



# Summer Workshop Information Packet

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Hello! We are excited to have you join us this summer, and we are looking forward to making this year the BEST. WEEK. EVER. Please read the following information to prepare for Workshop, and please visit [www.theibelievefoundation.org](http://www.theibelievefoundation.org) for more information. See you soon!

## Sunday Arrival & Registration Information

- Plan to arrive on campus to register between 12:30 and 2:00 pm on Sunday.
  - If you are unable to arrive during this time, please contact Connie Miley, Director of Programming, as soon as possible via email: [cmiley@theibelievefoundation.org](mailto:cmiley@theibelievefoundation.org) or via cell: **937-751-8530**
  - We ask that you do not arrive early, as our staff will be involved in final preparations.
  - Our first meal on Sunday is not until dinner, so please make sure you have eaten lunch prior to your arrival
- Upon arrival, we ask that you leave all belongings in your car and proceed inside to the registration area.
  - For paperwork, please bring **ONLY** your **completed MEDICAL FORM** and **signed STUDENT GUIDELINES FORM** when you come to check-in.
  - Once you have received your name tag, room key, and meal bracelet, our staff will assist you in moving your belongings into your room.
- Please note: some universities charge a lost key fee that will be collected on Thursday for any student who loses their room key

## Transportation

- We prefer that our workshop participants do not drive themselves to Workshop. If it is absolutely necessary that participants drive, they must abide by the following policies:
  - All cars must be parked in our assigned area.
  - After registration, cars should be locked for duration of the workshop.
  - Participants will need to obtain permission from the Workshop Director if they need to enter their car for any reason during the week.
- Please note that iBELIEVE and host universities assume no responsibility for accidents, thefts, vehicular damage, etc.

# Clothing

- Casual attire (shorts, t-shirts, jeans) will be appropriate during the week.
- Shoes or sandals **MUST** be worn at all times. You will need athletic shoes for some of the recreational activities we have planned.
- We appreciate your good judgement in making certain your clothing would be acceptable under a moderate dress code.
- We do have a talent show during the week, so please bring any costume needs if you plan to participate.
- Please note that most of our indoor facilities are air-conditioned. You may wish to bring a sweatshirt or light jacket.
- We recommend you bring an umbrella.... just in case!

# Student Housing

- All participants will be housed in the university's residence hall facilities
- Staff members will also be in assigned rooms on the appropriate floor (male/female)
- In most cases, you will have 1 roommate. We try to mix people from different schools, so that our participants get to meet new people!
- Please be sure to bring bedding (pillow, Twin XL sheets, blanket, sleeping bag). They are not provided by the university.
- You will need to bring towels, washcloths, etc. along with all of your needed personal items.
- The facilities are air-conditioned. No fans will be needed.
- You will be responsible for any damage you cause to your room - as well as any extra cleaning charges that may be assessed.

# Meals/Food

- All of your meals will be provided, beginning with dinner on Sunday evening through breakfast on Thursday morning
- There are snack and beverage machines in the residence hall, so you might want to have some change on hand

# Special Items

- You will be provided with a workshop manual. You may also want to bring your own notebook, pens, markers, etc.
- You may want to bring along some "note sized" paper for sharing notes with new friends throughout the week.
- Anything you need to participate in our talent show: music, costumes, instrumentals, etc.
- Camera! You will definitely want to capture memories from the week!

# Medical Information/In Case of Emergency

- The university is located near a hospital and emergency care facilities. All treatments in case of emergency or illness will be administered by professionals.
- Our workshop staff will not distribute any medication without signed parental consent
- We ask that participants please be sure to include any common OTC medications that they may need during the week (aspirin, etc.) on the MEDICAL FORM.
- Again, it is very important that each participant completes their MEDICAL FORM accurately. Please be sure to provide all information requested.

## Thursday Departure

- See your specific host university information document for specific pick-up location
- Pick-up time is 1:30 pm. We appreciate your promptness but ask that you do not arrive too early.

## Safety Information

- The safety of all workshop participants is of the utmost importance to us!
- All participants are required to be with his/her assigned group at all times.
  - Staff members and/or Workshop Directors must be notified if there is a reason for an exception to this. At no time should any participant be alone.
- Each floor of the residence hall has a locked door at each end. These doors MUST be kept closed and locked at all times. Each participant will have a key that will allow access to his/her assigned floor.
- Each participant will have a key to his/her assigned room. Rooms should be kept locked at all times.
- Each participant is responsible for all of his/her personal belongings. iBELIEVE, nor our host university, is liable for lost/stolen items. It is recommended that items of value be left in rooms and rooms locked. If you carry things with you, be sure to keep it in your possession at all times.
- Outside access doors to the residence hall are locked by campus security each night.
- University campus safety officers are on call 24 hours a day.

## Cancellations

- If you are unable to attend the workshop, please notify Connie Miley via email, as soon as possible: **cmiley@theibeliefoundation.org**
  - We have a limited number of spots for our workshops, so please allow someone else the opportunity to go if you can't make it.
- We appreciate your courtesy in notifying us of your need to cancel, arrive late, etc.

# Expectations for Conduct

- Our students are the best of the best, and we are proud to rarely need to address participant behavior at our workshops
- However, in the event that a participant violates the expectations in the STUDENT GUIDELINES FORM, he/she may be subject to immediate dismissal at the discretion of the Workshop Director.

## iBELIEVE Workshop Packing Checklist

- MEDICAL FORM - completed and signed by parent / guardian
- STUDENT GUIDELINES FORM - read thoroughly and signed by participant
- Bedding items: Twin XL sheets, pillow, blanket, etc.
- Towels / washcloths
- Personal items
- Clothing for the week (extras are always a good idea)
- Athletic shoes
- Rain jacket or umbrella
- Notebook / pen / markers
- Notepaper
- Quote books, inspirational books
- Items needed for the Talent Show
- Spending money for iBELIEVE merch store / change for vending machines
- Camera
- Snacks and/or drinks for room

# Medical Form

## bring to check-in!

Name of Student \_\_\_\_\_

School \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Assumption of Risk, Release, Consent, & Waiver Form

I, the undersigned, assume responsibility for any injury, loss, or damage resulting directly or indirectly from my child's participation in the leadership program of the iBELIEVE Foundation during their workshop week and will not institute any negligence or other claim against the Host University, its agents, or any other person(s) who could be held liable in either their individual or official capacities and agree to hold the above named parties harmless from liability for any personal or property injury. I attest and verify that my child has no known medical problems or conditions which would prevent him/her from participating in this activity; and in case of a medical emergency, I authorize the Host University, or its duly authorized agents to transport my child to a health facility/hospital for medical care if it is deemed necessary. I further authorize such physician, health facility, or hospital to perform any emergency procedures necessary to provide my child with medical treatment. I have read and understood the foregoing and voluntarily sign this release as my own free act and deed. Furthermore, we understand our son/daughter will be expected to abide by all the iBELIEVE & Host University guidelines and regulations. We understand photographs will be taken during the workshop that may be used in iBELIEVE publications. We understand that students will be assigned a room in the residence hall facility at the Host University and that any damages to that room will be our responsibility/ We understand that if for any reason there is a problem or violation of said regulations, it could mean that our son/daughter could be sent home immediately at your expense.

Insurance Provider's Name: \_\_\_\_\_

Policy number: \_\_\_\_\_

Will the above named student be taking any medication during workshop?	Please list any medications the named student is currently taking (if applicable):	Should the above student's activity be restricted in any way during workshop?	Please list any allergies the student has:
YES / NO (please circle one)		YES / NO (please circle one)	

If "yes" to either of the questions above, please explain:

\_\_\_\_\_

\_\_\_\_\_

Are there any other health conditions we should be aware of?

\_\_\_\_\_

\_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Phone: ( ) \_\_\_\_\_ Secondary Phone: ( ) \_\_\_\_\_

# Student Guidelines Form

## bring to check-in!

- 1.** Name tag and wristband (issued at registration) must be worn at all times.
- 2.** Participants are to be on time for all sessions. Refer to your workshop manual or check with a staff member to keep on time.
- 3.** Participants must attend all sessions. You must notify your staff member or the workshop director if for any reason you are unable to be in your assigned location.
- 4.** Participants are not permitted to leave the workshop, nor are visitors allowed on site.
- 5.** Participants who drive cars must park in the designated area. You are not permitted to be in your car at any time during the workshop.
- 6.** Smoking is not permitted.
- 7.** Use and/or possession of alcohol and drugs is forbidden. If you are taking medication, it must be listed on your health form.
- 8.** iBELIEVE and the Host University assumes no responsibility for your damaged or missing property. Please do not bring expensive jewelry, electronics, etc. to workshop.
- 9.** Cell phones and all other electronic devices **MUST** not be used during scheduled activities. There will be opportunities to make phone calls home. Students are encouraged to be engaged with people and activities, rather than using electronic devices.
- 10.** Room assignments are final. Participants are not permitted to change their assigned room.
- 11.** You are responsible for the condition of the room you are assigned. Please keep your room in good order. You are responsible for the conditions and contents. You are liable to pay for any damages and/or extra cleaning charges incurred.
- 12.** Male participants are not - AT ANY TIME - permitted in the residence rooms of female participants. Female participants are not - AT ANY TIME - permitted in the residence rooms of male participants.
- 13.** You could be charged a fee for a lost key
- 14.** Workshop is a full week of activities; we begin early in the morning and finish late at night. All participants are to be in their assigned room with lights out at the designated time.
- 15.** Understand that living in a residence hall community requires that you respect others and their property at all times. Please be considerate; treat others as you wish to be treated.

*I understand that I will be expected to abide by all iBELIEVE and host site guidelines and regulations. I understand that my failure to comply could result in me being sent home immediately at personal expense.*

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_