



SUMMARY OF UNDERSTANDING

Important: This is a legal document. Please read and understand this document before signing Signature page.

Summary of Understanding

FRIENDS AND FAMILY (FF) ACCEPTANCE: Participants who apply through any partnering institution (Dancing Moose, Rowland Hall, etc.) will be accepted into the Friends and Family program by Youthline, the program leaders, and the partnering institution. Participants who apply through the partnering institution or school, will be reviewed and accepted jointly by Youthline, the program leaders, and the partnering institution. Submitting an application does not guarantee acceptance.

INTERNATIONAL PROGRAM PREPARATION: Participants are responsible for following through on any Friends and Family requirements outlined in this document, participant manuals, team leadership emails, and in team meetings. Team meeting attendance is mandatory, prepares participants for international service and leadership. Participants are responsible for committee assignments associated with the international service experience, which may include activities outside of monthly meeting times. It is the responsibility of each participant to contact Team Leaders and Youthline staff with questions or concerns.

NOT A TOURIST VACATION: International program experiences associated with the Friends and Family Programs are not tourist vacations. Participants will encounter inconvenient, frustrating, and disquieting circumstances while traveling in low-income countries, working and living with impoverished people, and should remain positive, flexible, and cooperative.

Participants should be prepared to engage respectfully with local communities, work in environments that may be physically and emotionally demanding and adapt to unexpected circumstances. It is important to maintain cultural sensitivity and uphold the highest standards of conduct as representatives of Youthline and the Friends and Family Program. Failure to meet these expectations may result in disciplinary actions, including removal from the program.

ARRANGEMENTS: Youthline staff will arrange for all international travel needs associated with the Friends and Family program; however, some Friends and Family programs will not have international flights coordinated by Youthline. These services will be contracted with other companies or individuals and Youthline is not responsible for their performance, security, safety or participant satisfaction. Youthline does not encourage and is not responsible for arranging divergent tourist activities. If participants choose to engage in personal tourist activities outside the scope of the Friends and Family program, they do so at their own risk, and Youthline is not liable for any issues arising from those activities.

SUPPORT: Team leadership and Youthline staff expect participant support and a positive attitude throughout the course of the Friends and Family experience. Participants are expected to abide by the Code of Conduct which requires forthright conduct and consideration for others during the entire Friends and Family Program, in Utah and internationally.



ASSUMPTION OF RISK, WAIVER OF LIABILITY, AND INDEMNIFICATION AGREEMENT

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I, the undersigned, am the Participant named in this Friends and Family (F&F) application. I am familiar with the curriculum and the activities which take place in the Friends and Family Program. Youthline is a nonprofit 501c3 organization engaged in various service projects in Utah and internationally.

TERMS AND CONDITION

I will participate in the Friends and Family Program. I understand and acknowledge that there are specific risks associated with the performance of program-related activities, individually and in a group, and risks associated with international travel. These risks can be related to travel hazards, terrain, weather, eating and sleeping arrangements, and other circumstances.

These risks may include but are not limited to exposure to infectious diseases, limited access to medical care, political instability, natural disasters, transportation-related hazards, and conditions that may not meet U.S. safety standards. Participation in this program constitutes acknowledgment of these inherent risks.

I freely and voluntarily participate in Friends and Family with the knowledge of the danger involved and hereby agree to assume and accept any and all risk of injury or death. I hereby certify that I have appropriate personal health insurance coverage (e.g., health and accident insurance that will be valid outside the U.S. in addition to the major medical, evacuation, repatriation of remains insurance provided by Youthline as part of my international service trip cost.

I understand that although Youthline purchases emergency medical/evacuation insurance for all participants that any cost incurred in-country for emergency medical care is the responsibility of the participant to pay. If Youthline pays any medical bill on behalf of the participant in-country, the participant will repay Youthline within two weeks after arrival back to the US. The insurance policy has a \$500 deductible, which is the responsibility of the participant and any amount over the deductible is subject to the claims process of the insurance company and the individual participant's existing domestic health insurance. All bills outstanding are the responsibility of the participant.

Participants are responsible for understanding their coverage limits, exclusions, and claims process. Youthline will provide a summary of benefits for the insurance policy. The provider for this policy is Trawick Insurance and Patriot International (SM).

If the participant is enrolled in the Friends and Family program for academic credit through a university or other institution, the participant is also responsible for understanding what insurance coverage, if any, is provided by their institution. This includes whether institutional insurance covers international travel, medical emergencies, or evacuation, and how it coordinates with the insurance provided by Youthline. Youthline does

not assume responsibility for gaps in coverage or misunderstandings about institutional policies.

WAIVER, RELEASE, AND INDEMNIFICATION

Participant hereby states that s/he/they have read and understands the documents included in this application: Summary of Understanding, Assumption of Risk, Waiver of Liability, and Indemnification Agreement, Code of Conduct, Policies and agrees to be bound thereby.

Participant further understands and agrees that during the Friends and Family Program, in Utah and internationally, s/he/they will follow all Youthline conduct rules and program polices and requirements, specifically agreeing to comply with all reasonable directions and instructions by the Team Leader, and Youthline staff.

Failure to comply with Youthline's conduct rules, team leader instructions, or safety guidelines may result in immediate dismissal from the program at the participant's expense. In such cases, no refunds will be provided for any portion of the program. Please refer to Refund Policy further in this form.

Participant does not have any medical conditions that would prevent participation in Friends and Family Program. Participant has adequate health and accident insurance to cover the costs of treatment in the event of any injury. Minors are required to get a signed physician release from their doctor indicating that they are able to travel safely in regards to physical and mental health.

Youthline reserves the right to request any adult participant obtain a physician release if there is concern about the participant's overall physical and/or mental health, in accordance with applicable disability laws.

Participant understands and acknowledges that Youthline is not an insurer of Participant's behavior, actions or participation in the Friends and Family Program, and that Youthline assumes no liability whatsoever for personal injuries or property damages to Participant or to third persons arising out of participation in the program activities.

Participant hereby agrees to release, waive, covenant not to sue, indemnify and hold harmless Youthline and all of its officers, employees and agents (collectively the "Releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by Participant or loss or damage to any property belonging to Participant arising out of or related to participation in the above named program, and excepting only such loss, damage or injury as may be caused by the sole negligence of any Releasee.

Participant agrees that Utah shall be the site of any lawsuit arising out of or related to participation in the program and that this Agreement will be governed by and construed in accordance with the laws of the State of Utah, without application of any principles of choice of law.

Participant shall pay any attorney fees or costs incurred by Youthline in enforcing this Agreement. If any portion of this Agreement is held to be invalid by a court of law, then it is agreed and intended that all the remainder shall, notwithstanding, continue in full force and effect.

PARTICIPANT HAS CAREFULLY READ THESE TERMS AND FULLY UNDERSTANDS THEIR CONTENT AND IS AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN PARTICIPANT AND THE RELEASEES AND SIGNS IT OF HIS OR HER OWN FREE WILL.



YOUTHLINC FRIENDS AND FAMILY CODE OF CONDUCT FOR ALL PARTICIPANTS

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This code of conduct applies to all activities associated with Youthline, including but not limited to Friends and Family program activities, team meetings, and during international travel.

I agree to obey and sustain the law of the United States and of the country associated with my Friends and Family team throughout the international program. I agree to make honest and complete declarations at customs and immigration.

I will respect the property rights of others. This includes refraining from stealing, concealment, damage, or misuse of the property of others.

I am not involved nor will I become involved in drug use, including possession, use, or distribution of any narcotic, dangerous, or illegal drug (as defined by applicable U.S. or UT law), except as prescribed by a licensed medical practitioner. I understand that underage drinking as per U.S. law (21 years old) is prohibited on a Friends and Family trip, including in flight and abroad.

I will respect the rights of others during the entire Youthline experience, in Utah and internationally. This includes not physically or verbally abusing any person, sexually harassing any person, or engaging in behaviors which endanger the health or safety of myself or others, not obstructing or disrupting the privacy of others, or the performance of Youthline activities at the direction of leaders associated with the Organization.

Youthline maintains a zero-tolerance policy for sexual harassment, misconduct, or abuse. Any violations should be reported immediately. Participants may submit a confidential incident report with the Youthline office or report directly to Youthline staff. Youthline follows all applicable mandatory reporting laws and investigates all reports thoroughly and confidentially.

I will respect the rules and directions of Youthline team leadership and staff. I will stay with the team, and participate in all team activities, unless otherwise directed by the team leadership. No participant will go out alone. Any attempt to do so will be considered willful contempt for the Code of Conduct. If any participants desire to take part in an activity not on the schedule, they will talk to the Team Leader. During any activity, including scheduled or spontaneous activities, participants will be in a group of minimally five people, and will notify the Friends and Family Team Leader of the activities/locations.

I understand that co-ed rooming, unless the individuals are married, as well as public displays of intimate affection (e.g., kissing, hand holding, anything other than friendly hugs) are not allowed on Friends and Family trips. Additionally, any intimate relationship is strictly prohibited between team members and/or community members as this put into peril participant safety and international partnerships.

I will not engage in any activities relating to body modification, including getting a tattoo or a piercing.

I will be respectful in terms of dress code requirements as is culturally appropriate for my local service site and international site. The Youthline Team Leader and the international coordinator will inform participants of dress code and all participants are expected to respect those requests.

I will make this opportunity to serve as a chance to be present among the people I am serving and create meaningful connections at home and abroad.

I understand that each participant in a Youthline team is a representative of the Youthline Organization. I will not attempt to further any cause, religious, political, or otherwise which is outside the stated or understood purposes of the Youthline Organization. Behaviors which further a cause include the holding of meetings or distribution of materials relating to a religious, political, or other cause.

I understand that a single violation of this Code of Conduct may be grounds for expulsion from the Friends and Family Program at any time, locally or internationally. If internationally, I will return home early at my own expense or my legal guardian's expense.

I have read and understand this Code of Conduct and agree to abide by all its requirements.



YOUTHLINC FRIENDS AND FAMILY POLICIES

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A. PARTICIPANT RESPONSIBILITIES

Participants interested in a Friends and Family (F&F) program can create their social fundraising accounts with Youthline upon acceptance by the program leader. Payment schedules will be tailored to when a participant is accepted into the program. Program payment schedules will be broken down into monthly installments and will start between December 1st to April 1st.

A \$500 non-refundable and non-transferable deposit is due to Youthline from each participant. This deposit holds your spot on that team and will go toward your program cost. 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 if any non-renegotiable contracts are made to coordinators or agencies facilitating our international program, including airlines, those deposits or payments are also not refundable. If a participant drops from the program 45 days or less from departure, all payments are non-refundable.

Youthline reserves the right to cancel or postpone international programs, and change international 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. Youthline 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 Youthline. In such cases, a participant who wishes to serve on an alternate or postponed Friends and Family program, or a trip to an international site that has been changed, would be required to make up the shortfall.

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

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

Youthline will notify participants if they are eligible for a refund by June 1st. Participants must confirm how they'd like to allocate any eligible refund (refund, donation to project funds, or sponsorship). Any donations toward a participant's international experience received after June 1st are non-refundable, and will be allocated to project funds or sponsorships for the current or following Friends & Family program.

Youthline 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.

B. INTERNATIONAL PROGRAM COSTS

In the participant's Youthline Account, participants will view their program costs and donation schedules for the program they have been accepted into. Each Friends and Family Program will have its own donation schedule. These schedules will be based on when the participant is accepted into the program. Program costs will vary based on Friends and Family program needs/locations. These costs do not include any required travel documentation (e.g. passport, visa), international airfare, 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 Friends and Family participants may be able to apply for financial aid support for their Friends and Family trip costs. Recipients of financial aid will be notified by or before March.

Due to 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.

C. YOUTHLINC 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 Youthline Executive Director. If a Youthline participant, past or present, would like to ask past or present program participants to contribute to any cause, please contact office@youthline.org and ask for the Executive Director.

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

D. DISMISSAL FROM THE PROGRAM

Participants must be in good standing with the hosting institution that is partnered with Youthline to be accepted into the program. If the hosting institution dismisses a participant from the program, they are not accepted on the Youthline side of the program.

In addition, the discretion of team leadership and Youthline staff, a participant who is in non-compliance with program requirements can be dismissed from the Friends and Family Program. In such a situation, Youthline is under no obligation to refund any program payments.

E. MEDIA RELEASE AND USE OF LIKENESS

By participating in the Friends and Family program, participants grant Youthline and its partners the right to photograph, video record, and otherwise capture their likeness and activities. These materials may be used in promotional, educational, or fundraising materials, including social media, websites, reports, and print publications. Participants waive any right to inspect or approve the finished materials or their eventual use. Participants who do not consent to this use must notify Youthline in writing prior to participation.

F. INFORMATION ABOUT TAX DEDUCTIONS

Youthline is a non-profit organization as described by section 501(c)(3) of the Internal Revenue Code. Donations made to support a specific participant may not be tax-deductible under IRS regulations. Participants should consult their personal tax advisor to understand the deductibility of such contributions. Participants acknowledge that Youthline does not issue tax-deductible receipts for donations earmarked for individual participant travel costs.

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

G. YOUTHLINC REFUND POLICY FOR PARTICIPANTS

Within 15 days of being accepted into the Friends and Family Program, 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 within 15 days of being accepted into the program 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 program experience, including airlines, those deposits or payments are also not refundable.

No Friends and Family Program payments through donations from individuals or businesses are refundable, except those made directly by the Friends and Family Program participant or by the parent of a participant. In the case that a refund is possible and the participant has received financial aid or sponsorship from Youthline, the amount donated by Youthline 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.

Youthline 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. Youthline 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 Youthline. 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 Youthline 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 within 30 days of the trip or before June 1st. 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 Friends and Family program. Youthline makes every effort to contact participants about their refunds. Any allowable refund that is not collected by a participant after August 31 of any calendar year will be

allocated to project funds or sponsorships. After August 31, our Year End, a participant can no longer collect an unclaimed refund.



YOUTHLINC FRIENDS AND FAMILY APPLICATION SIGNATURE PAGE

This document is a required part of the application and must be scanned/emailed office@youthlinc.org, faxed 801-467-1982, or mailed (6084 S 900 E STE 200, Murray, UT 84121).

I have read and understand all the information in Youthlinc Friends and Family application, specifically including:

- Summary of Understanding
- Assumption of Risk, Waiver of Liability, Indemnification Agreement
- Youthlinc Friends and Family Code of Conduct
- Youthlinc Friends and Family Policies

I agree to abide by all the requirements and policies set forth in this Friends and Family program with Youthlinc.

In regards to the Summary of Understanding, Assumption of Risk, Waiver of Liability, Indemnification Agreement, Code of Conduct, and Financial Polices for participation in the Youthlinc Friends and Family, I have carefully read these documents, fully understand and agree to the terms set forth in their content. I am aware that this is a release of liability and a contract between me and Youthlinc. I also acknowledge that this Agreement shall bind my heirs and personal representatives.

Printed name of participant: _____

Signature of participant: _____

Printed Name of parent: _____
if participant will not be 18 at time of trip departure

Signature of Parent: _____
if participant will not be 18 at time of trip departure

Date (MM/DD/YYYY): _____