



# 2019 – 2020

## UK Alternative Service Breaks Site Advisor Information Packet

*(For UK Faculty and Staff Members)*

***Limited Site Advisor spots are remaining -  
Applications will be accepted on a rolling basis until all positions are filled!***

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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 lies in the environment, education, poverty, emergency aid, or social justice, and whether the community they wish to serve is local, regional, national, or even international, we have a variety of opportunities that will match a student's 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 an impassioned **desire to serve**.

UK ASB is proud to announce that we will have **12** total trips this year, including **3** weekend trips, **1** winter break trip, and **8** spring break trips! In an effort to reduce "voluntourism," we will continue our initiative to conceal 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 Trip will be a domestic experience working with the LGBTQ+ community. During Spring Break, we will send teams of UK students to eight locations, focusing on various social issues. We will have one international trip focusing on Global Youth Empowerment in the Dominican Republic, and seven domestic trips focusing on Disaster Recovery, Domestic Violence Awareness, Environmental Sustainability, Hunger & Homelessness Awareness, Indigenous Peoples' Rights & Reconciliation, Refugee Resettlement, and Wildlife Sanctuary Conservation. Finally, we seek sustained site advisors for a handful weekend service trip sites, which will occur in both the Fall 2019 and Spring 2020 semesters. These trips focus on either Childhood Illness & Disease Support or various social issues which affect our 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 Chris Ciarcia ([ciarcia@uky.edu](mailto:ciarcia@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, social issue interest, and your schedule. Regardless of which program you wish to advise, our mission remains consistent across all of our service experiences; to provide social issued-based service experiences which mutually benefit community partners and volunteers, 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 which is requested by the host site to address unmet community needs
- 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, 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 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 service trip, but also in facilitating discussion among students about their service encounters and helping them to translate these experiences into future action. We encourage you to carefully review the responsibilities of a site advisor, so that you are fully informed of the time commitment and expectations.

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

Interviews will take place September 16-27th (on a rolling basis). Site advisors will be notified of their selection and trip placement by Friday, October 4th. We will require all selected site advisors attend an **ASB Site Advisor Meet and Greet on Thursday October 10th from 6:00-7:30pm**, where faculty and staff will have the opportunity to meet their student site leaders.

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 based on program needs and Site Leader personalities. Finally, we ask that you gain the support of your direct supervisor early, so they can anticipate your involvement in our program (before, during, and after the service trip), and so they can explore the possibility of funding your trip. Note: UK ASB will cover any costs your department cannot.

We look forward to receiving your application! With your support, we hope to make a difference in communities near and far, while empowering the growth and development of students through UK ASB programs.

*~ 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 (UK ASB) connects students with service opportunities across the nation and the world. We aim to promote active citizenship among UK students, faculty, and staff by providing service experiences that are educational, cultural, and reflective.

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 run for students, by students,” so we expect that our site advisors empower our site leaders to fulfill their potential as a student leader. 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 and advice 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 strategies, we expect 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 the 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 act as a role model for students by actively engaging in all aspects of the trip. 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 not exempt from this expectation. Like other participants, site advisors may not come late or leave early from their program, and are expected to be fully 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), our annual letter drive, and a re-connect meeting for reorientation and reunion. We believe each of these components contribute to the overall success of our program, and site advisors will be expected to participate in all pre-trip and post-trip 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.*

In addition to the above trip-related responsibilities 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 values of our program, 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: 1) Enforce university and program policies and contracts as necessary, 2) Problem-solve in situations where policies are violated, and 3) Address unexpected risk management or emergency 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 handling cash 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 as needed with facilitating all aspects of the program, including daily service projects, group reflections, excursion activities, chores, cleaning, etc.
- Assisting with the facilitation of and actively participating in daily group reflections for the duration of the program
- Role modeling for students by actively engaging in all aspects of the program and by upholding all university and program policies and procedures

## 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.** 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 all levels--including

participants, site leaders, and site advisors--UK ASB volunteers 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 an impassioned desire to make the world a better place.

**Professional Development.** Whether you are a faculty or staff member, regardless of the department or unit from which you come, 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 we 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 profession or job description. 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, leading to a renewed capability to advise and empower student leaders.

**Financial Incentive.** CCO leaders believe that faculty and staff play a critical role in the facilitation of meaningful service experiences. In the case of UK ASB, we believe that faculty and staff play not just a critical role, but a *necessary* role. Not only do our faculty/staff site advisors help to deepen students' overall learning experiences, they also provide necessary oversight to keep students safe and healthy throughout their experience. 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/or 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/or able to commit. Many departments and units are willing to pay for at least a portion, if not all of a site advisor's fees, 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 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 setting
- Remain flexible, open-minded, and responsible as a representative of the university and a resource to our student leaders/participants
- 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 Site Advisor and trip placement by October 4, 2019.
- 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 address unmet community needs
- 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

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 with the local community and experience a new culture and a group of people. However, *the primary goal of a UK ASB trip is to serve*. Service can be found in a variety of ways, whether it be building a home, teaching English, feeding people experiencing homelessness, or mentoring youth. In the eyes of UK ASB, no act of service we do is worth more than any other act of service. All service performed can be impactful. As a program, we invest a large amount of time and research to ensure that the sites we partner with will allow UK students, staff, and faculty to serve up to 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. As UK ASB operates as a service-immersion program, it is necessary to have immersive service for a successful trip.

Working in service programs at a new location and in a new living situation can be stressful. Loneliness, homesickness, and anxiety may occur and unforeseen mental health issues may arise. Your service experience does not mean you should stop on-going personal care strategies. If you are being treated for a mental health issue, please work proactively with a professional to come up with a strategy to identify and address issues that may arise during your UK ASB experience. This strategy should include: 1) A list of warning signs and positive coping techniques that you can use while on your ASB trip and 2) A plan for how you will access support if you start feeling worse, helpless or out of control. Furthermore, please be sure to raise any personal concerns, including those related to your mental health, with your ASB Site Advisors or Site Leaders prior to your trip departure, so they can assist you in the execution of your personal care strategies.

*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 the commitment expected of all UK ASB volunteers.*

## **Full Value Contract**

The University of Kentucky Alternative Service Breaks program aims to promote active citizenship among UK students, faculty, and staff by providing service experiences that are educationally and personally transformative. 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 fulfills, to the best of our ability, the commitment we make to provide safe and meaningful service experiences.

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

- 1) Attending one pre-trip group interview to finalize your trip placement (for participants, only)
- 2) Attending four Pre-Connect Meetings (pre-determined, inclusive of training, orientation, and education)
- 3) Participating in the annual UK ASB Letter Drive
- 4) Attending one Re-Connect Gathering (pre-determined, inclusive of reunion and reorientation activities)

A participant's failure to successfully fulfill these obligations could result in the forfeiture of their spot on their UK ASB trip. In this case, the participant would be solely responsible for finding a replacement or for paying the full cost of their experience (See Withdrawal Policy).

To ensure that all UK ASB volunteers enjoy a safe and successful service experience, we require that volunteers stay and move with the group for the duration of their service trip. No volunteer is permitted to arrive late, leave early, or leave the group for any reason (e.g. to visit a friend or relative) on any trip, including international immersions. 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 use UK ASB transportation 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.

*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 student population 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**

The UK Alcohol Policy, as described in the [UK Code of Student Conduct](#), 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 the group's presence in the community does no harm.

Consequences of a volunteer's failure to adhere to our full-engagement policy are at the 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 from Lexington and ends when you arrive back in Lexington.*

## **Code of Conduct**

In addition to the fulfilling the contracts described above, all UK ASB volunteers are expected to conduct themselves such that they are a positive representations of themselves, UK ASB, and the University of Kentucky at all times. As a University of Kentucky-sponsored program, all Alternative Service Breaks volunteers are bound by the [UK Code of Student Conduct](#) throughout their participation in UK ASB. As a representative of UK ASB programs and service teams, all volunteers must also abide by the UK ASB Code of Conduct built on the principles of **participation, accountability, and responsibility.**

**Participation** means fully engaging in trip-related service, group discussions, educational sessions, community partner visits, team reflections, meetings, and excursions as outlined in the [Full Value Contract](#). Failing to fully take part in any aspect of the ASB trip itinerary for any reason without prior consent from the ASB Site Advisor and/or Site Leader may result in disciplinary measures including expulsion from the program and return to Lexington (at your own expense).

**Accountability** means that all UK ASB volunteers will be held liable for their words, actions, and attitudes expressed at any UK ASB-sponsored activity. Furthermore, volunteers are expected to act as a positive support for their fellow trip participants at all times. Volunteers must always inform a Site Advisor or Site Leader of their whereabouts. Volunteers should also never knowingly leave any group member alone. If a volunteer feels that they, or another ASB volunteer are overwhelmed, this issue should be promptly brought to the attention of a Site Advisor or Site Leader.

**Responsibility** means that you will be a positive representative of yourself, the ASB program, and the University of Kentucky, at all times. Expectations include respect for and appreciation of your fellow ASB volunteers, trip leaders, and community organizations. At all times on a UK ASB trip, volunteers are expected to:

- Keep the group's interests in mind when making speaking and acting.
- Be polite and respectful at all times with noise levels, personal boundaries, and interpersonal interactions.

Furthermore, UK ASB does not tolerate any form of sexual assault, stalking, dating violence, or domestic violence, or the threat of any of those against any party involved with a UK ASB experience; UK ASB also does not tolerate any form of verbal, physical, or emotional abuse; UK ASB does not tolerate any behavior that prevents another individual from fully engaging in ASB, or any University program/activity.

**Failure to abide by the expectations outlined in this Code of Conduct, or other related situations that arise, may result in disciplinary action including expulsion from the program and return to Lexington (at your own expense). Trip Site Advisors will make the ultimate determination if volunteer conduct is in conflict of these general policies.**

*When submitting your online application, and to participate in the UK ASB program, you must agree that you have carefully read the UK Code of Student Conduct. 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 any contract described herein, the UK Code of Student Conduct, and the UK ASB Code of Conduct. By agreeing, you certify that you will 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 (CCO) operates strictly as a not-for-profit coordinator of the ASB program, inclusive of weekend and week long 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 a reduced cost to UK students – meaning that students pay only for a portion of the projected cost of their trip, as estimated based on prior year spending and anticipated spending for the upcoming year. Once a student is accepted to the UK ASB program and placed on a specific service trip, that student is expected to pay for the cost of their experience in the form of program fees.

These program fees, paid to the CCO, are then dispersed by the CCO to community partners to pay for expenses including: transportation, lodging, meals, trip activities, and trip-related materials well in advance of the trip dates. In this way, the CCO acts as a third-party travel agent, coordinating logistics and distributing funds on behalf of UK ASB volunteers. In addition, program fees are used to cover the cost of year-round programming for all volunteers, leaders, and advisors at no cost to them. After dispersment by the CCO, program fees are non-recoverable and thus, volunteer trip payments are non-refundable except for in certain circumstances (see refund policy, below).

Due to the nature of the UK ASB planning process, 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>. Furthermore, we encourage interested students to plan carefully and to be completely familiar with the withdrawal and refund policies, outlined below, before applying. The decision to participate in the ASB program involves an investment of money and requires that each volunteer follow through on their commitment made to UK ASB and its partners by accepting a volunteer slot on a trip.

### ***Deposit Fees***

- Deposit fees are paid by applicants after successful completion of the group interview process and 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 2019-2020 ASB service immersions, the non-refundable deposit fees are:
  - \$25/Student for Weekend, Domestic Service Trips
  - \$50/Student for Weeklong, Domestic Service Trips
  - \$200/Student for Weeklong, International Service Trips
- 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 officially given a spot on a trip.
- 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. a breach of UK ASB program contracts), 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**

- After successful completion of a group interview night, a student will be considered “accepted” to the UK ASB program, will be placed on a specific service trip, and will be expected to pay for the cost of their experience in the form of program fees. All payments must be made by the respective deadlines set for their specific service trip (See ASB Payment Schedule).
- If a participant does not maintain on-time payments as outlined on the ASB Payment Schedule, that student will risk 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 risk 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 outlined on 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. a breach of UK ASB program contracts), 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 for paying 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 for paying 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 has submitted the online application, successfully completed a group interview night, and paid the non-refundable deposit fee, they will have a volunteer spot reserved 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 email to Site Leaders and Joseph Walden at [ukasb@ukcco.org](mailto: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 for paying 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 for paying 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 a one week international service trip is two months before the trip departure date.\*\*

### **Refund Policy**

- All deposit fees are considered non-refundable without exception.
- 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 for paying the full cost of their service trip.
- If any combination of a participant's payments, fundraising, 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.

\*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 or to a fellow ASB trip participant who has remaining trip payments.

*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		
<b>Nov. 8 - 10, 2019</b>	<b>Childhood Disability &amp; Illness Support</b>	<b>\$25/Student</b>
<p>In addition to weeklong 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 fully-accessible camp experience, free of charge, where physical, medical, and social accommodations are the norm. Participants will escort children and families throughout the weekend schedule, participate in all camp activities, and interact with the campers. The primary focus for this weekend is working with children who have diabetes.</p>		
<b>TBD Spring, 2020</b>	<b>Lexington-Focused</b>	<b>\$25/Student</b>
<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. ASB is proud to continue our commitment to the local community by sending our second-ever Lexington-Focused service immersion experience. Participants will become acclimated to the local area and gain a new perspective of the diverse opportunities for civic engagement available “right in front of them” through a weekend offering a medley of local service and learning opportunities. More information on the specific nature of service and education for this trip is coming soon!</p>		
<b>TBD Spring, 2020</b>	<b>Childhood Disability &amp; Illness Support</b>	<b>\$25/Student</b>
<p>In addition to weeklong 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 fully-accessible camp experience, free of charge, where physical, medical, and social accommodations are the norm. Participants will escort children and families throughout the weekend schedule, participate in all camp activities, and interact with the campers. The primary focus for this weekend will be shared once a date has been chosen.</p>		

Winter Break Service Immersion		
<b>Jan. 4 - Jan. 11</b>	<b>LGBTQ+ Support</b>	<b>\$300/Student</b>
<p>UK ASB participants will be working with the LGBTQ+ population on an experience that incorporates an intersectional approach to community service. This immersion will offer participants the chance to engage in service activities that improve access to HIV/AIDS preventive measures, offer support for disenfranchised LGBTQ+ youth, and promote advocacy for LGBTQ+ rights. Furthermore, participants on this trip will discuss how general issues such as poverty, hunger, homelessness, and discrimination affect the LGBTQ+ population, specifically.</p>		



<b>Spring Break Service Immersions</b>		
<b>Mar. 14 - 21</b>	<b>Disaster Recovery</b>	<b>\$300/Student</b>
<p>UK ASB participants will be working with an organization that provides relief to areas that have been ravished by natural disasters by rebuilding homes, supporting homeowners throughout the process, and advocating for national recovery efforts that are equitable and efficient. Participants will be engaged in physical service, as they will be directly assisting with the rebuilding of damaged homes. Furthermore, participants will become knowledgeable about national disaster prevention and recovery strategies, and will discuss the long-term effects that natural disasters can impose upon communities.</p>		
<b>Mar. 14 - 21</b>	<b>Domestic Violence Awareness</b>	<b>\$300/Student</b>
<p>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.</p>		
<b>Mar. 14 - 21</b>	<b>Environmental Sustainability</b>	<b>\$300/Student</b>
<p>UK ASB participants will be working with an environmental conservation organization that seeks to mobilize their community to care for local greenspaces, parks, and waterways. Participants will be engaged in hands-on, outdoor service. Tasks may include, but are not limited to, planting trees, cleaning up waterways, removing litter from creeks and roadsides, and/or general greenspace maintenance. In addition to direct service, participants will receive daily educational development on topics such as the "leave no trace" philosophy, social justice through an environmental lens, and how to minimize waste.</p>		
<b>Mar. 14 - 21</b>	<b>Global Youth Empowerment</b>	<b>\$1,400/Student</b>
<p>UK ASB volunteers traveling to Monte Cristi, Dominican Republic this spring 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 local elementary schools and in Outreach360's After-School Learning Center. Volunteers will also be expected to make daily lesson plans, develop English reading skills with students during free-time, and facilitate recess activities.</p>		
<b>Mar. 14 - 21</b>	<b>Hunger &amp; Homelessness Awareness</b>	<b>\$300/Student</b>
<p>UK ASB participants will be working with a number of organizations that strive to combat housing and food insecurity. Primarily, participants will be serving with an organization that seeks to end poverty by addressing its root causes through programs such as the provision of basic need items, workforce development, wraparound support, and neighborhood revitalization. At this site, volunteers will be asked to stock and sort donations of clothes, personal items, and furniture, and to assist clients as they shop for items free-of-charge. Additional service and education on this trip may include preparing and serving meals to people experiencing homelessness, advocacy training, and discussions of structural barriers that prevent the upward mobility of community members. More information is coming soon!</p>		
<b>Mar. 14 - 21</b>	<b>Indigenous Peoples Rights &amp; Reconciliation</b>	<b>\$300/Student</b>
<p>UK ASB participants will be working directly with tribal representatives to assist with tribal programs. The exact service partners have yet to be finalized, but more information is coming soon!</p>		

<b>Mar. 14 - 21</b>	<b>Refugee Resettlement</b>	<b>\$300/Student</b>
<p>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!</p>		
<b>Mar. 14 - 21</b>	<b>Wildlife Sanctuary Conservation</b>	<b>\$300/Student</b>
<p>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, general maintenance, or other projects at the site.</p>		

# UK ASB Payment Schedule

## Site Advisor Payment Methods

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 financial support your department or unit can commit for 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 if so, 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 allows us to coordinate a departmental funds transfer. We ask that all transfers be completed ASAP or by:

- Friday, Dec. 6th at 5pm (Winter Break)
- Friday, Jan. 24th at 5pm (Spring Break)

## UK ASB Site Advisor Application Process

### Application and Selection Process

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

Applications will be accepted through **Sunday, Sept. 8th at 11:59pm**. After submission, applications will be provided to the UK ASB Leadership Team for review. Based upon a 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 Friday, September 27th

Selected site advisors will be notified by **Friday, October 4th** at 5:00pm.

### Placement Process

Every effort will be made to honor your trip and social issue preferences, but there are many factors which go into our placement process. Scheduling limitations, strengths and expertise, prior ASB experience, and other factors often make it impossible to match everyone with their first choice of trip. Consideration will also be given to appropriately matching site advisors and site leaders, as each group has different strengths and needs. We believe effective matching of site advisor and site leader teams is crucial to the success of our program. Thus, matching will be made 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. 10th 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 be prepared to participate in, should you be selected as a UK ASB Site Advisor.

<b>Date:</b>	<b>Time:</b>	<b>Details:</b>	<b>Location:</b>	<b>Expectations</b>
<b>Sunday, Sept. 8</b>	<b>5pm</b>	UK ASB Site Advisor Apps Close	Online	FYI
<b>Sept. 17 - 28</b>	<b>TBD</b>	UK ASB Site Advisors Interviews	TBD	Required
<b>Friday, Oct. 4</b>	<b>By 5pm</b>	UK ASB Site Advisors Selected and Notified	Via E-mail	FYI
<b>Thursday, Oct. 10</b>	<b>6-7:30pm</b>	UK ASB Site Advisor Meet & Greet (ALL)	TBD	Required
<b>Oct. 14 - Dec 6</b>	<b>TBD</b>	UK ASB Site Leaders and Advisors Meet in Teams	Various	Required
<b>Thursday, Oct. 24</b>	<b>6 - 8pm</b>	ASB Winter Pre-Connect #1	LGBTQ+ Center	Winter Only
<b>Thursday, Oct. 24</b>	<b>6 - 8pm</b>	ASB Fall Weekend Pre-Connect #1	GSC 331	Fall Only
<b>Thursday, Oct. 31</b>	<b>TBD</b>	Site Advisor Training #1	TBD	Required
<b>Thursday, Nov. 7</b>	<b>6 - 8pm</b>	ASB Winter Pre-Connect #2	LGBTQ+ Center	Winter Only
<b>Nov. 8 - 10</b>	<b>Various</b>	ASB Childhood Disability & Illness Support Trip	Undisclosed	Fall Only
<b>Thursday, Nov. 14</b>	<b>6 - 8pm</b>	ASB Fall Weekend Re-Connect	TBD	Fall Only
<b>Thursday Nov. 21</b>	<b>6 - 8pm</b>	ASB Winter Pre-Connect #3	LGBTQ+ Center	Winter Only
<b>Thursday, Nov. 21</b>	<b>6 - 8pm</b>	Spring Site Advisor Training	TBD	Spring Only
<b>Thursday, Dec. 5</b>	<b>6 - 8pm</b>	ASB Winter Pre-Connect #4	LGBTQ+ Center	Winter Only
<b>Jan. 4 - 11</b>	<b>Various</b>	ASB LGBTQ+ Support Trip	Undisclosed	Winter Only
<b>Thursday, Jan. 23</b>	<b>6 - 8pm</b>	ASB Winter Re-Connect	TBD	Required
<b>Thursday, Jan. 30</b>	<b>6 - 8pm</b>	ASB Spring Pre-Connect #1	TBD	Spring Only
<b>Thursday, Feb. 6</b>	<b>TBD</b>	ASB Site Adviser Training #2	TBD	Spring Only
<b>Thursday, Feb. 13</b>	<b>6 - 8pm</b>	ASB Spring Pre-Connect #2	TBD	Spring Only
<b>Thursday, Feb. 27</b>	<b>6 - 8pm</b>	ASB Spring Pre-Connect #3	TBD	Spring Only
<b>*Thursday, Feb. 27</b>	<b>6 - 8pm</b>	ASB Spring Weekend Pre-Connect #1	TBD	Weekend Only
<b>*Mar. 6 - 8</b>	<b>Various</b>	ASB Spring Weekend Trips	Undisclosed	Weekend Only
<b>Thursday, Mar. 12</b>	<b>6 - 8pm</b>	ASB Spring Pre-Connect #4	TBD	Spring Only
<b>Mar. 14 - Mar. 21</b>	<b>Various</b>	ASB Spring Break Service Immersions	Various	Spring Only
<b>Thursday, Apr. 2</b>	<b>6 - 8pm</b>	ASB Spring Break Re-Connect	The Plantory	All Spring Trips

\*Spring weekend dates will not be finalized until the late fall or early spring. These dates are simply a projection based on previous years and our current expectations

*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. If you have any questions or concerns regarding the required meetings, please reach out to Joe Walden ([ukasb@ukcco.org](mailto:ukasb@ukcco.org)) or Chris Ciarcia ([ciarcia@uky.edu](mailto:ciarcia@uky.edu)).*

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