CCO who oversee all the programs and Directors and work to connect the UK CCO to the surrounding campus and community.

- **Executive Director** oversees all operations within the UK CCO and works to ensure that the Programs and Directors are fulfilling their responsibilities. Additionally, the Executive Director serves as the public face of the UK CCO to the campus, administration, and community.

- **Director of Internal Relations** works to connect the Program Directors with the Executive Team through communication and regular meetings. The Director of Internal Relations also coordinates all trainings for the school year, meets regularly with Program Directors, and oversees the Coordinator selection and interview process.
- **Director of External Relations** works to connect the UK CCO with campus partners, as well as overseeing the Director of Partnerships and Director of Operations. The Director of External Relations also oversees the development, implementation, and monitoring of all UK CCO processes.
- **Director of Public Relations** works to promote the UK CCO to the community and campus as well as overseeing the Director of Promotions. The Director of Public Relations is also the primary connection point between the UK CCO and UK Public Relations.

Non-Programming Directors (UK CCO)

Non-Programming Directors work with the Executive Team to oversee overall operations within the UK CCO as well as assisting the Directors in executing their events.

- **Director of Operations** works in cooperation with the Director of External Relations to fulfill their daily responsibilities. Also, the Director of Operations is responsible for maintaining Orgsync and VolunteerMatch; as well as, the referral process. Also, the director of operations will maintain the UK CCO's website and work to produce and maintain a connection with student organizations across campus.
- **Director of Partnerships** works in cooperation with the Director of External Relations to fulfill their daily responsibilities. The Director of Partnerships is responsible for meeting with community partners to assess their needs and to connect them to our program directors. The director of partnerships will also work to create relationships with campus organizations.
- **Director of Promotions** works in cooperation with the Director of Public Relations to fulfill their daily responsibilities. The Director of Promotions is responsible for promoting the overall UK CCO, as well as the individual programs, through means like the eNewsletter, social media, postering, etc. The Director of Promotions will be the liaison between the program directors and the graphic designer. Also, the director of promotions will lead the various UK CCO informational sessions and will be in charge of coordinating tabling events.

Our Programs

The UK CCO houses several of the largest, leading student service programs at UK, including:

- **Beyond the Blue** focuses on global empowerment and works to connect the Lexington community with the global community through service and education.
- **Big Blue Pantry** serves students on UK's campus who may experience food insecurity and is in need of nutritional support throughout the week.
- **Community Action Team (CAT)** facilitates service opportunities on a regular basis for the everyday UK student, while focusing on the needs of local community partners and advocacy of Kentucky-specific issues.
- **FUSION** (For Unity and Service In Our Neighborhoods) is Kentucky's largest one-day service event held at the start of each academic year for over 1,500 students, faculty, and staff.
- **MLK, Jr. Wildcats for Service** works to honor the legacy of Dr. Martin Luther King, Jr. through service and education, as well as the annual day of service in January.
- **PAWS (Promoting Animal Welfare Services)** focuses on advocating for animal welfare rights through volunteer efforts, educating the public, and fundraising for local animal organizations.
- **UK ASB** (UK Alternative Service Breaks) sends students, faculty, and staff across the state, nation, and globe to volunteer in communities throughout the U.S. and learn about issues faced by people in those places in weekend and weeklong service immersions.

- **UK Mountain Cats** seeks to serve the Appalachian region through direct service opportunities and educating University of Kentucky students on the issues facing the Appalachian region.
- **UK Service Corps** provides weekly service opportunities for UK students to volunteer each week at a service site in Lexington. This program is for students who are willing to commit to an entire semester of weekly service at their chosen location. Through UK Service Corps, students build lasting relationships with each other and the individuals they are serving in the community.
- **Wildcats for HOMES** provides structured experiences, in part by developing sustainable campus and community partnerships, that motivate students to learn about, think through, and take action against homelessness.
- **Young at Heart** works to connect UK students with members of the elderly community through various service and programming events like Senior Prom and Friendly Visitors.

The UK Center for Community Outreach houses several of the largest, leading student service programs at the University of Kentucky (UK).

Term of Positions

All Executive Team positions across UK CCO programs will hold terms beginning on May 1, 2019 and ending on May 1, 2020. During the Spring 2019 semester, incoming Executive Team members will be expected to meet with the outgoing Executive Team members several times throughout the semester, depending on the program. All Executive Team positions across UK CCO programs will also be expected to attend bi-weekly UK CCO meetings on Wednesday nights at 5-6:30pm, which will start in September 2019 and continue into the Spring 2020 semester.

UK ASB Executive Team members may be asked to assume their role early, or continue it later, depending upon their specific roles and responsibilities as needed by UK ASB.

Professionalism & Stewardship

Because the UK CCO is housed within a professional office and supported by professional advisors, members of the UK CCO are held to the highest level of professionalism. Student leaders are expected to maintain a professional demeanor while working in or on behalf of the UK CCO, including refraining from coarse language, rowdy behavior, or inappropriate conversations. Further, student leaders should not work on personal errands during office hours and should not utilize UK CCO resources for personal use. As an extension of the Office of Student Involvement, the UK CCO strives to create a safe environment inclusive of all individuals regardless of race, ethnicity, sex, gender, religion, age, socioeconomic status, veteran status, sexual orientation, gender identity, and other identities. Discrimination or disrespect against another individual based upon one of these identities will not be tolerated. Finally, because the UK CCO relies heavily upon student fee dollars, all student leaders of programs housed within the UK CCO are expected to exercise the highest level of stewardship when using those funds. Utilizing UK CCO funds for personal use, or misusing UK CCO funds in a way that is not in the best interest of the UK CCO, are considered as poor stewardship, and may result in dismissal.

As a program housed within the UK CCO, UK ASB and its student leaders will also be expected to uphold these same standards of professionalism and stewardship.

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 and cultural, and to promote active citizenship among UK students, faculty, and staff.

Our Mission

Our mission is “to provide quality and fulfilling alternative breaks that mutually benefit community partners and student participants through the education of a social issue, service work requested by the host site, and student facilitated reflection.”

Our Vision

Our vision is of “a campus of socially aware student citizens seeking to make a positive impact in the local and global community.”

Our History

In 2008, the UK ASB program was developed as a part of the national movement to involve college students in community-based service projects and to give students opportunities to learn about the complex issues faced by members of diverse communities.

The creation of “alternative breaks” was one response to increasing calls from world leaders encouraging young people to get involved and take action in their communities. They were intended to immerse students in new communities throughout the U.S. and abroad, as well as people whose experiences may be different from their own. According to Break Away, the national alternative breaks clearinghouse, “Being completely immersed into diverse environments enables participants to experience, discuss, and understand social issues in a significant way. The intensity of the experience increases the likelihood that participants will transfer the lessons learned on-site back to their own communities even after the alternative break ends.”

Our Philosophy

Our philosophy is that quality community service, particularly service immersions like Alternative Service Breaks, must involve:

1. Strong direct service to address unmet community needs
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 the Break Away organization’s “Active Citizen Continuum” and “Eight Components of a Quality Break Program,” which include:

- Strong Direct Service
- Full Engagement
- Diversity

- Orientation
- Education
- Training
- Reflection
- Reorientation

Our Structure

UK ASB is a student-driven program that is part of the UK CCO, one of several student organizations housed within the UK Office of Student Involvement. The program's student leadership structure consists of a **Program Director**, who sits on the UK CCO Board of Directors, directly supported by an Executive Team inclusive of: 1) External Relations Chair, 2) Internal Relations Chair, 3) Finance Chair, 4) Public Relations Chair, and 5) Assessment Chair. The overall UK ASB Leadership Team not only consists of the Program Director and Executive Team, but also an extended team of 25-30 Site Leaders who are responsible for planning and leading their respective weekend, winter, spring, or summer break service immersion trip. Additionally, a full-time professional staff member and a part-time graduate assistant support the program as co-advisors to the program, specifically focusing on site development and logistics, site leader and participant course instruction, and site advisor selection and training.

UK ASB Executive Team Information

General Overview

As mentioned, the UK ASB Executive Team is inclusive of five positions that support the UK ASB Program Director:

- 1) External Relations Chair
- 2) Internal Relations Chair
- 3) Finance Chair
- 4) Public Relations Chair
- 5) Assessment Chair

Each position is intended to fulfill a specific role within UK ASB, as well as to support the program and all those involved holistically. UK ASB seeks qualified and dedicated UK students to fill its Executive Team positions, which are central to the success of the program, and to provide vision and leadership to the program alongside our Program Director. Any full-time UK student in good standing with the University, who maintains a Cumulative GPA of 2.5 or higher, is eligible to apply for and to hold a student leader position in the UK CCO, including in UK ASB. UK ASB does require that you be a sophomore or above beginning in Fall 2019 to be accepted as a UK ASB Executive Team member or Site Leader. The ideal candidate for the UK ASB Executive Team will have prior experience in UK ASB, but it is not required.

Overall Expectations

In working to advance UK ASB, Executive Team members are expected to attend weekly UK ASB Executive Team meetings (TBD, Fall 2019), weekly UK ASB Leadership Team meetings/trainings (Thursdays at 6-7:30pm), and UK CCO Extended Leadership meetings twice a month (Wednesdays at 5-6:30pm). Additionally, UK ASB Executive Team members are expected to attend and lead all major UK ASB meetings and events, including but not limited to: UK ASB Pre-Connect Meetings (Thursdays at 6-7:30pm, Monthly), UK ASB Re-Connect Gathering (TBD, March 2020), and UK ASB-Wide Events. Finally, it is strongly encouraged that the UK ASB Executive Team be available in the summer to assist with UK ASB and UK CCO promotion at SeeBlueU summer orientation dates, and to begin planning for the Fall semester. During the Fall and Spring Semesters, it is expected that UK ASB Executive Team members hold a minimum of five (5) office hours in the UK CCO, not including attending meetings or events.

NOTE: All UK ASB Executive Team members will be required to participate in a Break Away Alternative Breaks Citizenship school for one week. Dates are forthcoming.

Course Enrollment

Because of the nature of the UK ASB program, we treat our UK ASB Leadership Team meetings/trainings as an Experiential Education (EXP) course. All new members of the UK ASB Leadership Team, inclusive of the Executive Team, are expected to enroll in the EXP course section assigned to ASB. This includes enrolling 1 credit of EXP 396-172 in the Fall 2019 Semester, and 1-2 credits of EXP 396-172 in the Spring 2020 Semester (2 credits for summer break site leaders). Returning Site Leaders and Executive Team members have the option but are not required to enroll in course credit; however, they will still be required to complete most course assignments (e.g. Participant Packet, Reflection Outline). Like any collegiate-level course, UK ASB's EXP course maintains high expectations, given that the course is designed to prepare UK ASB student leaders to lead high-quality alternative breaks. The course does maintain an attendance policy, homework is given related to leadership responsibilities, and expectations must be met, not only for successful completion of the course, but for successful execution of your role in UK ASB.

Qualifications

All members of the UK ASB Executive Team will work toward the overall mission and vision of UK ASB and the UK CCO. They must possess a deep understanding of all aspects of the UK ASB program, both philosophically and operationally, and they must represent the program positively in their daily work and lives. UK ASB Executive Team members should be proactive in their planning, professional in their demeanor, prompt in their communication, and present as an active student leader of UK ASB. They should be willing to ask critical questions to think outside the box, and to assist others within UK ASB, as we all work to continually advance the program.

Compensation

Upon successful completion of the course (if required) and their position, UK ASB Executive Team members receive a 50% discount, or subsidy, off the total cost of their assigned service immersion trip. Participation in one of UK ASB's service immersion trips is not required but is strongly encouraged for members of the UK ASB Executive Team if they are to fully invest themselves in the program. Should a UK ASB Executive Team member choose to participate in UK ASB, their preferences will be taken into account and they will be assigned to a trip. This is to ensure that no particular trip is overloaded by leaders. Additional benefits include receiving hands-on leadership training, community-based service experience, and the ability to impact the long-term vision of UK ASB!

External Relations Chair

Description

The External Relations Chair for UK ASB will work with the UK ASB Executive Team, Site Leaders, Graduate Assistant, and Full-Time Staff Advisor to provide leadership in correspondence with community partners in addition to fostering a sense of community among UK ASB participants. The person in this position will plan and lead UK ASB-wide programs and events intended to promote a greater sense of community in UK ASB, and of connectedness to the idea of Active Citizenship. This person will be the primary liaison for all community partners that works with ASB, including the responsibilities of planning trip details, scoping out potential partnerships, and ensuring ASB satisfies the community partners needs first and foremost. Initiatives spearheaded by the External Relations Chair may include social events, service projects, fundraising events, or other programs. A secondary goal of this position is to strengthen UK ASB's presence in the local Lexington community, raising greater awareness about the program in the local community, and increasing engagement of UK ASB participants in the Lexington.

Qualifications

It is required that all Executive Team members:

- 1) Exhibit and enact a passion for community involvement.
- 2) Possess an ability to build mutually-beneficial relationships with campus and community partners.
- 3) Demonstrate an ability to motivate peers to accomplish a common vision.
- 4) Possess an ability to work interdependently as a part of a team.
- 5) Demonstrate experience with goal setting and strategic planning.

It is required that the External Relations Chair specifically:

- 1) Be highly experienced in working with Microsoft Office programs (specifically Excel) and Google Drive programs (specifically Sheets).
- 2) Have prior experience working with campus and community partners.
- 3) Be professional and prompt over email communication.
- 4) Possess strong organizational and planning capabilities, and moreover, be able to adhere to the schedule once created.
- 5) Be able to assess the fit of partner organizations with UK ASB and decide whether or not their programs align with the vision and mission that of our own.

Specific Roles and Responsibilities Include, But Are Not Limited To:

- Secure housing sites for the each and every UK ASB service trip that needs one (Program Director may assist).
- Secure service partners for each and every UK ASB service trip (Program Director may assist).
- Assisting the Program Director, Graduate Assistant, and Full-Time Staff Advisor with UK ASB site development as needed.
- Planning and leading two (2) UK ASB-wide events (one during the Fall Semester and one during the Spring Semester).
- Planning and coordinating Site Leader social events (e.g. the UK ASB Site Leader retreat in the Fall semester).
- Assisting the Public Relations chair in planning and coordinating a minimum of six (6) tabling events during the Fall Semester and two (2) during the Spring Semester.
- Assisting Site Leaders plan and execute a minimum of two (2) volunteer projects in the local community for the UK ASB participants to engage in (one before the trip departs and one after the trip comes back).
- Coordinating ASB involvement in the other CCO program events, including but not limited to FUSION and MLK Jr. Day of Service.
- Planning the UK ASB Leadership Team Retreat in the Fall semester in partnership with the Graduate Assistant and Internal Relations Chair.
- Assisting Site Leader pairs with coordinating their one (1) required service project.
 - Holding Site Leaders accountable to scheduling this prior to their departure.
 - Scheduling one (1) meeting with each Site Leader pair in the Fall semester.
- Facilitating the transition of community partner communication to Site Leaders.
- Planning and leading the both the Winter and Spring Re-Connect Gatherings in March 2020 in partnership with the Program Director.
- Assisting with facilitating Pre-Connects by sending out reminder emails at least 24 hours prior to the meeting times.
- Be available to serve as a team leader at concessions stand fundraisers during the Fall semester if needed (dates forthcoming).
- Attending all Executive Team Meetings (time and day decided at the beginning of each semester).
- Attending the Break Away conference (takes place the summer before your position's academic year).
- Attending all Leadership Team trainings (usually at 6:30pm on Thursdays).
- Holding at least 7 office hours per week in the Center for Community Outreach Office: A255 of the Gatton Student Center (hours include time spent in executive team meetings and leadership team trainings).
- Attending all UK CCO Extended Leadership meetings 5 times per semester (Wednesdays from 5pm - 6:30pm for Fall 2019).

Internal Relations Chair

Description

The Internal Relations Chair for UK ASB is responsible for working directly with the UK ASB Graduate Assistant to develop and implement a training program for all UK ASB Site Leaders. As mentioned, because of the nature of the UK ASB program, we treat our UK ASB Leadership Team meetings/trainings as an Experiential Education (EXP) course. The UK ASB Leadership Team will meet for class weekly at 6-7:30pm during both the Fall and Spring semesters, with active attendance and full participation at these meetings/trainings expected of all members of the UK ASB Leadership Team, including the Executive Team. In partnership with the UK ASB Graduate Assistant, the Internal Relations Chair will be primarily responsible for creating syllabi, developing lesson plans, and facilitating trainings for the UK ASB Site Leaders. It is expected that the Internal Relations Chair and Graduate Assistant will solicit support from other members of the UK ASB Executive Team, the UK ASB Full-Time Staff Advisor, as well as guest speakers to assist in facilitating trainings as needed. The Internal Relations Chair will also be primarily responsible for facilitating the two-day UK ASB Site Leader Retreat in Fall 2018, with support from the Executive Team and seasoned Site Leaders. Overall the Internal Relations Chair is the student leader primarily responsible for training and support the UK ASB Site Leaders, with the UK ASB Program Director being ultimately responsible for holding Site Leaders accountable to their roles and responsibilities.

Qualifications

It is required that all Executive Team members:

- 1) Exhibit and enact a passion for community involvement.
- 2) Possess an ability to build mutually-beneficial relationships with campus and community partners.
- 3) Demonstrate an ability to motivate peers to accomplish a common vision.
- 4) Possess an ability to work interdependently as a part of a team.
- 5) Demonstrate experience with goal setting and strategic planning.

It is required that the Internal Relations Chair specifically:

- 1) Be highly experienced in working with Microsoft Office programs (specifically Powerpoint) and Google Drive programs (specifically Slides).
- 2) Be passionate about empowering leadership within others and training participants to become site leaders.
- 3) Be professional and prompt over email communication.
- 4) Have strong peer-group facilitation skills and be able to present factually supported information in an easily understandable format.
- 5) Possess strong organizational and planning capabilities, and moreover, be able to adhere to the schedule once created.

Specific Roles and Responsibilities Include, But Are Not Limited To:

- Developing the Site Leader course curriculum in partnership with the Graduate Assistant
- Creating the Site Leader course syllabi in partnership with the Graduate Assistant
- Creating and facilitating weekly lesson plans to accomplish training objectives set forth for Site Leaders

- Reviewing and providing Site Leaders with feedback on their assignments
- Tracking attendance and entering grades assigned by the Graduate Assistant
- Meeting weekly one-on-one with the Graduate Assistant who co-instructs the Site Leader course
- Meeting regularly with each Site Leader pair, in partnership with the Graduate Assistant as determined
 - Two (2) meetings with each Site leader pair in each semester (Fall and Spring)
 - Additional meetings with individual Site Leaders or pairs as needed
- Sending weekly e-mails to check-in with the Leadership Team
- Planning the UK ASB Leadership Team Retreat in the Fall semester in partnership with the Graduate Assistant and External Relations Chair
- Fostering a team atmosphere among the Site Leaders and Executive Team
- Being the primary mediator for conflicts that arise between and amongst Site Leaders
- Assisting with UK ASB-wide training during Pre-Connect Meetings
- Be available to serve as a team leader at concessions stand fundraisers during the Fall semester if needed (dates forthcoming).
- Attending all Executive Team Meetings (time and day decided at the beginning of each semester).
- Attending the Break Away conference (takes place the summer before your position's academic year).
- Attending all Leadership Team trainings (usually at 6:30pm on Thursdays).
- Holding at least 7 office hours per week in the Center for Community Outreach Office: A255 of the Gatton Student Center (hours include time spent in executive team meetings and leadership team trainings).
- Attending all UK CCO Extended Leadership meetings 5 times per semester (Wednesdays from 5pm - 6:30pm for Spring 2019).

Finance Chair

Description

The Finance Chair for UK ASB is responsible for working with the UK ASB Executive Team, Site Leaders, Graduate Assistant, and Full-Time Staff Advisor to raise funds for the UK ASB program overall, as well as for individual volunteers. The primary purpose of this position is to enhance the program's fundraising efforts by supporting Site Leaders in carrying out trip-specific fundraisers, and by planning and implementing UK ASB-wide fundraisers. Ultimately, the person in this position is primarily responsible for creating access and breaking down barriers preventing students with high financial need from participating in UK ASB. To that end, the Finance Chair will also be responsible for providing individualized support to UK ASB participants who express additional needs for support with regard to fundraising. The Finance Chair will also spearhead UK ASB's efforts to secure corporate sponsorships, both financial and in-kind, specifically targeted toward locally-owned businesses and regional companies based in Lexington. Additionally, the Finance Chair will be primarily responsible for tracking UK ASB participant fundraising and payments, as well as communicating with participants about payments past due, refunds requested, etc.

Qualifications

It is required that all Executive Team members:

- 1) Exhibit and enact a passion for community involvement.
- 2) Possess an ability to build mutually-beneficial relationships with campus and community partners.
- 3) Demonstrate an ability to motivate peers to accomplish a common vision.
- 4) Possess an ability to work interdependently as a part of a team.
- 5) Demonstrate experience with goal setting and strategic planning.

It is required that the Finance Chair specifically:

- 1) Be highly experienced in working with Microsoft Office programs (specifically Excel) and Google Drive programs (specifically Sheets).
- 2) Have prior experience working with campus and community partners.
- 3) Be professional and prompt over email communication.
- 4) Be creative in thinking of new ways to help participants fundraise for their trips.
- 5) Possess strong organizational and planning capabilities, and moreover, be able to adhere to the schedule once created.

Specific Roles and Responsibilities Include, But Are Not Limited To:

- Establishing and working toward a year-long UK ASB Fundraising Plan
- Setting payment and fundraising deadlines in partnership with the UK ASB Director and Full-Time Staff Advisor
- Developing and coordinating five (5) All-ASB fundraising programs
 - Maintaining two (4) pre-existing fundraising programs (UK ASB letter drive, Aramark concession stands, chocolate bar/bracelet Sales, trip-specific fundraiser)
 - Establishing one (1) new fundraising programs open to all participants
- Tracking participating fundraising and payments in partnership with the Full-Time Staff Advisor
- Communicating with participants about payments past due, refunds requested, etc.
- Assisting Site Leader pairs with coordinating their one (1) recommended trip-specific fundraisers
 - Holding Site Leaders accountable to scheduling these prior to final fundraising deadlines
 - Scheduling two (2) meetings with each Site Leader pair in the Fall semester
- Providing individualized support to UK ASB participants who express additional needs for fundraising
- Facilitating the UK ASB Need-Based Grant applications and selections process
- Maintaining a database of fundraising ideas and resources
- Developing new strategies for overall UK ASB fundraising, particular soliciting corporate sponsorships
- Attending all Executive Team Meetings (time and day decided at the beginning of each semester).
- Attending the Break Away conference (takes place the summer before your position's academic year).
- Attending all Leadership Team trainings (usually at 6:30pm on Thursdays).
- Holding at least 7 office hours per week in the Center for Community Outreach Office: A255 of the Gatton Student Center (hours include time spent in executive team meetings and leadership team trainings).
- Attending all UK CCO Extended Leadership meetings 5 times per semester (Wednesdays from 5pm - 6:30pm for Spring 2019).

Public Relations Chair

Description

The Public Relations Chair for UK ASB is responsible for working with the UK ASB Executive Team, Site Leaders, Graduate Assistant, and Professional Staff Advisor promote the UK ASB program overall, as well as specific service immersion trips. The primary purpose of this position is to increase awareness of the UK ASB program, and to facilitate recruitment and retention of students to be engaged in our service immersion trips. Working with campus and community partners, the Public Relations Chair will strive to promote the UK ASB program while engaging diverse audiences through multiple platforms, with the ultimate goal of increasing student

involvement in UK ASB. As important as filling 100% of student participant spots on service immersion trips is increasing awareness of and access to the UK ASB program among diverse student populations. Additionally, the Public Relations Chair will work to promote UK ASB's overall vision of "a campus of socially aware student citizens seeking to make a positive impact in the local and global community" by promoting the idea of Active Citizenship. The Public Relations Chair will work in partnership with the UK CCO Director of Promotions to develop and implement new promotional strategies for UK ASB, and to avoid repetition or oversaturation across UK CCO programs. It is expected that the Public Relations Chair be available to lead UK ASB's efforts to promote its programs at SeeBlueU summer orientation dates and during K Week in the Fall semester, with support from the extended UK ASB Leadership Team.

Qualifications

It is required that all Executive Team members:

- 1) Exhibit and enact a passion for community involvement.
- 2) Possess an ability to build mutually-beneficial relationships with campus and community partners.
- 3) Demonstrate an ability to motivate peers to accomplish a common vision.
- 4) Possess an ability to work interdependently as a part of a team.
- 5) Demonstrate experience with goal setting and strategic planning.

It is required that the Public Relations Chair specifically:

- 1) Be highly experienced in working with Microsoft Office programs (specifically Powerpoint and Excel) and Google Drive programs (specifically Slides and Sheets).
- 2) Be highly experienced in working with Facebook, Twitter, and Instagram.
- 3) Be professional and prompt over email communication.
- 4) Have strong public speaking and interpersonal skills, and be able to accurately and positively speak about the UK ASB program to students and the community.
- 5) Possess strong organizational and planning capabilities, and moreover, be able to adhere to the schedule once created.

Specific Roles and Responsibilities Include, But Are Not Limited To:

- Establishing and working toward a year-long UK ASB Promotions Plan.
- Creating and maintaining a social media plan, inclusive of consistent social media presence.
- Increasing UK ASB's social media presence year-round, not just during service immersion trips.
- Creating and implementing a social media challenge for the service immersion trips.
- Updating and maintaining UK ASB's website through WordPress.
- Designing and distributing UK ASB print materials during tabling and other events.
- Planning and ordering UK ASB promotional items for tabling and other events.
- Designing and ordering UK ASB volunteer t-shirts.
- Being primarily responsible for planning and executing a minimum of two (2) UK ASB Info Sessions per semester.
- Coordinating in-class promotional presentations.
- Planning and coordinating UK ASB tabling events including staffing by Exec Team members and site leaders:

- Minimum of six (6) tabling events on-campus during the Fall semester (e.g. during K Week).
- Minimum of two (2) tabling events on-campus during the Spring semester.
- Coordination of UK ASB presence at UK CCO tabling during SeeBlueU in the Summer.
- Creating promotional videos for the program and/or specific service immersion trips.
- Creating infographics for the program to demonstrate our significant accomplishments.
- Leading promotional efforts to recruit incoming Executive Team members and Site Leaders.
- Assisting with UK ASB-wide training during Pre-Connect Meetings.
- Be available to serve as a team leader at concessions stand fundraisers during the Fall semester if needed (dates forthcoming).
- Attending all Executive Team Meetings (time and day decided at the beginning of each semester).
- Attending the Break Away conference (takes place the summer before your position's academic year).
- Attending all Leadership Team trainings (usually at 6:30pm on Thursdays).
- Holding at least 7 office hours per week in the Center for Community Outreach Office: A255 of the Gatton Student Center (hours include time spent in executive team meetings and leadership team trainings).
- Attending all UK CCO Extended Leadership meetings 5 times per semester (Wednesdays from 5pm - 6:30pm for Spring 2019).

Assessment Chair

Description

The Assessment Chair for UK ASB will work with the UK ASB Executive Team, Site Leaders, Graduate Assistant, and Full-Time Staff Advisor to provide comprehensive review and assessment of the UK ASB program. The person in this position gather data, compile data, review and analyze data, and present the data to the UK ASB Executive Team in an easily understandable format. This person will work to provide the program with valuable information on community partner relationships, participant experiences and growth, and overall program success. Initiatives spearheaded by the Assessment Chair may include new surveys, student demographic analysis, program diversity review, statistical review of participant survey feedback, etc.

Qualifications

It is required that all Executive Team members:

- 1) Exhibit and enact a passion for community involvement.
- 2) Possess an ability to build mutually-beneficial relationships with campus and community partners.
- 3) Demonstrate an ability to motivate peers to accomplish a common vision.
- 4) Possess an ability to work interdependently as a part of a team.
- 5) Demonstrate experience with goal setting and strategic planning.

It is required that the Assessment Chair specifically:

- 1) Be highly experienced in working with Microsoft Office programs (specifically Excel) and Google Drive programs (specifically Sheets).
- 2) Possess strong data analysis skills and statistical knowledge.
- 3) Have prior experience working with campus and community partners.
- 4) Possess the ability to enact a comprehensive and non-bias critique of the ASB program.

- 5) Be able to work with (or learn how to work with) software programs including SurveyMonkey, JotForm, Google Forms, and BBNvolved.

Specific Roles and Responsibilities Include, But Are Not Limited To:

- Establishing and working toward a year-long UK ASB Assessment Plan.
- Working to ensure that UK ASB has positive, mutually beneficial relations with its community partners and student participants.
- Actively working to discover the true value of the UK ASB program and finding definitive quantitative results to showcase this value.
- Actively working to discover the weaknesses of the UK ASB program and finding definitive quantitative results to showcase these weaknesses.
- Striving to develop a method of discovering the true worth of the UK ASB program by calculating the amount of money UK ASB saves community partners through its donation of service.
- Creating, editing, and sending the Pre- and Post-Break Surveys and Community Partner Survey.
- Collecting, evaluating, and organizing the responses from the Pre- and Post-Break Survey and Community Partner Survey.
- Presenting the results of all UK ASB program assessments to the Executive Team.
- Offering suggestions for improvement to the Executive Team.
- Assessing the success of the Executive team by creating, sending, evaluating, and presenting the Executive Team Feedback Survey in December/January.
- Assisting the Program Director, Graduate Assistant, and Full-Time Staff Advisor with UK ASB program analysis and assessment as needed.
- Attending all Executive Team Meetings (Mondays from 4pm - 5pm for Spring 2019).
- Attending the Break Away conference (takes place the summer before your position's academic year).
- Attending all UK ASB Leadership Team trainings (usually at 6:30pm on Thursdays).
- Holding at least 5 office hours per week in the Center for Community Outreach Office: A255 of the Gatton Student Center (hours include time spent in executive team meetings and leadership team trainings).
- Attending a weekly meeting with the External Relations Chair.
- Actively participating in the UK ASB program as a whole by helping with tabling, fundraising, pre-connects, re-connects, and general ASB events.

UK ASB Program Contracts and Policies

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

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 Policy

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.

Full-Engagement 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.

Payment Policy

The University of Kentucky Center for Community Outreach operates strictly as a not-for-profit coordinator of Alternative Service Breaks service trips. As such, we are able to offer service experiences **at cost** to UK students. Once a student applies and is accepted to the UK ASB program, and placed on a 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 students' transportation, lodging, meals, activities, and materials, etc. 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 UK ASB Payment Schedule.

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 UK 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 \$150/Student non-refundable deposit fee. If all 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 hold the applicant's deposit until they are placed on a service 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 UK ASB Payment Schedule).
- If a participant does not maintain on-time payments as per the UK 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 waitlist for that trip if their payments are not received on time as per the UK 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 waitlist, 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 waitlist, 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 a UK ASB Withdrawal Form to the CSI Front Desk in 106 Student Center, 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 waitlist, 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 waitlist, 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.
- Below are the deadlines for withdrawing from a trip. Once these deadlines have passed, replacements **cannot** be added to a trip, meaning that you as a volunteer will be responsible for finishing the payments, even if you choose not to go on the trip.
 - One month prior to departure date for week-long service trips (both Winter Break and Spring Break)
 - Two weeks prior to departure date for weekend service trips
 - Two months prior to departure date for two-week service trips

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 exceed the full cost of their service trip by \$25 or more, a refund will be issued following their service trip if requested by the participant.***

***Whereas applications for most 2018-2019 UK 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.**

*****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. If participant's combined payments and fundraising exceed the full cost of their service trip by \$24 or less, a refund check will not be issued, and excess fundraising will automatically be donated to the UK ASB Scholarship Fund.**

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.

Experiential Education Policy (Site Leaders Only)

Because of the nature of the UK ASB program, we treat our UK ASB Leadership Team meetings/trainings as an Experiential Education (EXP) course. All **new** members of the UK ASB Leadership Team, inclusive of the Executive Team, are expected to enroll in the EXP course section assigned to ASB. This includes enrolling 1 credit of EXP 396-172 in the Fall 2019 Semester, and 1-2 credits of EXP 396-172 in the Spring 2020 Semester (2 credits for summer break site leaders). Returning Site Leaders and Executive Team members have the option

but are not required to enroll in course credit; however, they will still be required to complete most course assignments (e.g. Participant Packet, Reflection Outline). Like any collegiate-level course, UK ASB's EXP course maintains high expectations, given that the course is designed to prepare UK ASB student leaders to lead high-quality alternative breaks. The course does maintain an attendance policy, homework is given related to leadership responsibilities, and expectations must be met, not only for successful completion of the course, but for successful execution of your role in UK ASB. Grades are assigned at the end of each semester and/or upon successful completion of group travel with UK ASB, and successful completion of the course requires you to maintain your role on the 19-20 UK ASB Leadership Team. UK ASB's EXP course – a hybrid of a leadership training class and leadership team meetings – will take place every Thursday at 6-7:30pm throughout the academic year. Maintaining your leadership position in UK ASB, as well as those benefits that come along with being a Site Leader or Executive Team member in UK ASB (e.g. 50% discount on your assigned service trip) are contingent upon enrollment in and successful completion of the course.

Additional information about enrolling in the course, including a sample course syllabus, will be distributed following your acceptance to the 18-19 UK ASB Leadership Team.

When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the Experiential Education Policy, and to adhere to these policies. You must also agree that you understand that once you apply and are accepted to the UK ASB program, you become enrolled in the UK ASB Experiential Education component and are expected to complete the course without exception, even if you withdraw from the program at any time for any reason.