



# 2019 - 2020

## UK Alternative Service Breaks Volunteer Information Packet

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## Dear Applicant,

Thank you for your interest in volunteering through the University of Kentucky (UK) Alternative Service Breaks (ASB) program during your Weekends, Winter, or Spring Break! UK ASB is a program run by students, for students. We go beyond the borders of Lexington and Kentucky to offer alternative ways to spend your breaks!

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 lies in the environment, education, poverty, emergency aid, or social justice, 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.

Even better, our list of Weekend, Winter, and Spring Break service immersions continues to grow, so that you can find an opportunity as close as Lexington or as far as the Dominican Republic. With so many different social issues to serve and community partners to serve with, you are sure to find the right alternative service break experience for *you*.

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!

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 an impassioned **desire to serve**.

We hope you will join us for what we expect will be a transformative and life-changing *experience* for you. We say *experience* because involvement in UK ASB does not begin and end with your service trip. Rather, it extends throughout the academic year with orientation sessions, educational programs, service projects, fundraising events, and a reunion gathering! We believe each of these components contributes to the overall success of each trip – whether it prepares you, builds you, challenges you, supports you, or connects you. We expect that UK ASB volunteers make a full-year commitment to participating in UK ASB. Furthermore, we challenge volunteers to use their UK ASB experience as a catalyst for a long-term commitment to community service and civic engagement.

Our goal is to build future leaders that are active, conscientious citizens. Our mission is about much more than the here and now. It is about future leaders making our world a better place to be. As our motto says, “*you’ve got to go there to know there.*” So, our challenge to you is to go there. Go there **physically**. Go there **mentally**. Go there **emotionally**. Go there **spiritually**. Then come back here with the knowledge and know-how to make a difference wherever you go.

Service immersion availability is limited, so if you know this is something you really want to commit to, submit your application early. However, before you do so, please carefully read the following information about our program and application process. If you have questions, do not hesitate to contact us.

Thank you for considering this opportunity to do something alternative with your academic break. We know you won't regret it. We look forward to receiving your application and getting to know you throughout your experience with our program!

*~ 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 |

# 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 experience. Being a UK ASB participant requires time, energy, and commitment, including meeting requirements before, during, and after your trip. Below are details about what we expect of participants, and what participants can expect of us:

## **We Will Expect That You...**

- Be in good academic standing as a part/full-time undergraduate/graduate student at the University of Kentucky
- Complete the online UK ASB Volunteer Application to the best of your ability
- Submit a non-refundable deposit fee (\$50/domestic trips, \$200/international trips)
- Participate in **1** pre-trip group interview night to finalize your trip reservation
- Fully cover the cost of your trip per our payment plan
- Attend **1** (Weekend), **4** (Winter Break), or **4** (Spring Break) mandatory 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** mandatory 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 adaptable, open-minded, and responsible as a representative of the university and of UK ASB
- Adhere to all University of Kentucky and Alternative Service Breaks policies
- Obtain passport, visa, immunizations, and/or travel insurance prior to your trip, as applicable (these costs are not covered by UK ASB)

## **In Return, You Can Expect To...**

- Receive an email confirming your acceptance to UK ASB and trip placement within **1** week of your application
- Receive ongoing support from **2** student Site Leaders and **2** faculty/staff Site Advisors assigned to your service trip
- Receive transportation, lodging, meals, activities, and other materials associated with your service trip (all-inclusive)
- Receive info about leadership, fundraising, scholarship, and service opportunities through UK ASB
- Receive ongoing training, orientation, and education related to your service trip through pre-/post-trip meetings
- Develop or enhance your leadership skills such as teamwork, communication, and problem-solving
- Develop or deepen your knowledge of society's most pressing and complex social issues
- Get connected to volunteer opportunities beyond those offered on your service trip
- 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
- 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 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.*



## **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 disbursement 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 an immersive 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> |                       |                      |

## Spring Break Service Immersions

|   |  |                        |
|---|--|------------------------|
| <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, 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 is excited to offer a brand-new service immersion working with indigenous populations this spring break! Primarily, volunteers will be working with Habitat for Humanity to assist with the construction of a new home, likely for a member of an indigenous tribe, while learning about the history and culture of indigenous peoples in the United States. Specific tasks could include hanging drywall,</p>  |  |                        |

painting, and general assistance on other construction-related projects. This direct service will be supplemented with culturally-focused activities and education tailored to offer trip participants a more complete understanding of indigenous culture. Through education and reflection, participants will explore the experience of indigenous communities over the course of the United States' history and will discuss the importance of a variety of indigenous cultures from across the United States.

|                     |                             |                      |
|---------------------|-----------------------------|----------------------|
| <b>Mar. 14 - 21</b> | <b>Refugee Resettlement</b> | <b>\$300/Student</b> |
|---------------------|-----------------------------|----------------------|

UK ASB participants will be working with an organization that supports individuals seeking refuge or asylum in the United States by offering English education, case management, and orientation to life in the United States. This organization seeks to empower refugees to rebuild their lives in the United States through their core principles of dignity, hope, and opportunity. Specific volunteer tasks have yet to be assigned but will be communicated with all volunteers prior to trip departure.

|                     |  |                      |
|---------------------|--|----------------------|
| <b>Mar. 14 - 21</b> | <b>Wildlife Sanctuary Conservation</b> | <b>\$300/Student</b> |
|---------------------|--|----------------------|

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 the construction of new habitats to the rehabilitation of old ones. Because extensive training is required to properly feed and care for these animals, and because of safety reasons, UK ASB volunteers will not work in direct contact with these animals. Instead, volunteers will assist with construction, general maintenance, and other projects at the site.

# UK ASB Payment Schedule

## Payment Methods

Each payment, including your non-refundable deposit fee and four subsequent program fee payments, can be paid by cash, credit card, or check paid to the order of “UK Center for Community Outreach.” They can be paid online through the [UKY Tickets Box Office](#) or in person at the UK Box Office, which is located in Gatton Student Center Rm. A239B and is open Monday - Friday, 9 AM - 4 PM. NOTE: Though we make every effort to accurately track students’ payments toward the total cost of their UK ASB service trip, please keep all receipts from your payments distributed by the Ticket Center for your records. If you have specific questions, please email our Finance Chair, Alex Nguyen, at [fc.ukasb@gmail.com](mailto:fc.ukasb@gmail.com).

## Payment Plan

The UK ASB program has specific deadlines by to distribute fees collected from students to vendors associated with each service trip (e.g. transportation, lodging, meals, activities, and materials, etc.). 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. 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 trip without refund. The UK ASB program reserves the right to forfeit your spot on a service trip to a person on the waitlist for that trip if your payments are not received on time as indicated below:

### 2019 - 2020 Weekends

| Payment   | Deposit Fee      | Total |
|---|------------------|-------|
| Due Date  | After Acceptance |       |
| All 2019-2020 UK ASB Weekend Immersions (Fall & Spring) | \$25             | \$25  |

### 2019 Winter Break Domestic

| Payment        | Deposit Fee      | Payment 1 | Final Payment | Total |
|----------------|------------------|-----------|---------------|-------|
| Due Date       | After Acceptance | 10/24     | 11/21         |       |
| LGBTQ+ Support | \$50             | \$125     | \$125         | \$300 |

### ***2020 Spring Break Domestic***

| <b>Payment</b>                                      | <b>Deposit Fee</b> | <b>Payment 1</b> | <b>Final Payment</b> | <b>Total</b> |
|---|--------------------|------------------|----------------------|--------------|
| <b>Due Date</b>                                     | After Acceptance   | 11/14            | 1/30                 |              |
| <b>All 2020 UK ASB Domestic, Spring Break Trips</b> | \$50               | \$125            | \$125                | \$300        |

### ***2020 Spring Break International***

| <b>Payment</b>                                      | <b>Deposit Fee</b> | <b>Payment 1</b> | <b>Payment 2</b> | <b>Final Payment</b> | <b>Total</b> |
|---|--------------------|------------------|------------------|----------------------|--------------|
| <b>Due Date</b>                                     | After Acceptance   | 11/14            | 12/12            | 1/30                 |              |
| <b>Global Youth Empowerment (Dominian Republic)</b> | \$200              | \$400            | \$400            | \$400                | \$1400       |



# UK ASB Application Process

## Online Application

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

Applications will be accepted on a rolling basis beginning **Monday, August 19th** until **Thursday, October 17th** (Fall/Winter tris) or **Monday, January 20th** (Spring weekend/weeklong trips). After your application has been submitted, you will be notified within one week of receipt of your application and invited to interview for a volunteer slot, pending trip availability. You will be required to reply to that interview invitation within three (3) days, or your interview spot will not be reserved.

All applicants will be invited to the next available interview day if volunteer slots have not yet to be filled. If all trips have been filled at the time of your application submission, you will be notified that all trips have been filled and placed on a waitlist.

If a volunteer slot becomes available on a trip that has a waitlist, interview invitations will be sent out in the order that applications were received. Waitlisted applicants will have three (3) days to confirm their intent to interview. Once that deadline has passed, additional interview invitations will be sent out to remaining waitlisted applicants until that volunteer slot has been filled.

## Interviews

Interviews will take place once a month on a Thursday evening from 6:00pm - 7:00pm and will be conducted by trip Site Leaders. Specific interview dates are indicated below on the UK ASB Schedule of Events. Interviews will be group interviews, with up to four (4) participants per trip interviewing at the same time. If you are unable to attend the upcoming group interview date, your site leaders will schedule a separate interview time with you.

You will be notified of your acceptance to the UK ASB program within one week of your successful completion of the interview step. With that notification, you will be notified of your trip placement and invited to pay your non-refundable trip deposit. Please reply to that email to indicate that you accept, in writing, your service trip placement and will pay your non-refundable trip deposit within one week. Your reservation on your service trip will not be confirmed until your deposit has been received. We will notify you within one week of receiving your trip deposit.

## Non-Refundable Deposit Fee

Volunteers who submit their application will **not** be accepted to the UK ASB program, or placed on a service trip, until **ALL** of the following criteria are met:

1. An online application has been received
2. An interview with trip site leaders has been completed
3. A non-refundable deposit fee has been received

Non-refundable deposit fees must be received within two weeks of acceptance into the ASB program. Payments can be paid by cash, credit card, or check to the order of "UK Center for Community Outreach." Payments can be submitted to the UK Box Office, which is located in Gatton Student Center Rm. A239B and is open Monday - Friday, 9 AM - 4 PM.

# UK ASB Schedule of Events

Mark Your Calendar!

## ***2019-2020 Group Interview Dates***

| <b><i>Date:</i></b>  | <b><i>Time:</i></b> | <b><i>Location:</i></b> | <b><i>Details:</i></b> | <b><i>Expectations:</i></b> |
|----------------------|---------------------|-------------------------|------------------------|-----------------------------|
| Thursday, Sept. 26th | 6 - 7 PM            | TBA                     | Interview Date #1      | Required                    |
| Thursday, Nov. 7     | 6 - 7 PM            | TBA                     | Interview Date #2      | Required                    |
| Thursday, Dec. 5     | 6 - 7 PM            | TBA                     | Interview Date #3      | Required                    |
| Thursday, Jan. 23rd  | 6 - 7 PM            | TBA                     | Interview Date #4      | Required                    |

\*ALL applicants will receive an interview invitation if volunteer slots are available.

\*\*For Fall/Winter trip applicants who apply after interview date #1, but before the application deadline, a separate interview will be scheduled by trip site leaders.

## ***2019 Fall Weekend Break Trip Important Dates***

| <b><i>Date:</i></b> | <b><i>Time:</i></b> | <b><i>Location:</i></b>       | <b><i>Details:</i></b> | <b><i>Expectations:</i></b> |
|---------------------|---------------------|-------------------------------|------------------------|-----------------------------|
| Thursday, Oct. 17th | 11:59 PM            | Online                        | ASB Volunteer Apps Due | Required                    |
| Thursday, Oct. 24th | 6 - 8 PM            | Gatton Student Center Rm. 331 | ASB Pre-Connect #1     | Required                    |
| Thursday, Nov. 14th | 6 - 8 PM            | TBA                           | ASB Re-Connect         | Required                    |

## ***2019 - 2020 Winter Break Trip Important Dates***

| <b><i>Date:</i></b> | <b><i>Time:</i></b> | <b><i>Location:</i></b> | <b><i>Details:</i></b> | <b><i>Expectations:</i></b> |
|---------------------|---------------------|-------------------------|------------------------|-----------------------------|
| Thursday, Oct. 17th | 11:59 PM            | Online                  | ASB Volunteer Apps Due | Required                    |
| Thursday, Oct. 24th | 6 - 8 PM            | LGBTQ+ Resource Center  | ASB Pre-Connect #1     | Required                    |
| Thursday, Nov. 7th  | 6 - 8 PM            | LGBTQ+ Resource Center  | ASB Pre-Connect #2     | Required                    |
| Thursday, Nov. 21st | 6 - 8 PM            | LGBTQ+ Resource Center  | ASB Pre-Connect #3     | Required                    |
| Thursday, Dec. 5th  | 6 - 8 PM            | LGBTQ+ Resource Center  | ASB Pre-Connect #4     | Required                    |
| Thursday, Jan. 23rd | 6 - 8 PM            | TBA                     | ASB Re-Connect         | Required                    |

## ***2020 Spring Weekend Break Trip Important Dates***

| <b><i>Date:</i></b> | <b><i>Time:</i></b> | <b><i>Location:</i></b>          | <b><i>Details:</i></b> | <b><i>Expectations:</i></b> |
|---------------------|---------------------|----------------------------------|------------------------|-----------------------------|
| Thursday, Jan. 23rd | 11:59 PM            | Online                           | ASB Volunteer Apps Due | Required                    |
| Thursday, Feb. 27th | 6 - 8 PM            | TBA                              | ASB Pre-Connect #1     | Required                    |
| Thursday, Apr. 2nd  | 6 - 8 PM            | Gatton Student Center Ballroom A | ASB Re-Connect         | Required                    |

## ***2020 Spring Break Trip Important Dates***

| <b><i>Date:</i></b> | <b><i>Time:</i></b> | <b><i>Location:</i></b>          | <b><i>Details:</i></b> | <b><i>Expectations:</i></b> |
|---------------------|---------------------|----------------------------------|------------------------|-----------------------------|
| Thursday, Jan. 20th | 11:59 PM            | Online                           | ASB Volunteer Apps Due | Required                    |
| Thursday, Jan. 30th | 6 - 8 PM            | TBA                              | ASB Pre-Connect #1     | Required                    |
| Thursday, Feb. 13th | 6 - 8 PM            | TBA                              | ASB Pre-Connect #2     | Required                    |
| Thursday, Feb. 27th | 6 - 8 PM            | TBA                              | ASB Pre-Connect #3     | Required                    |
| Thursday, Mar. 12th | 6 - 8 PM            | TBA                              | ASB Pre-Connect #4     | Required                    |
| Thursday, Apr. 2nd  | 6 - 8 PM            | Gatton Student Center Ballroom A | ASB Re-Connect         | Required                    |

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