**Expectations**

* Abide by all Northwest ASB guidelines and expectations, university policies and procedures, policies of organizations your team serves or interacts with, and federal, state, and local laws.
* Exhibit flexibility, open-mindedness, and positivity throughout the entire Northwest ASB experience.
* Demonstrate a serious commitment to the time required to participate in Northwest ASB. Meetings need to be a priority in your schedule.
* Participate in all pre-break activities, including, but not limited to, team meetings, fundraising, pre-trip service, team socials.
* Gain an awareness of your trips social issue focus and trip location.
* Maintain communication with team leaders and the Program Administrator for Volunteerism and Involvement.
* Meet all financial commitments in full and on time.
* Complete and submit all required paperwork on time.
* Refrain from purposely putting yourself and/or peers in dangerous or illegal situations.
* Fulfill post-break commitments, including the Northwest ASB program evaluation, team reflections, preparation and participation in Alternative Spring Break.
* Serve as a respectable representative of the Northwest ASB Program and the Northwest Missouri State University.
* Remain substance free (refrain from alcohol/drug consumption regardless of legality) during the trip, including pre and post trip events/meetings.

*Violation of expectations, university rules, or federal, state, or local laws may result in separation from the trip at the participant’s cost, and/or review by the Office of Community Standards & Student Conduct.*

**Student Expectations, Rights, & Responsibilities**

Members of the campus community should subscribe to certain ideals and strive for the level of achievement and virtue as defined by the following:

* Practice personal and academic integrity. (Examples of integrity include honesty, truthfulness and preparing one's own work.)
* Respect the rights and property of others. (Examples include respect of other's property, a person's right to move about freely, express one's self appropriately, and enjoy privacy.)
* Respect the dignity of all people and learn from the differences in people, ideas, and opinions. (Examples of respect are those behaviors that do not demean the dignity of individuals or groups, such as hazing, harassment, and discrimination. Learning from differences is demonstrated by affirmative support for equal rights and opportunities for all students, faculty and staff
* Demonstrate concern for others and their feelings, for conditions which support their work and development, and discouragement of behaviors which threaten the freedom and respect of Missouri S&T community members. (This concern is demonstrated by avoiding behaviors which unjustly inhibit another's ability to feel safe or welcome in their pursuit of appropriate academic goals.)

These expectations can be found at:

<http://communitystandards.mst.edu/expectations.html>

**NW Alternative Spring Break Substance Free Policy**

Alternative Spring Break is a substance free trip. In order to maintain the integrity of the Northwest ASB experience and safety of all those involved, all participants are expected to abstain from the use of alcohol and drugs throughout the entire duration of the trip. Should a participant be found in violation of this policy, they may be sent home immediately. It is the responsibility of the violating participant to pay for the full cost of the Alternative Spring Break Trip and any other cost incurred as a result of early departure.

Violation of this policy may also be handled by the Office of Volunteer Services.

**Northwest Missouri State Standard of Conduct**

The Northwest Missouri State Standard of Conduct will continue to be active throughout the duration of the Northwest ASB trip. Any violations of the standard of conduct will be addressed in accordance with the Northwest Missouri State University policy.

**Attendance Policy**

If you will be unable to attend an Alternative Spring Break event of any kind (i.e. meeting, fundraising activity, etc), notification of your absence must be received within 24 hours prior to the event that will be missed. Notice must be given via the absence form located on presence and via email to one of the ASB executive members. If notice is not received in accordance with the Alternative Spring Break Attendance Policy, this will be considered an unexcused absence. *Even with prior or 24 hour notice, an absence may still be considered unexcused; this will be determined at the discretion of the Student Program Advisor.*

After two unexcused absences, the absent individual’s participation in Alternative Spring Break will be reviewed. This individual must schedule and attend a review meeting with the Assistant Director of the Office of Student Involvement, Amy Nally, and their Team Leaders, Katie Harris or Elizabeth Skelly prior to the next Alternative Spring Break event.

**Non-Refundable Payment Policy**

Your payment is a sign of commitment to the NW Alternative Spring Break program and will not be refunded. Exceptions to this policy include withdrawal from the institution or documented illness or injury that prevents a participant from traveling or documented family emergency. Money donated in your name from Alternative Spring Break fundraising efforts will not be refunded and will go into the Northwest ASB general fund.

All exceptions must be requested in writing to the Program Advisor prior to the scheduled time of departure. Each request will be reviewed on a case-by-case basis by the program administrator and team leaders. Depending on the circumstances; participants may receive a refund, the amount of which will be determined by the program advisor and trip team leaders. Final decisions of the Program Advisor in matters of refund may be appealed to the Assistant Director of Student Involvement within 5 business days.

**Acknowledgement of Agreement**

By signing below, I am certifying that I have read the Northwest ASB participant expectations and understand that I am responsible for meeting these standards. I understand that should I fail to fulfill my obligation as represented by the standards above, my participation in the Alternative Spring Break program may be evaluated and/or withdrawn and I will be financially responsible for any remaining costs associated with my place on the trip.

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