



# AWB- Honors College APPLICATION

## January 2-8, 2020

*This application must be hand delivered to the Center for Community Engagement room in Tirey Hall.*

### Part I: Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Birth Date (MM/DD/YY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

University I.D. \_\_\_\_\_

Fr/So/Jr/Sr: \_\_\_\_\_ Major(s): \_\_\_\_\_ Are you an honors student? \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
Street Box/Apt. City State Country Zip Code

Emergency Contact: \_\_\_\_\_

Emergency contact cannot be another ISU student

Relationship: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Please list any allergies, special needs, or dietary restrictions (vegetarian, etc.): \_\_\_\_\_

Have you participated in AWB before? If yes, please list the years and destinations:  
 \_\_\_\_\_

Have you been an AWB student leader before? If yes, please list the years and destinations:  
 \_\_\_\_\_

Gender: \_\_\_\_\_ Race: \_\_\_\_\_ T-shirt size: \_\_\_\_\_



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 Terre Haute, IN 47809  
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## Part II: Service Trips

- 1) While some of the organizations we partner with have a religious foundation, volunteers will not be engaging in any religious activities and will only be supporting the social services side of the organization.

### Guatemala (INTERNATIONAL) – Coffee Farming, Youth, Construction, artisan work De La Gente, Guatemala

This trip gives students the opportunity to do service while experiencing the culture of Guatemala. Working with De La Gente, students will participate in service activities that include volunteering with a local youth organization, agricultural work side by side with local coffee farmers, construction projects, and make an artisan project to bring home. Because this trip requires a flight, your fundraising requirements are higher than the domestic trips. Housing will be in the De La Gente guest house with bunk beds, air conditioned rooms, and meals. Additional cost (one meal not provided on excursion day) **All Inclusive Cost - \$1800 (Trip is open to 20 people)**

**• Be aware that trips and/or activities are subject to change, and may not end up exactly as described in this application. Our partner organizations do their absolute best to accommodate us, but we are volunteering to serve their needs. If their needs change, we ask you to be flexible and embrace the adventurous spirit that drew you to apply for this program. Unfortunately, we cannot provide refunds due to changes in trip locations, partner organizations or service activities.**

## Part III: Experience

Please answer the following questions on a separate piece of paper.

1. What attracted you to the AWB Program with the Honors College?
2. What skills or characteristics do you possess which make you a good candidate for the program?
3. Please reflect on a memorable experience you have had while volunteering.

## Part IV: Volunteer Responsibilities

- 1) Be available for ALL program dates (the week of AWB January 2-8, 2020).
- 2) Attend all pre-trip meetings with your team.
- 3) I certify I will have health insurance during my time on Alternative Break.
- 4) Represent Indiana State University and the Center for Community Engagement by following the ISU Student Code of Conduct and Integrity. <http://www.indstate.edu/sci/docs/CodeConduct.pdf>.
- 5) Participate in all group activities, **including daily reflections** during the trip.
- 6) Abide by rules and guidelines set by Indiana State University and the Center for Community Engagement – this includes the zero-tolerance, substance-free policy of the program. **If you consume alcohol or any illegal substance at any point during the trip, you will be escorted to the airport/bus station etc. and sent home at your own expense. The incident will be reported to the Office of Student Conduct and Integrity.**
- 7) Participate in AWB with an open mind, and be flexible and service-oriented when working with your host organization.

## Part V: Certification of Eligibility

Please read and sign below:

- 1) I certify that the information provided herein is true and my own.
- 2) I have read the Volunteer Responsibilities section above and understand the responsibilities and commitments of the program.
- 3) I have read and understand the program fee, payment requirement, and refund policy for AWB. **I understand that the program fee is non-refundable.**
- 4) I agree not to schedule or plan any other events or programs during the week of AWB.
- 5) I certify that I am currently an undergraduate, graduate student or alumni at Indiana State University.
- 6) I give permission to the Center for Community Engagement (CCE) to share my name and contact information with my AWB team members.
- 7) I give permission to the CCE to share my personal information with any CCE staff who are designated Emergency Points of Contact for AWB.
- 8) I give permission to the CCE to share my information with other University departments in order to verify my eligibility to participate in this program.
- 9) I am mentally and physically fit to travel and to engage in community service activities, which may include strenuous physical labor.
- 10) I know of no reason why I would be ineligible to participate in AWB.

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Signature

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Date



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**PLEASE RETAIN FOLLOWING INFORMATION FOR YOUR RECORD**

## Part VI: Program Fee and Payment Information

The fee to participate in AWB includes: transportation, housing, meals, site fees and entry/exit fees (where applicable).

### AWB 2020 fees are:

Guatemala - \$1800

### Payment Timeline:

AWB requires a **non-refundable** deposit no later than 2 weeks after you have been offered a spot on a trip. The total amount owed is due on October 15, 2019, however we expect monthly payments towards your total balance. The deposit is required in order to secure your place on a trip.

Guatemala - Deposit amount- \$400

**If you miss either fee deadline, you will be removed from the program.**

### Payment Options:

We will accept CHECK, CASH, or MONEY ORDER made payable to "Indiana State University" with "AWB" in the memo line. Please deliver to the CCE office.

**\*\* ALL PAYMENTS ARE NON-REFUNDABLE (NO REFUNDS) \*\***

### What expenses are NOT included in the program fee?

Not covered are passport fees, any medical tests or background checks the host site may require, medical expenses incurred during the trip, souvenirs, and checked bag fees if they apply and participant chooses to check a piece of luggage.

### Why is the program fee non-refundable?

The decision to participate in the Alternative Winter Break (AWB) program involves an investment of money and requires a commitment on the part of the volunteer to fully prepare in order to experience the program's full benefits. Anyone interested in participating in the program is urged to plan carefully and to be completely familiar with the withdrawal policies before applying.

The reason that the program fee is non-refundable is because program fees are used to pay for non-recoverable expenses. An expense becomes non-recoverable when it has already been paid out to a vendor. Non-recoverable expenses vary by individual trip and may include, but are not limited to: airfare, housing, transportation, and administrative fees.

**If I fundraise more than the amount of deposits I have already made, can I get a refund?**



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No. Once the University has processed funds for a volunteer's trip we are unable to refund any amount in excess of the program fee. To avoid this, participants are encouraged to begin fundraising early and pay attention to their total balance due.

## Part VII: General FAQs

### What are the dates for AWB?

This year's AWB program will take place during the week of January 2-8, 2020.

### How many students are on each team?

Teams are typically comprised of 1 or 2 undergraduate student leaders, 10-25 students and 2-3 faculty/staff University representatives, but the number of student volunteers may vary slightly on some trips.

### What is the Substance-Free Policy?

No participants are permitted to consume alcohol or drugs at any time on an AWB trip.

### How do volunteers travel to their destinations?

Some trips will fly and some will drive.

### Where do volunteers stay during the trip?

It depends on the trip, but be aware that housing conditions *may be rustic!* Volunteers will stay in modest housing in rental homes. Student leaders will provide more detailed packing lists prior to departure.

### What type of service should I be prepared for and do I need to have previous experience?

Service projects vary by site, but can range from painting and building, clearing trails, working with animals or working with youth. See trip list for more details. NO previous experience is needed to participate in AWB. Exact project details are usually not available until immediately before your trip and we ask all volunteers to be flexible. Due to the dynamic nature of community service organizations, last minute changes may occur. We ask volunteers to accommodate the communities' fluctuating needs. Withdrawal from the trip due to changes to trips/service activities *will not lead to a fee refund.*

### How are volunteers selected and placed on trips?

The Center for Community Engagement reviews all applications and students are interviewed and then selected and placed on trips based on their application and trip rankings. Best efforts are made to provide volunteers with one of their highly ranked choices, however, first choices cannot be guaranteed.