

High School Exchange (HSE) 2018 POLICIES

Key Dates:

Camper changes deadline: May 8, 2018
T-shirt request deadline: May 8, 2018
Background check deadline: May 8, 2018

Group Leaders and Adult to Student Ratios

Each church is required to register an appropriate number of adult Group Leaders for their campers. We require one adult (minimum age 21) for every 10 students of each gender.

Transportation to High School Exchange

How you choose to travel to Wrightsville, Georgia is up to you.

If you choose to arrive by bus, you must provide additional van size vehicle(s) for transportation to and from ministry sites and for emergency purposes. Please don't hesitate to call us with questions about buses!

Driving During the Week

Each group is responsible for transportation. This includes not only transporting your youth and leaders but may also include transporting youth and leaders from other church groups to service locations. During the day, you may be at one place all day or serve at one place in the morning and a different place in the afternoon. You will be given location information and driving directions to and from each location, back to the housing site, and to emergency facilities. In some cases, HSE staff may be available to lead you to your service location.

You will be responsible for transportation to evening activities. In addition to providing directions and location information we will implement caravans to and from the evening activities. The caravan process will look different depending on the site and the type of activity you are participating in. Caravans provide an opportunity for us to travel more safely through different communities; by grouping vehicles, it eases the pressure for drivers and ensures we have people looking out for one another on the road. In some communities, navigation systems are not effective for various reasons, so we ask you to follow the directions provided by the staff team; they strive to know about road closures and construction and provide updated directions as needed.

We know that everyone has different levels of comfort when it comes to driving and parking. Because you will be in unfamiliar places, please work together with your leaders before the trip to determine who is comfortable driving, parking and leading in this role. It is very easy for the transportation aspect of your trip to become stressful and, in some cases, it can change the tone of your experience. We don't want a bad driving experience to negatively impact your overall experience! Be prepared to be flexible in this area. Directions change and construction happens, but it doesn't need to get in the way of a great mission trip week.

Insurance

For your protection HSE requires proof of liability insurance and vehicle insurance from every group that registers for a trip. You may be asked to drive participants from other churches during the week. If you have concerns that your insurance does not cover your group while on the trip, contact your insurance agency ASAP. There are organizations that provide trip insurance and/or medical insurance to groups or individuals.

Participants are also asked to provide their medical insurance information for emergency purposes. If you have any questions about insurance please contact us.

Safety

Your safety is our priority! Please know, if we felt that participant safety could be compromised in a community, we would cancel the trip or move to a different site. Participants should feel safe throughout the entire week, and we want parents and church leadership to know that we take every

precaution in order to ensure their safety. With that said, we do rely on Adult Leaders and students to help the HSE staff in maintaining the safety policies and procedures for the exchange week. These policies and procedures will be explained at the orientation meeting at the beginning of each camp. Additionally, we are very aware of the neighborhoods in which we work. We have secure housing for our participants and our schedule does not bring us out late at night. Our program is conducted within solid boundaries and in communities where we are known and loved. The summer site staff will have talked with the nearest hospital and/or local clinic to make them aware of our presence and will supply your group with phone numbers and directions.

The participant release form filled out by each youth and Adult Leader is sufficient for entry into any U.S. Emergency Room. Every site staff member at HSE has received training in CPR and basic First Aid. Furthermore, each staff member has gone through an intensive application process and has had a thorough background check completed.

Background Checks

To promote a safe environment for HSE participants and for the communities that we serve, we require that a background check and sex offender registry check be completed on all participants 18 and over, including all Group Leaders. Knowing that all adults are getting background checks will give peace of mind to community groups and other groups that will be part of the trip. It will also fulfill requirements from ministry partners that want background checks completed on adults who will be volunteering at their organizations. **The deadline to complete and submit a copy of your background checks is May 8, 2018.**

Money and Valuables

You and your students may choose to bring a small amount of spending money. We encourage participants to leave valuables at home. Please remind all participants to keep cash and valuables in a secure location at all times. HSE cannot be responsible for lost, damaged or stolen items.

Food Preparation

All groups participate in the preparation, serving of meals, and clean-up. This gives youth an opportunity to serve one another and share the responsibility of the housing site. A HSE staff member will be present in the kitchen for all meal preparations. HSE provides breakfast, lunch, dinner and an evening snack.

We want to support participants who deal with food allergies and special dietary concerns. We are committed to offering a variety of food choices during the week. For those participants who are Gluten-Free, HSE will provide the following: GF bread, GF pasta, GF cereal. Due to the nature of large group meal preparation, however, we cannot guarantee a participant will not be exposed to any certain food. Nor can we promise to have exactly the right food to meet every special dietary need. We recommend that participants with severe allergies or special dietary needs bring supplemental food for the week.

Contacting a Participant While on Site

We encourage Group Leaders to set up a contact process with parents before the trip. We advise that Trip Leaders provide a leader phone number for parents to call for emergencies and communicate how parents will receive updates from their students.

Cell Phones

Student cell phones and time spent on devices will be a decision made by the Trip Leader. HSE will not be responsible for cell phones at the camp or the worksites. We encourage students to engage with the community and practice being present with others during the camp. Photos are great, however, social sensitivity should be modeled and practiced. All requests from organizations regarding the use of cell phones should be honored. Always ask permission when taking photos of minors.

Language & Inclusivity

We value inclusivity and safe spaces to have conversations. We realize that groups are coming from different contexts and different backgrounds. We ask that Trip Leaders support students during the exchange. We value curiosity over judgement and ask that offensive language, racial /gender/ sexualitiy comments, etc be avoided at all costs.

Discipline

HSE staff and will leave the discipline of your students to you. Likewise, we ask that you leave the discipline of youth not in your group to their leaders. Remember that other Group Leaders may discipline their students differently than you do. If a situation arises that the HSE staff members believe is irreparable, the student involved will be required to be transported home immediately at the expense of his or her parent or guardian. We sincerely hope that such a problem never occurs. Our intention is to work closely and prayerfully with Group Leaders in making such a decision.

Clothing

We ask all Group Leaders and students to be tasteful, appropriate, and respectful in the way you dress while on the trip.

Our work sites will often require closed toe shoes, long pants and shirts with sleeves. Athletic wear would be best for our kids camp sites. We will communicate more specific information regarding this as the camp dates approach.

Alcohol, Drugs and Weapons

Alcohol, illicit drugs and weapons are strictly forbidden at HSE housing and ministry sites. To ensure the safety of your youth, we request that any prescription drugs and other medications be held in the custody of one of the Group Leaders from your group.

Harassment and Abuse

HSE prohibits sexual harassment, harassment, and physical and/or sexual abuse on or off the HSE premises or in the course of HSE activities or ministries. HSE will investigate any allegations misconduct in accordance with applicable law. HSE will not retaliate against the reporting person.

Rooming

Your rooming block will be based on your total male and female numbers and you will be able to assign students to rooms. All ticket assignments are submitted online through your account and are due by May 8, 2018. To ensure your church group rooms together, we must have your final gender numbers by the deadline. **Fourteen days before your camp start date, student/leader changes will no longer be allowed (unless it is an equal change).** If you have rooming changes within two weeks of your camp's start date, please email hse@fourneighbors.org and we will do our best to accommodate changes. We cannot guarantee that we can accommodate any changes to rooming assignments made within 2 weeks of the start of camp.

Release Forms

Each person attending camp, students AND leaders, must turn in a signed High School Exchange Release Form. Each leader must also turn in a signed Group Leader Agreement. These forms will be collected when you check in at camp. Please help us keep check-in times down by counting your health forms prior to your arrival.

Health Forms

Each person attending camp, students AND leaders, must have two copies of their health forms and a copy of their insurance card. For Our Neighbors will keep one copy and the church leader will keep the other copy. These forms will be collected at camp check-in.

T-Shirts

All T-shirt requests must be submitted online through your camp account. **T-shirt requests must be received by May 8, 2018.** If we do not receive your T-shirt request by this date, we will choose them for you. Because of this, we cannot guarantee that you will receive correct sizes for each person registered with your group.