Alternative Breaks

do something different for break.

Participant Orientation Packet
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WELCOME!

Congratulations on your acceptance into the University of Maryland Alternative Breaks Program. You are now part of an incredible community of people working with communities locally, nationally, and internationally to address the most critical social issues of our time.

This packet will provide you with the information necessary to participate in Alternative Breaks, in addition to general information about the program and its policies. Please complete the Participant and Liability Agreements and submit them to your Experience Leaders or AB staff as soon as possible. You can also find these documents and much more information about the AB program on our website, www.alternativebreaks.umd.edu. We also encourage you to check out http://marylandab.blogspot.com to read some of the AB Blogs from years past and to start blogging on your team’s page about your pre-trip activities and meetings!

An important goal of Alternative Breaks is to create a community of active citizens on the University of Maryland campus. We hope that as you participate and pass through this program, you will continue to address social justice issues and work toward creating social change within your own local communities.

The Leadership & Community Service-Learning office, under which Alternative Breaks is housed, offers many programs that focus on both leadership development and long-term service. Seek these opportunities out to deepen and expand your involvement in the College Park and greater Washington, DC regions.

Thank you again for your interest in Alternative Breaks. We are excited to have you join our community.

Once again, welcome to the AB family!

The AB Leadership Team (Becca, Christy, Clare, Courtney, Meghan, and Melissa)
LEADERSHIP & COMMUNITY SERVICE-LEARNING

LCSL Vision
As Leadership & Community Service-Learning, we envision a socially just world.

LCSL Mission
We promote positive social change through transformative learning and community engagement.

Alternative Breaks

**Vision:** UMD Alternative Breaks envisions a world of globally-conscious citizens who are transforming communities for good.

**Mission:** The University of Maryland Alternative Breaks program engages individuals in short-term service-learning experiences that challenge social, political and economic structures of our global community. Through reflection, education and service, Alternative Breaks develops mutually beneficial community partnerships, critical thinking and leadership skills to create a socially just world.

Sponsored by the Adele H. Stamp Student Union-Center for Campus Life, Alternative Breaks (AB) coordinates substance-free, community service-learning trips during the university’s winter, spring, and summer breaks. AB participants travel locally, nationally, and internationally in teams to engage in active service and gain new perspectives on social issues while meeting community needs and learning about and building upon community assets. Students address social issues that include disaster relief, environmental restoration, HIV/AIDS, educational inequality, homelessness, healthcare, poverty, and immigration. AB’s main goal is to educate participants about the root causes of these issues, while also making an immediate difference in the trips’ respective communities.

The AB program is an active member of Break Away: The Alternative Breaks Connection. As a member, AB adheres to the Eight Components of a Quality Alternative Break as described by Break Away®:
• **Strong Direct Service:** Each AB trip focuses on a targeted social issue and works with trusted community partners on service projects determined by the community’s needs. Our participants engage in an average of 35 hours of direct service hours each (including advocacy and education) during their trips, as well as approximately 10 hours of service during pre- and post-trip service activities in Prince George’s County.

• **Orientation:** AB Experience Leaders meet with participants prior to their immersion experiences to engage in discussions about the AB program, learn about the trip topics, become acquainted with the activities planned for the trips, and begin team-building.

• **Education:** Experience Leaders arrange educational activities to supplement the direct service conducted during the trips. These educational activities are essential to providing immediate and broader contexts for the social issues. The goal is for participants to relate the social issues to their experiences and to gain a sense of how the issues can be addressed in their own communities.

• **Training:** AB Experience Leaders engage in a year-long training process beginning in the spring semester prior to the academic year of their trips. The trainings focus on both the practical and conceptual elements of AB, including logistical coordination and reflection activity development.

• **Reflection:** During the trips, Experience Leaders facilitate reflection discussions on the day’s activities, exploring the participants’ experiences and the trips’ topics more deeply. These discussions push participants to think critically about the root causes of these social issues and to look more closely at the relationship between power and privilege as it relates to social justice.

• **Reorientation:** Each trip group is required to engage in a group service activity after the trip with the same community partner it worked with during its pre-trip activity. The AB office will also provide resources for students who want to continue to engage in service as a result of what they learned on their trips.

• **Diversity:** The AB program participants and Experience Leaders are representative of the diversity population at the University of Maryland. We seek to make the trips inclusive and accessible for all students by providing trips in different locations, of varying costs, and with an array of focuses. We strive to provide trip experiences built around inclusiveness and acceptance.

• **Alcohol and Other Drug Free:** All participants sign a contract on which they agree to adhere to the AB substance-free policy. See the “Forms and Policies” page for more information.
In addition to these eight components, Alternative Breaks adheres to the following elements:

- **Simple Living and Sustainability:** To lessen our impact on the communities within which we work, AB seeks to live simply and sustainably by spending as little as possible on housing (our goal is to eventually have low- to no-cost housing for all sites) and food (we spend an average of $7/person/day on food costs). Additionally, we are mindful of the resources we use and the environmental impact we will have on the location where we stay.

- **Reciprocal Relationships with Community Partners:** We strive to build long-term relationships with communities and partner with organizations in a way that benefits both the community and our participants.

- **Social Justice Focus:** Each of our trips concentrates on a social justice issue and participates in direct service related to that issue, with a focus on the issue’s root causes. Thinking critically about social justice as a whole provides participants the necessary tools to think more complexly about the issues with which they are engaging.

- **Leadership for Social Change:** AB provides a variety of leadership and engagement opportunities, including Experience Leader and Intern positions. We seek to empower participants to become change agents, and provide opportunities for those looking to “move up” in the organization and take on leadership roles that engage peers in critical discussion around social justice and social change.

### Alternative Break Roles

**Participants** – Over 350 students participate in the AB program each year and are involved in educational meetings and a service activity before and after the AB trip. Participant applications for Alternative Breaks are due at the end of September (selections are made in the beginning of October).

**Experience Leaders (ELs)** – AB Experience Leaders spend a year leading a team and facilitating meaningful discussions on social justice and social change. Experience Leaders participate in a year-long training process and are responsible for planning and facilitating learning before, during and after trips. All Experience Leaders are selected in April (applicants are available directly after the spring break trips return).

**AB Interns** – AB Interns assist and develop the areas of marketing and recruitment, fundraising, outreach, training implementation, and event planning. The Interns are crucial to the continued student-centered focus and growth of the program. AB Intern applications are available in April for experienced Experience Leaders.

**Staff/Faculty Advisors (SAs)** – Each AB trip is accompanied by a Staff or Faculty Advisor serving as the main advisor for each team’s ELs to support them during the planning and implementation of the trip.
FORMS AND POLICIES

Forms
All participants must sign the Alternative Breaks Participant Agreement, agreeing to all policies as detailed in the document and below. See Appendix.

All participants must also complete the Alternative Breaks Liability Agreement. See Appendix.

Participants of international trips must turn in additional paperwork and take additional steps prior to attending their AB experience. Please see the International Trips section for details.

All forms are due to the AB program the month prior to departure. Due dates are noted in “Calendar.”

Policies

Alternative Breaks Alcohol and Drug Policy
The AB program recognizes that drug use and alcohol abuse are a contradiction to its understanding of community, and that the use of illegal drugs and alcohol abuse may impair work performance and judgment, endanger colleagues, and cause physical damage. It is the policy of The University of Maryland Alternative Breaks program that all participants, leaders, and advisors will be drug and alcohol-free during the AB trip experience. Violation of this policy will result in termination from the program.

The AB staff reserves the right to terminate an individual’s participation in the program due to policy violations or behavior deemed injurious to him/herself or to the group. Behavior deemed to be so disruptive that it threatens individual or group ability to successfully achieve the goals of the program will also result in termination from the program. If terminated from the program, the participant will be required to return home immediately and bear the full financial responsibility for doing so. Termination may be appealed through the Stamp Student Union – Leadership & Community Service-Learning.

Payment, Refund, and Participant Drop Policy
To officially drop from a trip, participants must complete a Payment Appeal Form (see Appendix) and send this request to Courtney Holder (cholder@umd.edu). Upon approval of this request, the participant will no longer be responsible for any future trip costs or considered an official member of the trip. Please keep in mind that participants who choose to drop will still be responsible for all charges incurred on their behalf for their AB trip until their payment appeal is submitted. Scholarship funds cannot pay for any part of this.

The $75 deposit is non-refundable, and under no circumstances will the participant who dropped be refunded gifts made in support of the program by others on his/her behalf. However, if illness or a family emergency occurs, a participant may provide evidence of the illness or emergency and include this with his/her Payment Appeal Form to request a partial refund of other fees already
If a participant raises more than their required amount for their trip, the additional funds raised will be equally distributed to the other participants attending that trip.

Participants who drop who are able to find replacements for their spots may be released from paying the trip’s costs (not including the $75 deposit). It is the primary responsibility of the participant dropping out to find a replacement. If no alternate is found, those who drop are responsible for the costs assumed upon their behalf, including all of the costs assumed prior to the submission of the Payment Appeal Form.

Unpaid balances will be charged to students’ UMD accounts by the AB office. Any charges will show up as “Alternative Breaks” on the participant’s student account. AB holds the right to charge a late fee if balances have not been paid in full before participants leave for their trips. Special allowances can be made for those who desire a payment schedule. If participants do not turn in their forms or $75 deposit by the date specified below, Alternative Breaks will assume the participant has dropped from the trip.

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**TRIP COSTS**

<table>
<thead>
<tr>
<th>Winter</th>
<th>Amounts I Have Paid</th>
<th>Amounts I Have Fundraised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andros Island, Bahamas</td>
<td>$1,100.00</td>
<td>$1,600.00</td>
</tr>
<tr>
<td>Blue Springs, FL</td>
<td>$345.00</td>
<td></td>
</tr>
<tr>
<td>Gaston, NC</td>
<td>$275.00</td>
<td></td>
</tr>
<tr>
<td>Guatemala</td>
<td>$1,350.00</td>
<td></td>
</tr>
<tr>
<td>Haiti</td>
<td>$1,500.00</td>
<td></td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>$585.00</td>
<td></td>
</tr>
</tbody>
</table>

| Spring                |                     |                           |
| Atlanta, GA           | $325.00             |                           |
| Baltimore, MD         | $175.00             |                           |
| Bland, VA             | $350.00             |                           |
| Chesapeake            | $225.00             |                           |
| Chicago (Edu.)        | $570.00             |                           |
| Chicago (H&H)         | $570.00             |                           |
| Dominican Republic    | $1,600.00           |                           |
| Harlan County, KY     | $300.00             |                           |
| Huntington, WV        | $225.00             |                           |
| Knoxville, TN         | $250.00             |                           |
| Nashville, TN         | $365.00             |                           |
| New York City (LGBTQA Youth) | $350.00 |                           |
| New York City (HIV/AIDS) | $300.00       |                           |
| Philadelphia, PA      | $300.00             |                           |
| Pine Ridge, SD        | $1,075.00           |                           |
| South Carolina        | $270.00             |                           |
| Topsail, NC           | $320.00             |                           |
| Washington DC         | $320.00             |                           |

| Summer                |                     | Total:                     |
| Boston, MA            | $300.00             |                           |
| Cuenca, Ecuador       | $1,700.00           |                           |
| Indianapolis, IN      | $350.00             |                           |

***These costs represent the maximum cost possible. As transportation and lodging costs are charged, the trip expenses may decrease. The most updated costs will be reflected on participants’ online donation pages."
INTERNATIONAL TRIP INFORMATION

Alternative Breaks partners with UMD Education Abroad to utilize the online My EA system for students traveling to international locations. MyEA is a portal that allows you to access information and submit forms needed prior to travel. All participants in international AB must take the following steps on MyEA:

- Log on using your directory ID and password
- Electronically sign the Buckley Amendment Waiver
- Upload a copy of your passport (if you do not yet have one, see below)
- Read informational material about the CISI Insurance

**International Health and Immunizations**
A representative from the UMD International Travel Clinic will give a presentation during one of your pre-trip meetings to cover mandatory health information specific to your country of travel. Attendance at this meeting will allow you to skip a consultation appointment at the Health Center and only make an appointment for needed vaccinations. If you do not attend this meeting, you must make consultation and vaccination appointments.

The University Health Center (UHC) International Travel Clinic in College Park, sees many faculty, staff and students who are traveling around the world, either as part of their research and study programs, or just backpacking for enjoyment. They have created "The Terp Guide to Travel" brochure that also may be a helpful guide when it comes to preparing for your trip abroad.

**Things to know:**
- As soon as you know your travel destination, make your appointment.
- Ideally, you will visit the travel clinic 4-6 weeks in advance of your travel.
- Bring your most current immunization records to your appointment.
- Bring your detailed travel itinerary to your appointment.
- Bring your insurance card to your appointment. Some vaccines may be covered by your insurance.

**The International Travel Clinic offers:**
- Instruction in how to manage food and water when traveling.
- Up to date information on political situations.
- Information on preventing malaria and other insect transmitted diseases.
- All immunizations.
- A "yellow book"--an international certificate of vaccinations.
- Information on all aspects of travel - altitude, animals, clothes, children, etc.

There are charges for vaccines. The total cost will depend on what an individual needs. Charges are payable when services are rendered.

For questions, please contact the UHC through Tina Thorburn at (301) 314-8120.
**International Insurance**

All students and faculty participating in study abroad programs administered by, sponsored by, or approved by the University of Maryland will automatically be enrolled in the university's insurance plan offered by Cultural Insurance Services International (CISI). Approximately 1.5-2 months before departure, participants will see a $20 charge from Education Abroad on their UMD Student Accounts. This is the fee for the international insurance coverage.

The University of Maryland currently requires that all students attending international programs administered or approved by the university have extensive international health insurance coverage, including coverage of medical evacuation and repatriation. Most U.S. health insurance policies do not cover foreign medical care, medical/security evacuation or repatriation of remains. The required insurance plan from CISI provides extensive coverage of these items. You may view the UMD-CISI International policy [here](#).

This international health insurance plan will cover students from the start of their program through the day of return after the program is complete. This does not replace students' regular primary health insurance coverage.

What is covered by the UMD-CISI International Insurance Plan:

- Emergency medical expenses (up to $500,000) with no co-pay or deductible
- Coverage for Nervous or Mental Disorders up to $10,000 outpatient, $25,000 inpatient
- Emergency Medical Evacuation and Repatriation (100%)
- Security evacuation services
- Travel assistance services
- Access to online resources

**Personal Belongings and Travel Disruption Insurance**

The mandatory student health insurance does not include the coverage of personal belongings, lost or damaged luggage, or the disruption/cancellation of travel. Coverage for personal belongings such as laptops and cameras may be obtained through home owners/renters insurance or an additional policy can be purchased. Travel disruption or cancellation insurance is often available through airlines and other travel agents. CISI also offers theft and travel cancellation insurance. Students should consider this extra coverage, but it is not required.
Passport
If you are participating in an International AB experience, you must obtain a valid U.S. passport with an expiration date of at least 6 months AFTER your AB trip ends. A copy of your passport must be submitted online via MyEA by the paperwork deadline.

New Passport Applicants:
If you do not yet have a passport, it is important that you start the application process AS SOON AS POSSIBLE to ensure that you will receive it in time for your departure. Passport processing typically takes 4-6 weeks. To fill out the needed forms and find the nearest passport application site, visit http://travel.state.gov/passport/.

There are 7 steps for applying for a first time passport:
1. Fill Out Form DS-11: Application For A U.S. Passport
2. Submit Completed Form DS-11 In Person
3. Submit Evidence of U.S. Citizenship
4. Present Identification
5. Submit a Photocopy of the Identification Document(s) Presented (Step 4)
6. Pay the Applicable Fee
7. Provide One Passport Photo **Terrapin Shipping and Mailing located in The Stamp takes and processes Passport Photos while you wait!

Passport Application agencies near campus:
USPS NORTH COLLEGE PARK
9591 BALTIMORE AVENUE
COLLEGE PARK, MD 20740-9998
By Appointment Only (Monday - Friday) 10:00am - 3:00pm
Photo services on site

USPS HYATTSVILLE POST OFFICE
4325 GALLATIN STREET
HYATTSVILLE, MD 20781
By Appointment Only - Monday - Friday 9:30AM - 2:30PM
Photo services on site
EXPECTATIONS & CODE OF CONDUCT

The following is a list of minimum expectations as detailed in your Participant Contract (Found in Appendix); your individual trip groups will discuss and formulate additional participant expectations as necessary.

Code of Conduct:
- Participate in all mandatory pre-departure meetings.
- Make donations and turn in all necessary forms on time.
- Send five "Adopt-a-Breaker" letters or emails to friends and family to fundraise.
- Travel with the group at all times.
- Abide by the alcohol and other drug free policy of Alternative Breaks.
- Behave in a safe and responsible manner.
- Respect the customs and local community.
- Respect your Experience Leader, fellow participants & faculty/staff advisor.
- Process the AB experience individually and with your group through reflection, conversation and other group activities.
- Follow-up after trip with activism on social justice issues learned.

Program Reminders:
- Turn in all necessary forms on time.
- Participants must become aware of relevant health and safety risks relevant to your destination.
- You are responsible for making an appointment with your doctor to find out which immunizations you need.
- Make payments on time.
- All payments made to Alternative Break are non-refundable.
- I understand that failure to comply with any of these expectations may result in my inability to participate in the trip, dismissal from trip at my own expense, or may affect future Alternative Break participation.
FUNDRAISING

Fundraising is an important aspect of participating in the Alternative Breaks program. Teams will work together to organize fundraising activities, and participants are encouraged to write letters and emails to family members and friends to raise enough funds for the trip, as part of the “Adopt-A-Breaker” program. See Appendix for a template of the “Adopt-A-Breaker” letter. Ultimately, it is the individual responsibility of the participant to ensure that all financial deadlines are met.

The initial $75 deposit and signed agreement effectively obligates each student to raise funds for the remaining cost of his/her trip. See the “Calendar” for paperwork and deposit due dates.

Gifts in support of the University of Maryland Alternative Breaks Program are accepted and managed by the University of Maryland College. Gifts are tax-deductible as allowed by law. Please consult your tax advisor if you have questions or concerns about your donation.

Participants each have their own donation pages, which can be personalized with photos and brief messages about why they are involved in the AB program. Participants are also able to view a summary of the donations that have been made on their behalf. This information can be used to send thank you notes to donors.

To access and update your personal donation page, visit the link below and sign in using your university logon information: http://stamptech.umd.edu/lcsl/donate/participants/.

If you want to:

1. **Support the AB Program on behalf of a student or trip online**: click the "Donate Now" button above (or visit http://stamptech.umd.edu/lcsl/donate/part_search.aspx) and search for the name of the Participant, Experience Leader, or Trip Location, “View the Page,” and follow the subsequent instructions. Enter all relevant payment information, and you should receive a confirmation email once the payment is successful. Save this email for your records.

2. **Make a payment by check**: address the check to the University of Maryland and accompany the check with the “Alternative Breaks Fund Gift Form” (see Appendix). Send all donations to:
   
   Alternative Breaks Program-Leadership & Community Service-Learning
   1110 Stamp Student Union, University of Maryland, College Park, MD 20742
SCHOLARSHIPS

2014-2015 University of Maryland Alternative Breaks Scholarship Program

Each year, the AB program awards a number of need-based scholarships to participants on any of the winter, spring and summer break trips organized through Leadership & Community Service-Learning in the Adele H. Stamp Student Union. Each year, the Alternative Breaks Scholarship committee is able to award around $12,000 to students participating in Alternative Break experiences.

Alternative Breaks scholarships are made possible through the generosity of many individuals, organizations and friends of the Alternative Breaks program. We are fortunate to have the support of UMD Alternative Break alumni, the Maryland Parents Association, Mr. And Mrs. Bruce Berlage and countless other valued contributors.

Important Application Information:
AB scholarships are intended to provide partial support of trip costs to individual participants. It is unlikely that 100% of costs for the AB experiences will be met via scholarships. In some cases, a significant portion of trip costs will be covered by scholarships although that is not the norm. None of the AB scholarships provide full support to participating students. All participants should be expected to contribute the $75 deposit as the scholarships will not be distributed until after the deposit due date.

Timeline: Winter and Spring Experiences

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 24</td>
<td>Winter/Spring Scholarship Applications Available</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>First participant deposit due ($75)</td>
</tr>
<tr>
<td><strong>Nov. 16</strong></td>
<td><strong>Scholarship Applications Due by 5:00 pm</strong></td>
</tr>
<tr>
<td>Nov. 24</td>
<td>Scholarship recipients notified</td>
</tr>
</tbody>
</table>

Timeline Summer Experiences

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feb. 2</strong></td>
<td>Summer AB Scholarship Applications Available</td>
</tr>
<tr>
<td><strong>Feb. 16</strong></td>
<td><strong>Scholarship Applications Due by 5pm</strong></td>
</tr>
<tr>
<td>March 2</td>
<td>Scholarship recipients notified</td>
</tr>
</tbody>
</table>

*Please note that the scholarship applications will not be due until AFTER the first gift of $75 is due. All participants interested in applying for a scholarship must submit that first gift.
Scholarship Application Procedure for Students

Scholarship recipients are students whose personal or family circumstances have challenged his or her opportunity for participation in AB, have demonstrated financial need as determined by the University (via FAFSA) and whose ability to participate can be fostered by the award of scholarship funds.

Eligibility Criteria

To be eligible for consideration for an AB scholarship, a student must meet the following criteria:

- Be a selected AWB, ASB, or SAB participant for a UMD Alternative Breaks experience;
- Be a registered degree-seeking student at the University of Maryland, College Park;
- Demonstrate financial need (as determined by FAFSA and checked via the University’s Financial Aid office);
- Have personal or family circumstances that affect the applicant’s experience at the University of Maryland and that have caused or contributed to a burden that may be remedied in whole or in part by the scholarship award; and
- Be able to apply the full amount of the award to AB participation.

Each recipient will be expected to:

- Have a demonstrated record of service to people in his/her community(ies), whether past or present,
- Participate fully in their AB team, both before, during, and after their alternative break experience
- Follow up through thank you and acknowledgement to scholarship donors (as requested)

Application Instructions

(1) To apply for this opportunity online, please click here.
(http://www.stampunion.umd.edu/lcsl/ab/scholarship)

(2) We suggest you compose your responses in a word processor (e.g. Microsoft Word), then copy and paste your responses to the online form and save your version for your records.

(3) Applications must be received by 5:00 pm on November 16th for AWB or ASB and noon on February 16th for SAB consideration.

(4) Questions can be addressed to Terry Zacker at tzacker@umd.edu.
# CALENDAR 2013-14

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October</strong></td>
<td><strong>January</strong></td>
</tr>
<tr>
<td>23 – Participant Kickoff, 6:00-8:00 PM, Colony Ballroom, Stamp</td>
<td>13-23 – Alternative Winter Breaks! (Haiti: Jan. 10-24)</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td>27 – First day of spring semester</td>
</tr>
<tr>
<td>Ongoing- Individual Trip Meetings</td>
<td>Ongoing- Individual Trip Meetings</td>
</tr>
<tr>
<td>11- First Participant Deposit ($75) Due! Pay Online: <a href="http://www.thestamp.umd.edu/ab/donate_now">www.thestamp.umd.edu/ab/donate_now</a></td>
<td><strong>February</strong></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td><strong>March</strong></td>
</tr>
<tr>
<td>12 – AWB participant paperwork, final payment DUE – Last day of classes</td>
<td>14-21 – Alternative Spring Breaks! (So. Dakota: Mar. 14-20)</td>
</tr>
<tr>
<td>Ongoing- Individual Trip Meetings</td>
<td><strong>April</strong></td>
</tr>
<tr>
<td><strong>May</strong></td>
<td>1 – SAB participant paperwork, final payments DUE</td>
</tr>
<tr>
<td>9 – Last day of classes</td>
<td>14 – AB Intern &amp; Experience Leader applications DUE</td>
</tr>
<tr>
<td>21-28/31 – Summer Alternative Breaks!</td>
<td>7 – AB Reunion, 6:00-8:00 PM, Colony Ballroom, Stamp</td>
</tr>
</tbody>
</table>

- **ongoing**- Indicates an ongoing event.
**ALTERNATIVE BREAKS STAFF**

**Courtney Holder** is the Coordinator for Immersion Experiences (also known as Alternative Breaks). She works with Experience Leaders, interns, staff advisors and campus partners to create substance-free, community service-learning trips during the university's winter, spring, and summer breaks. Courtney earned her undergraduate degree in communications and her masters degree in College Student Personnel from the University of Tennessee. Courtney has a long-standing passion for Alternative Breaks after attending and leading several AB trips as an undergraduate student, a graduate advisor and program volunteer.

**Becca Bernstein** is the Graduate Coordinator for Alternative Breaks. She is also a first year master's student in the Higher Education, Student Affairs, and International Education Policy program, with a concentration in Student Affairs. Before coming to UMD, Becca worked for the Center for Civic Reflection in Chicago where she managed Justice Talking: Meaning of Service, a dialogue and reflection program for AmeriCorps members, and supported trainings and programming to help members of civic groups learn facilitation skills and integrate dialogue into their organizations and communities.

**Christy Tsui** is a senior majoring in Chemistry in Biology and one of the 2014-2015 Alternative Break student interns. Previously, Christy was a participant on the 2012 experience to Boston, which focused on urban agriculture and its role in resolving hunger, and later led this experience in 2013. In 2014, Christy led the experience to Harlan, KY surrounding region's rich coal culture and its relationship to rural poverty. Currently, Christy is SO excited to be a student intern for the program and to work closely with the staff and other interns! In her free time, she enjoys running, ultimate frisbee, eating, and Netflix marathons.

**Meghan Murphy** is a senior majoring in Biological Sciences and is one of the 2014-2015 Alternative Break student interns. Meghan participated in the 2012-2013 AB Haiti experience, and returned the following year as an Experience Leader to lead the 2013-2014 AB Haiti team. Meghan's experiences in Haiti developed her passion for community development and global health. Since her first experience with AB, it has become such an important part of her undergraduate career and life at Maryland. She is so excited to work alongside the other interns and staff this year to continue to make the AB program one of the best experiences at UMD. In her free time she enjoys traveling, baking, and being outdoors.

**Clare Wise** is a senior Dietetics major and Global Poverty minor and is a 2014-2015 Alternative Breaks intern. She plans to go into Dietetics in the public health arena, focusing on impoverished areas after graduation. Clare has developed and grown her passion for spreading awareness and equipping communities to deal with this obesity epidemic through 2 years of involvement with the Huntington, West Virginia experience. She is has been a part of UMD Treblemakers A Cappella, is from Towson, MD and has an uncontrollable weakness for peanut butter. Clare is passionate about being involved in her community both at home, in College Park.

**Main Email Address:** alternativebreaks@umd.edu
<table>
<thead>
<tr>
<th>Team</th>
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<tr>
<td>Chicago, IL- Education</td>
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<td>Adeola</td>
<td><a href="mailto:Ajanet50@yahoo.com">Ajanet50@yahoo.com</a></td>
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<tr>
<td>Columbia/ Charleston, South Carolina- Health Care</td>
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APPENDIX

Participant Agreement

Liability Agreement

“Adopt-A-Breaker” Fundraising Email/Letter Template

Payment Appeal Form
Alternative Breaks Participant Agreement

As a 2014-15 Alternative Breaks (AB) participant, I, ________________________, agree to the following terms of engagement throughout my AB experience. I understand that my participation in the AB program is contingent upon my abiding by these responsibilities and expectations.

Full Engagement
- The AB program is an “experience”. This means that participating in AB is exercising a year-long commitment with crucial pre, during and post-trip activities. All team meetings, service activities, blogging and educational activities are crucial to my understanding and engagement in the AB program and I will make every attempt to fully participate.
- AB is based upon mutual respect between group members (participants, Experience Leaders, and Staff/Faculty Advisors included). I will treat each person on the trip with respect and will communicate in an open and non-confrontational manner in order to work out any differences. In return, I can expect the respect, openness and honesty of other participants toward me.
- I will strive to step outside of my comfort zone and be open to differing and new experiences and perspectives.

Appropriate Behavior
- In local and distant communities, I am a representative of the AB Program, Leadership and Community Service-Learning and the University of Maryland and will conduct myself accordingly. I will follow all campus conduct and AB program policies during all AB activities.
- I will abstain from all alcoholic, drug and illegal substances during all AB activities. I understand the AB program includes the actual trip as well as all official AB events before and after the trip. I understand there are several reasons for this policy, namely: (1) not all group participants may be of legal drinking age, and alcohol consumption for those members would be illegal; (2) drug use is illegal; (3) I am traveling as a representative of the University of Maryland in the community in which we will be serving, and (4) drug or alcohol use could hinder my performance on or at the project site, either during or after consumption.
- I will follow guidelines, group expectations and directions set by my Experience Leaders and Staff Advisor to ensure an educational, inclusive, safe and transformative experience for others and myself.
- I will act and make decisions based on cultural sensitivity and respect for community and team members.

Financial Commitment
- I understand that I am obligated to pay or fundraise the full amount for my trip. It is my own responsibility to take initiative for fundraising efforts for my trip. I will make every possible effort to send out fundraising letters/emails, organize fundraising events/activities and participate in team fundraising efforts as needed.
- I will submit my minimum deposit of $75 by November 11th. Any participant not paying the deposit by this date (or within one week of placement for late additions) will be dropped and replaced.
- I will submit the rest of the trip fees at least three weeks before my trip leaves. If I fail to do so or set up an alternate payment plan with AB staff, I will be contacted and possibly removed from the experience.
- I understand that refunds are conditional based on the following policies:
  a. The $75 deposit is absolutely non-refundable.
  b. Individuals outside of the university (family members, other donors) cannot be granted refunds for their donations.
  c. If I fundraise over the amount of my trip, it will be distributed among the rest of my team members to assist with their costs or go towards supplies needed for the team/community partner.
- I understand that if I withdraw from a trip after paying the $75 deposit and a replacement is unable to be found, I may still be responsible for additional costs already accrued by the AB program on my behalf. This may include but is not limited to: lodging, airline ticket, service partner fees, etc.
- If someone other than me (i.e. a parent or guardian) will contribute financially towards my trip, I have spoken with them prior to the submission of this agreement. They are fully aware of my financial obligation.

If I do not comply with these terms I am aware it can result in my being removed from an AB team and being returned home at my own expense. Any questions or concerns with the conditions stated above must be addressed to the AB staff.

___________________________________ ______________________
Participant Signature Date
UNIVERSITY OF MARYLAND ALTERNATIVE BREAKS
LEADERSHIP & COMMUNITY SERVICE-LEARNING
ASSUMPTION OF RISK AND RELEASE FROM LIABILITY AGREEMENT

Please read the information below, complete the required information, and submit:

(1) I, ______________________________ [print name], acknowledge that I have voluntarily applied to the University of Maryland Alternative Breaks program to participate in volunteer activities at locations in or around ______________________________[insert location to which you are traveling].

(2) As with any traveling and/or volunteer activity, there are certain inherent risks. Should I require emergency medical treatment as a result of illness or accident arising during the Alternative Breaks program, I consent to such treatment. I agree to inform the University of Maryland of any medical conditions (e.g., allergies, asthma, epilepsy, bee sting reactions, etc.) I have of which I am aware that may limit the extent of my physical abilities/participation and about which emergency personnel should be informed. This release is intended to be broad in its effect. I hereby agree to accept and assume any and all risks of injury, illness, or death, and verify this statement by placing my initials here: __________

(3) In consideration of being permitted to participate in the Alternative Breaks program offered by the University of Maryland, College Park, I voluntarily agree to indemnify, release and hold harmless the State of Maryland, the University and their respective officers, agents, employees and volunteers from any and all costs, liabilities, expenses, claims, compensation, demands, causes of action on account of any loss or personal injury to me that might result from participation in the Alternative Breaks program, whether arising through my own negligence, omission, default or that of the University.

(4) I am aware of all of my personal medical needs, and have arranged for adequate hospitalization insurance to meet any and all needs for payment of hospital costs while participating in the Alternative Breaks Program. I understand and agree that:
   a. The University does not have medical personnel available at the location(s) of the Alternative Breaks Program, during transportation, in ______________, and my member number is ____________________________
   b. I am not relying on the University of Maryland, or any University official or employee for my medical needs. I understand and agree that the University is not responsible for attending to any of my medical or medication needs, and I assume all risk and responsibility therefore;
   c. If I am required to be hospitalized while participating in this Program, the University does not assume any legal responsibility for payment of any costs associated with such hospitalization;
   d. Notwithstanding the above, in any emergency situation, I authorize the Alternative Breaks Program Coordinator solely at his or her discretion, to procure all necessary medical assistance and to authorize any competent medical person to do all things reasonably necessary to treat any injury or illness which occurs during my participation in the Program. I agree that neither the University nor the Alternative Breaks Program Coordinator is required to provide for or obtain any medical treatment for me.
   e. The medical insurance policy which covers me during my participation in this Program is ____________________________, my group number is ____________________________, my member number is ____________________________.

(5) I understand that the University does not represent the transportation carriers, hotels and other suppliers of services connected with the Program. I further understand and agree that the University, its agents and employees are:
   a. not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any transportation carrier or the negligence or default of any company or person engaged in providing or performing any of the services involved in this program.
   b. not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred as a result.

(6) Conduct and Termination. I agree to abide by all rules, requirements, policies and guidelines of the University, any outside program provider, and any other organization or entity that is conducting activities or providing goods or services in connection with the Program. In particular, I acknowledge that AB programs are completely drug and alcohol free, and I will not use alcohol or illegal drugs during the Program. I further agree to abide by the laws of the local county and community and to behave in a manner that is appropriate in the local community and reflects well on the University. If I violate any of these laws, rules, requirements, policies, guidelines, or standards of conduct or otherwise behave in a manner that is considered by the University to be detrimental to myself, other participants, the Program and/or the University, the University shall have the right to limit or terminate my participation in the Program. If my participation is limited or terminated, there will be no refund of any fees and I will be responsible for all expenses incurred as a result of my termination, including the costs of my return home.

(7) I understand and agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Maryland, that this Release shall be governed by and interpreted in accordance with the laws of the State of Maryland, and that any suit arising out of my involvement in activities of the University of Maryland Alternative Breaks program be brought in the courts of the State of Maryland. I agree that in the event that any clause, sentence, provision or release of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions herein which shall continue to be enforceable.

(8) I represent that I am at least eighteen (18) years of age, or, if I am not, that I have secured the signature of my parent or guardian in addition to my own.

(9) I have carefully read this assumption of risk and release of liability agreement and I fully understand its contents. I am aware that this is a release of liability and a legal contract between The University of Maryland and myself and that it affects my legal rights. I am signing this document of my own free will. I acknowledge that I have had the opportunity to review this document and to seek legal advice if I have any questions.

Signed in ______________, on __________, ______.

__________________________ ___________________________
Signature of Participant Signature of Parent or Guardian (if Participant is a Minor)

Print or Type Name

Declaration of Witness: I certify that the person who signed above acknowledged in my presence that she had read and fully understood the meaning and consequences of the foregoing assumption of risk and liability agreement, and signed it in my presence.

__________________________ Date Signature of Witness
PAGE 2 of LIABILITY WAIVER

EMERGENCY CONTACT INFORMATION (if not included in online application)

Participant name: _____________________________________________________________

Participant cell phone number: (______) _______ - __________

Allergies (medications, foods, etc.): _____________________________________________

List any medication being taken: ________________________________________________

Name of Insurance Carrier: _____________________________________________________

Phone Number of Insurance Carrier: (______) _______ - __________

Policy Number: ______________________________________________________________

IN CASE OF EMERGENCY, CONTACT: (if not included in online application)

Name: __________________________________ Relationship: _____________________________

Address: _______________________________________________________________________

City: _____________ State: ________ Zip Code: _____________

Phone (day): (______) _______ - __________ Phone (evening): (______) _______ - __________

Phone (work): (______) _______ - __________ Phone (cell): (______) _______ - __________

Name: __________________________________ Relationship: _____________________________

Address: _______________________________________________________________________

City: _____________ State: ________ Zip Code: _____________

Phone (day): (______) _______ - __________ Phone (evening): (______) _______ - __________

Phone (work): (______) _______ - __________ Phone (cell): (______) _______ - __________

PASSPORT INFORMATION (For International Trip Locations Only):

Passport Number: ________________________________

Passport Expiration Date: __________________________

Passport Issuing Country: __________________________

PHOTOGRAPHIC RELEASE:

I give permission to the University of Maryland to photograph, film and videotape me and to use those images in support of University purposes and programs. I understand that this permission authorizes the University to reproduce, display and distribute my image in print, on-line or by other means using any medium and technology now known or hereafter developed. I expressly waive any right or privilege to inspect these images in advance and/or to claim compensation of any kind for their use. I also expressly waive any and all rights of privacy and any and all rights accruing under the federal Family Educational Rights and Privacy Act and applicable Maryland law that I may have. I forever discharge and release the University of Maryland and its employees, officers, agents, and students from all claims and causes of action, including but not limited to claims for invasion of privacy or misappropriation, liabilities and damages arising out of the authorized use of my images. I acknowledge that I have carefully read this photographic release and fully understand its contents. I also acknowledge that I have had the opportunity to seek legal advice before signing this document.

I represent that I am at least eighteen (18) years of age, or, if I am not, that I have secured the signature of my parent or guardian in addition to my own.

______________________________
Signature of Participant

______________________________
Print or Type Name

______________________________
Signature of Parent or Guardian (if Participant is a Minor)
Dear

I am writing to tell you about the Alternative Breaks Program, an exciting organization I’m actively involved with through The University of Maryland, College Park. Through education, reflection, and direct service, Alternative Breaks empowers and challenges students, like me, to understand our role within the global community. Every Alternative Breaks experience focuses on a specific social issue and involves a 7 to 14 day service immersion trip over winter, spring or summer break.

This year, I am excited to be participating in one of the 27 UMD Alternative Break experiences working alongside communities in the United States, Central America, and the Caribbean. Alternative Breaks address such issues as food security, HIV/AIDS, urban education, affordable housing, environmental conservation and domestic violence.

In order for these experiences to become a reality, we must do a great deal of fundraising! I would like to invite you participate in my efforts and help fund some specific items I will need! Monetary support from family members, friends, and organizations is extremely instrumental in making this opportunity possible for me. You can contribute to my experience by returning the tear-off portion below with your gift or going online to http://alternativebreaks.umd.edu, clicking “Donate Now,” and typing in my name. All of your contributions are tax deductible and will go directly to help fund various aspects of my experience and the great work we will do in communities across the world.

To follow my experience throughout the year, I encourage you to visit my team’s blog at http://marylandab.blogspot.com. Thank you so much for your consideration and your generosity. I can’t wait to share my Alternative Breaks experience with you!

Sincerely,

Please detach and return with donation

Please make checks payable to University of Maryland

Alternative Breaks Fundraising, 1110 Stamp Student Union, College Park, MD 20742

☐ $25 Educational supplies for our community project
☐ $49 My meals during the trip
☐ $75 Towards my team’s gas/flight fund
☐ $100 Lodging for the week
☐ Other amount (please specify)

Full Legal Name(s) of Donor(s): ____________________________________________________________

Home address: ____________________________________________________________ Phone: _________________________

Email address: ___________________________________________ Phone: _________________________

This gift is in support of: ___________________________________________ Student Name

☐ My employer will match my charitable contribution to this fund. (Please enclose a matching gift form.)

Thank you for your support! Gifts in support of students and the Alternative Breaks program are accepted and managed by the University of Maryland Foundation. Gifts are tax deductible as allowed by law. Please contact alternativebreaks@umd.edu with any questions.
The Payment Appeal Form is used to request a release from a portion of payment obligation for a University of Maryland Alternative Break trip. When agreeing to the terms of the AB application, you acknowledged that the $75.00 deposit is a non-refundable fee. All monies deposited for the cost of your trip through the participant donation website are also non-refundable. Please understand that it is unlikely that you will be relieved of all of the costs of the trip. Depending on the circumstances surrounding your decision to drop, a certain portion of the costs may be waived, but this is assessed on a case-by-case basis.

All appeals will be reviewed by Alternative Breaks Program Staff. Notification of the appeal outcome will be emailed to the address provided below.

Please email the completed form to Courtney Holder (cholder@umd.edu). Any additional document which is in the form of hard copy can be turned into Courtney Holder at 1110 Stamp Student Union, University of Maryland, College Park, MD 20742.

All payment appeal forms and additional documentation is due no later than 2 weeks after the form is sent to the participant.

Personal/Contact Information
Name: ______________________________________ UID # _________________________
E-mail Address: _____________________________ Phone # _________________________
Address: ____________________________________________________________________
City: ________________________ State: ________________ Zip Code: _________________

Trip Information
Trip Location and Issue: ______________________________
Time Period: ______________ Year: _______________

Payment Information
Amount Paid for Trip to date: ___________________

Please attach the answers the following questions; please be specific and thorough in your answers:
1) What circumstances led to your decision to drop your trip? Please explain why you felt your decision to drop was necessary.
2) Discuss how you have talked with your Experience Leaders about this decision and have worked with them on finding a replacement for the trip.

Please provide documentation:
Providing documentation of the circumstances above will increase the likelihood of your appeal being accepted. Your documentation can be turned into Courtney Holder (contact and location information above) Please be sure the documentation is clearly labeled with your name.

Please contact Courtney Holder (301.314.2895, cholder@umd.edu) with any questions.
Blog for Breaks!

Blogging is a great way to make meaning of your Alternative Breaks activities, share experiences with family/friends/other ABers and help us find out more about what you learn before, during and after the AB trip.

How to Log On to the Blog:

- Visit http://marylandab.blogspot.com and find your trip’s blog page.
- Ask your Experience Leader to grant you access to edit/add posts to your trip’s page.

Creating a Blog Post:

- Keep it appropriate and AB related. This page is a representation of the UMD Alternative Breaks program.
- Be creative! Add in relevant pictures, videos and links to other websites.
- Be sure you address the following the prompts in your posts.
  - **Before the Trip:**
    - What have you learned about the social issue? What do you still want to know?
    - What are your perceptions of the community/population you will be working with?
    - What do you feel are the root causes of the social issue you will address?
    - What are you most excited about?
  - **During the Trip:**
    - Describe your service and/or educational activities throughout the day.
    - What were you surprised to see, hear or experience today?
    - What has challenged you the most?
    - What have you noticed from the population/community/teammates that is different from your background or current lifestyle?
    - How did you feel when interacting with members of the community?
    - What have you learned about yourself and your teammates during reflections?
    - What new thoughts/perspectives do you have on the social issue?
  - **After the Trip:**
    - How did your AB experiences relate or affect your personal values? Your academic courses? Your career plans?
    - Are you staying activated after your AB trip? What are you doing in the community? With the social issue? In your own life?
    - Use the blog to share interesting articles, current news, etc about your trip’s social issue or community!