



Important: This is a legal document. Please read and understand this document before completing waiver

A. SERVICE YEAR PARTICIPANT SELECTION

Youthlinec strives to keep each team size under 40, with 25-28 humanitarians per team. Humanitarians apply from secondary schools and colleges/ universities within Utah at the beginning of each school year. Selection committees, comprised of Youthlinec staff, Board, and Team leadership, are looking for applications which reflect a sincere desire to start or continue service and leadership activities, reliability, ability to get along well with others, as well as backgrounds, experiences, skills, interests, or talents that could contribute to the team. Submitting an application does not guarantee acceptance.

Adult professional Mentors whose expertise is related to needs at the international service site and medical professionals are accepted into each team. After these team members are determined, other interested persons may be accepted until maximum group size is reached.

B. PARTICIPANT RESPONSIBILITIES

All participants will make a \$500 non-refundable deposit to secure their space within the team by Dec 1 (see Youthlinec refund policy, section J).

All participants are given a payment schedule for international service trip costs at General Orientation and are expected to make payments on time. Each payment is due by 11:59 PM on the first of each month. A \$25 service fee will be assessed after 11:59PM on the payment due date to EACH payment on the schedule that is received late.

All participants are expected to attend all monthly planning meetings in order to prepare for the international service experience. During these monthly meetings, the Youthlinec Service Year curriculum is implemented. This curriculum includes information, group discussion, committee work and guidance concerning: local service experiences, planning and preparing for educational, community health, cultural exchange, vocational and business training, construction and renovation activities at the international service site. Other issues discussed are traveling healthy, including recommended vaccinations and safety precautions, issues of poverty, developing nations, and the culture and concerns of the program's specific international site, relevant language instruction.

Youthlinec is a non-denominational non-profit organization dedicated to instilling a humanitarian ethic in young people and in promoting understanding among diverse peoples, locally and internationally. While each individual must represent him or herself genuinely to others, Youthlinec discourages its participants from engaging in any behavior that might be interpreted as identifying Youthlinec with any particular religious or political affiliation.

C. LOCAL SERVICE REQUIREMENTS, CRITERIA FOR SELECTION OF LOCAL SERVICE SITES

Local service is a critical element of our Service Year, essential to our mission of creating lifetime humanitarians.

All humanitarians are required to contribute 80 local service hours during the Service Year. Humanitarians may begin to record local service hours which count toward their Youthlinec Service Year starting October 15th. Service hours volunteered before October 15th cannot be counted toward the required service hours. All hours must be logged and approved by June 1.

At least 40 of the required local hours must be contributed at one site, considered the student's MAIN SERVICE SITE. This MAIN SERVICE SITE will need to provide hands on service to a genuinely needy population in a positive mentoring environment. In this way, the humanitarian can become a relied upon volunteer, with a real chance to impact that agency or organization, and develop relationships with the individuals that agency or organization serves. The remainder of the required volunteer hours can be completed by attending team meetings, completing monthly Impact Modules, collecting clothing for the Big Brothers Big Sisters clothing drive or with other community organizations. Youthlinec encourages students to complete as many hours as possible at their MAIN SERVICE SITE.

Youthlinec humanitarians should contribute meaningful service with truly needy individuals or communities. We want humanitarians to become involved in activities that really make an impact in the lives of needy people or communities, activities where they are interacting and making relationships with people they wouldn't normally encounter. Humanitarians can use the Youthlinec Local Service Directory to find a MAIN SERVICE SITE. Humanitarians will need to have their MAIN SERVICE SITE approved by their Assistant Team Leader to ensure that it meets Youthlinec's MAIN SERVICE SITE criteria.

Alum Leaders will complete 60 hours of Local Service during the Service Year. At least 20 of these required hours must be contributed at a MAIN SERVICE SITE. The remainder of the required volunteer hours can be completed by attending team meetings, completing monthly Impact Modules, collecting clothing for the Big Brothers Big Sisters clothing drive or with other community organizations.

Service hours must be logged in the participant's Dashboard account and do not count until approved by the volunteer supervisor and

Team Leadership. Humanitarians who have not completed 40 hours of local service with minimally 20 hours at their MAIN SERVICE SITE by March 1st risk dismissal for the Youthline Service Year and will be asked to complete a Low Service Hour Plan of Action.

All Local Service hours must be logged and approved in the participants's Dashboard account by June 1st. Humanitarians and Alum Leaders who do not fulfill the Youthline Local Service requirement will be dismissed from the Youthline Service Year and will not travel internationally. Participants that are dismissed from the program are subject to Youthline refund policy found on page 6, section J.

D. PARTICIPATION OF FAMILY MEMBERS OF MENTORS

As mentioned in the Participation selection section, Youthline teams include humanitarians and other adult professionals who serve as mentors. Often mentors would like family members to accompany them on the international service experience. Family member participation is permissible as space allows. Family members must follow the guidelines expressed in the Participant responsibilities section. Secondary school or college aged family members of Mentors must apply, and if accepted, meet all the humanitarian Service Year requirements.

Children of parent Mentors will not be roomed or placed on a committee that is overseen by the parent Mentor.

E. INTERNATIONAL SERVICE EXPERIENCE COSTS

At General Orientation every participant will receive costs and donation schedules for each international service trip. These costs are inclusive of flights, all in-country transport, accommodations, food, water, major medical and travel insurance (does not include trip cancellation insurance), and Youthline program fees. Youthline negotiates the best possible airfare for the group, determined as early as possible in the Service Year. Program costs do not include any required travel documentation (e.g. passport, visa) or any recommended vaccinations. Participants are also responsible for their personal expenses in -country, such as toiletries, souvenirs, extra food or beverages other than water.

Some participants will apply for financial aid support for their international service trip costs. Recipients of financial aid will be notified by or before December.

NB: Program costs and payment schedules are posted individual social fundraising pages. Because of the increased administration involved when payments are late, a \$25 late fee will be added to a participant's costs whenever any payment is late.

F. REQUESTS FOR DIVERGENT ITINERARIES

A divergent participant is any participant who diverges from the team for the purposes of tourism or any other activities unrelated to the team before or at any point during the team's international trip, starting at and returning to the Salt Lake City airport.

Youthline actively discourages divergent itineraries, the number of divergent itineraries is limited, and all those requesting divergent itineraries are required to sign an additional divergent itinerary waiver. We especially discourage divergent itineraries for unaccompanied minors, even with parental approval. Parents of minors who still request a divergent itinerary for their child must sign an additional waiver of Youthline responsibility. Waivers are on the Service Year Information page of the Youthline website.

When a participant is flying on a divergent itinerary from the team, Youthline is in no way responsible and should not be contacted for any issues, delays, or problems with those flights or travel arrangements. Additionally, Youthline staff is not responsible in any way for assisting with divergent activities. Upon request, we may offer participants the contact information for the travel agents we use to book team international service travel.

Youthline will not be involved in negotiating costs, organizing itineraries, receiving or paying funds or any other activity associated with tourist or any outside travel before or after our international service experiences. The extra cost of a divergent itinerary for tourist or any other purpose, as well as any cost associated with purpose unrelated to service travel, is not a tax deductible expense. The full cost for divergent flights must be paid directly to the travel agent or airline, not to Youthline. Flight costs are paid at the time of booking.

Many Youthline participants fundraise for their international trip, a large portion of which is the flight cost. When a participant decides to diverge, they pay the travel agency or airline directly for their flight, which reduces their overall balance due to Youthline. Consequently, divergent participants are not able to fundraise through Youthline for their flight. Legally, Youthline cannot refund money that is donated to a participant to cover the flight costs. Please read our Refund Policy (section J) for more information. Check with your tax advisor because the out of pocket cost of airfare for the service trip may still be tax deductible for the participant.

For participants wanting to diverge, they must send a completed diverging waiver to the Youthline International Service Director by or before January 15th. Diverging waivers are on the Service Year Information page of our website. Participants who submit a diverging waiver must also submit a paid for flight itinerary by February 1, or their diverging from the team may not be approved.

G. YOUTHLINE ROSTERS AND THE SOLICITATION OF FUNDS

Youthline rosters and the information contained therein are confidential Youthline property and are not to be used for the solicitation of

funds for any cause, however worthy, without the direct permission of the Youthlinc Executive Director. If a Youthlinc participant, past or present, would like to ask past or present program participants to contribute to any cause, please contact office@youthlinc.org and ask for the Executive Director.

From time to time, Youthlinc participants will receive a request to contribute to a cause that has been investigated by Youthlinc and verified to be legitimate and beneficial to the whole international site. If this request does not come on Youthlinc stationery, or from the Youthlinc office, or is not sent from a youthlinc.org email, the request is not sanctioned by Youthlinc, and has not been verified by Youthlinc to be legitimate or beneficial.

H. DISMISSAL FROM THE PROGRAM

Participants must attend all monthly team meetings (up to two meetings may be missed but a representative must be sent and present), participate in team committee work, communicate with the team leadership and other Youthlinc staff in a timely manner, show respect for and cooperation with team members and program policies, and meet program payment due dates. Humanitarians and Alum Leaders must also complete all Local Service requirements by June 1 and keep on schedule so that completion of service hours is not in doubt.

Failure to comply with any of these requirements, or other requirements explicit in this application, constitutes grounds for dismissal from the Youthlinc Service Year. Youthlinc staff will provide participants with verbal and written warnings that their team membership is in jeopardy, and will make every reasonable attempt to contact the parents of minors in such a situation.

However, at the discretion of team leadership and Youthlinc staff, a participant who is in non-compliance with program requirements can be dismissed from the Service Year. In such a situation, Youthlinc is under no obligation to refund any program payments.

I. INFORMATION ABOUT TAX DEDUCTIONS

Youthlinc is a non-profit organization as described by section 501(c)(3) of the Internal Revenue Code. Therefore, any direct unrestricted donations to Youthlinc are tax deductible charitable cash contributions.

Service Year costs such as transportation to and from the international humanitarian service site and directly associated service trip expenses are probably tax deductible. We suggest participants consult their personal tax adviser regarding their personal tax situation.

J. YOUTHLINC REFUND POLICY FOR PARTICIPANTS

By December 1, a \$500 non-refundable and non-transferable deposit is due from each participant. This deposit holds your spot on that team. Participants who do not make this deposit will be dropped from the program. An applicant from the waiting list will be invited to participate on the team.

If a participant drops from the program after any deposits, payments, or non-renegotiable contracts are made to coordinators or agencies facilitating our international service experience, including airlines, those deposits or payments are also not refundable.

No service trip payments through donations from individuals or businesses are refundable, except those made directly by the Service Year participant or by the parent of a minor humanitarian participant. In the case that a refund is possible and the participant has received financial aid or sponsorship from Youthlinc, the amount donated by Youthlinc sponsors will be subtracted from the amount for which the individual participant is eligible.

If a participant drops from the program 45 days or less from departure, all payments are non-refundable.

Youthlinc reserves the right to cancel or postpone service trips, and change international service sites, at its sole discretion when it deems it necessary or advisable due to local conditions or world events. In the event of any such change, \$500 deposits remain non-refundable. Youthlinc may also be required to forfeit nonrefundable payments for airfare and hotel deposits. Any such forfeiture will be charged against participant payments on an equitable basis, as determined by Youthlinc. In such cases, a participant who wishes to serve on an alternate or postponed service trip, or a service trip to an international service site that has been changed, would be required to make up the shortfall.

In addition, as described above, amounts transferred to subsequent service trips will be reduced by an allocable portion of any forfeiture of deposits or payments that result from participant or Youthlinc initiated cancellations, postponements, or changes in response to world events or local conditions.

Personal donations made which are matched by corporate giving programs are not eligible for refund up to the amount that was matched by the company. No unrestricted or general charitable donations are refundable under any circumstances.

Any allowable refund must be requested by participants by June 1. No refunds will be issued until two weeks before departure. Any donations toward a participant's international experience received after these deadlines will not be refundable, and will be allocated to project funds or sponsorships for the current or following Service Year program. Youthlinc makes every effort to contact participants about their refunds. Any allowable refund that is not collected by a participant after July 31 of any calendar year will be allocated to project funds or sponsorships. After July 31, our Year End, a participant can no longer collect an unclaimed refund.