

# Unitarian Universalist College of Social Justice Program Policies

UUCSJ has developed policies for our programs based on experiences and feedback from our institutional partners, our Program Leaders and our participants. Many of these are common sense and familiar (e.g. no drug use, no sexual harassment); others may be new to you, such as our policy on donations. Since we expect all participants to follow these policies while on a UUCSJ program, please familiarize yourself with them.

In all our programs, we strive to create a community of care, respect and safety for all. The following policies support this covenanted community; **their violation is grounds for immediate dismissal** from the program at the participant's expense.

## 1) Alcohol and Drug Policy

The recreational use of drugs is not permitted, whether the drug is legal or not. In cases of medical marijuana prescriptions, please speak to UUCSJ in advance of your program.

At the discretion of UUCSJ program leaders, moderate consumption of alcoholic beverages is permitted on UUCSJ adult programs unless otherwise specified. Overconsumption is not tolerated, and inappropriate behavior associated with drunkenness is grounds for early dismissal at the participant's own expense. Program Leaders may prohibit the use of alcohol at any time at their discretion.

For youth-focused programs, adults (including chaperones and program leaders) must refrain from consuming alcohol at all times, in accordance with UUA policies. This includes "off duty" times or times during the program when the adults are temporarily away from youth, in case an emergency arises which requires assistance from all adults.

## 2) Harassment and Sexual Conduct

While sexuality is a healthy and important part of life, there are times and places where sexual behavior is inappropriate. Adult couples in committed relationships are asked to be mindful of the ways in which sexualized behavior can negatively impact group dynamics. Others are asked to refrain from sexual and sexualized behavior. Sexual harassment or harassment based on race, class, gender, sexual orientation, religion, age, or other identity markers are not tolerated.

## 3) Early Arrivals and Late Departures

On-time arrival and departure are essential for the success of each program, so

please be attentive to the dates and specific times you are asked to schedule your arrival and departure. Sometimes you may be asked to book a particular flight so that all group members will arrive at the same time. Participants are always expected to attend the entire program.

At times it may be possible to arrive early or stay after a program. In this case, participants must make their own lodging and transportation arrangements, and cannot expect to remain with the organizational partner hosting the CSJ program. UUCSJ cannot assume responsibility for participants' well-being or provide any assistance outside of the dates of the defined program. We understand that an emergency may cause a participant to make an unplanned early departure. In this event, UUCSJ will do our utmost to assist with arrangements but cannot guarantee our capacity to do so. Participants are responsible for all associated costs.

#### 4) Alternative Lodging

UUCSJ programs include lodging, usually in a double room or dormitory with one or more roommates. Single rooms may be available if requested at an additional fee but are usually limited in number and are not guaranteed. Because group conversation, worship and community-building are essential parts of every CSJ program, participants are required to lodge in the same facility as the rest of the group. Under exceptional circumstances participants may discuss their needs in advance with UUCSJ to determine if alternatives are feasible.

#### 5) Program Payments & Scholarships

UUCSJ does not receive any profit from the fees for our programs: we price each program to reflect only the direct costs (housing, food, transportation during program, translation, program leaders). As funds permit, we offer financial assistance based on need.

When you are accepted into a UUCSJ program you will be required to pay a nonrefundable deposit to hold your place and told when it must be paid; until this deposit is received, you are not considered confirmed. Final payment for your program must be received on or by the deadline. **If you are more than five days overdue in your final payment, your participation will be canceled** and your deposit forfeited (unless you have contacted us ahead of time and received an extension, granted for unusual circumstances).

#### 6) Cancelations and Refunds

UUCSJ reserves the right to cancel a program at any time for any reason. If a

program is cancelled due to conditions outside the control of UUCSJ (political unrest, natural disaster, labor strike, etc.) no refunds will be issued. If a program is canceled for other reasons, UUCSJ will refund all trip fees. **We highly recommend participants purchase travel insurance to cover the costs of an unexpected cancelation.** UUCSJ does not provide travel insurance for participants; participants will not be refunded for airfare, vaccinations, or other expenses incurred for any reason. As a participant, you may opt out of a program at any time. Deposits are non-refundable after the application deadline. No trip fees will be refunded within thirty days of the program start date except for in the case of a medical emergency.

### 7) Medical Policies

UUCSJ requires all participants to provide proof of medical insurance valid for the relevant destination while participating in our programs. We also require participants to have an up-to-date tetanus vaccination for all programs.

Medical or physical needs that could impact your capacity to participate fully must be disclosed to UUCSJ when you apply for a program. Failure to notify UUCSJ about such needs or conditions may prevent your participation. Program leaders will receive hard copies of all disclosed medical information, as will the UUCSJ Emergency Response Team. Medical records are kept in secure files for one year, after which they are destroyed.

Should a participant need medical assistance while engaged in UUCSJ programs, s/he is solely responsible for paying for any needed treatment. UUCSJ staff and the staff of our partners will make every effort to get participants to a medical facility for care.

During youth programs, participants are responsible for storing and administering their own medication; UUCSJ staff must be notified in advance by a parent or guardian if they anticipate their youth needing assistance in remembering medication schedules.

### 7) Swimming

UUCSJ program leaders are not trained as lifeguards, and in many sites life guards are not provided. All swimming is at the participants' own risk.

### 8) Dismissal from UUCSJ Programs

If a participant's behavior is disruptive, abusive, dangerous, or inappropriate as determined by UUCSJ Program Leaders and according to UUCSJ policies, the participant may be asked to leave the program. All costs of voluntary or involuntary early departures -- including airfare -- are the responsibility of the participant. By

registering for a UUCSJ program, all program participants confirm that they have read and agree to abide by all UUCSJ and local partner policies, and that they understand that UUCSJ Program Leaders are empowered to dismiss them from the program if they are in violation of such policies.

#### 9) Obeying Local Laws

Program participants represent UUCSJ and our parent institutions, the UUA and UUSC. They are expected to obey all local laws to the best of their ability. If a program participant commits a crime while on a UUCSJ program outside of the United States, program leaders will contact the U.S. embassy. UUCSJ will make every effort to ensure that US citizens charged with a crime will be extradited to the U.S.

UUCSJ recognizes that some local laws are discriminatory. We work to protect program participants with marginalized identities from the consequences of discriminatory laws. However, participants should be aware of the risks involved in the area in which they are traveling and make their own informed decisions.

#### 10) Donations

Host organizations are our program partners, with whom we have relationships intended to be enduring, transparent and respectful. UUCSJ compensates our hosting partners for all expenses incurred during a program, and in addition generally provides an agreed-to honorarium for the justice work of the host.

In order to preserve our relationships and respect the dynamics within host communities, it is critical that individual participants not seek to provide separate gifts or money to individuals, families or to the organization itself, nor that you make offers or commitments for future donations of goods, money or services. The exception is when a small symbolic gift may be brought by way of thanks to a host family for a home stay; in this case, you will be given guidance on what kinds of things are appropriate.

It may be appropriate in some cases for the group to return home after the program and help raise money for host and partner organizations we work with on any given program. **Any attempts to raise money for partner organizations should be discussed with UUCSJ staff prior to beginning the fundraising.**

The full UUCSJ policy on donations is included in the CSJ Study Guide in the Learning Circle for Unit Six: <http://uucs.org/study-guide/allies-and-accomplices/learning-circle/>

#### 11) Contacting/Revisiting UUSC or UUA Partner Organizations

Relationships developed with partners by UUCSJ and its parent institutions are

framed with great care, mindful of the needs of all those involved. Due to the complexity of these institutional relationships and the need to maintain clarity in communication and program development, participants are asked not to seek independent relationships with our partners (the exception is for groups traveling with UUCSJ who already have established relationships with our partner organizations). In some cases, future action in support of a partner organization may be possible, such as fundraising in your congregation, but these initiatives should be undertaken only with the explicit guidance of UUCSJ.

### 12) Photography

Photos are a wonderful way to share your program experience, but the act of taking a photo can also create distance and objectification or cause offense to the person or people you wish to photograph. Sometimes you will be asked to refrain from taking photos, out of respect for a local partner, for vulnerable populations or for the safety of the group. Even when it is suitable to take photos, it is necessary to ask before taking a person's photograph and to abide by the person's wishes. Participants must abide by all decisions taken by partner organizations and/or Program Leaders regarding photography.

UUCSJ reserves the right to use any photos or videos taken by staff during the program for outreach, publicity or reporting on UUCSJ or its parent organizations. Quotes from participants recorded during the program, participant applications, or evaluations may also be used for outreach and reporting.

### 13. Additional Medical Policies for Programs Outside of the US

Some UUCSJ programs occur in rural areas of the global south and the level of medical care available there may be limited. In some cases, these locations are difficult or impossible to navigate in a wheelchair; in these cases a person with mobility challenges must confer with UUCSJ staff before acceptance in a program can be confirmed.

All participants are covered by UUCSJ's medical evacuation policy, but the evacuee is responsible for the cost of all medical care received while being evacuated. Persons with chronic medical conditions or persons who are at high risk of needing advanced care should carefully weigh the risks before enrolling in a program. Participants have full responsibility for undisclosed medical or emotional issues.

Prescription drugs should be kept in originally labeled containers and all syringes should be kept with their accompanying medicine. UUCSJ encourages participants to consult the website of the Center for Disease Control and Prevention (CDC) before traveling internationally.