



LEADERSHIP SANTA FE

Youth Program Application for Leadership Class of 2018

(Applications taken on a rolling basis from April 15 to September 19, 2017)

Leadership Santa Fe is a program designed to meet Santa Fe's need for young community leaders; teaching leadership skills, college preparedness, and civic engagement. We aim to enhance youth leadership resources for the community of Santa Fe. Youth Leadership Santa Fe accomplishes this by giving civic-minded youth a vehicle for their community-oriented energies, and providing access to community leaders and policy makers. Our program will be held in conjunction with the Teamwork in Action Program of the Santa Fe Community College.

Over the course of eight months Youth Leadership Santa Fe participants will attend workshops focused on **building leadership skills** and sessions dedicated to various **civic awareness** topics. Participants meet with established leaders in county and city governments, business, education, human services and the arts, and explore ways to meet the challenges of Santa Fe's future and discover their own passion or the future. This integrated form of leadership building ensures that each youth identifies his/her strengths as a potential leader in the community, learns about public service, civic engagement and cultivates a network of community youth leaders.

College Preparedness

- Youth Leadership Santa Fe students will enroll for credit at the Santa Fe Community College in order to earn up to three credit hours for their participation in Leadership Santa Fe. Students from qualifying high schools can also earn one dual credit
- Classes take place at the Santa Fe Community College and other community venues
- Program includes a tour of the SFCC campus and Higher Education Center, with presentations from faculty

PROGRAM SUMMARY:

- Up to 30 ninth, tenth, and eleventh grade participants attend a series of nine one-day sessions on Saturdays over a 9-month period. The program will start in September and continue monthly through May. Arrival at Santa Fe Community College is at 8:45 a.m. every session day. Please be on time.
- Civics will be in the morning from 8:45 a.m.-12:30 p.m. After lunch, leadership skills is from 1:00-4:00.
- Pick up is at 4:15 sharp.
- There will be one field trip, speaker, workshop, or panel per morning.
- Most sessions will be at Santa Fe Community College or involve field trips to local organizations or locations, such as the Santa Fe Fire Department Training Academy during our Public Safety session.
- Many afternoon sessions will be on the Ropes Challenge Course at SFCC.
- There will be an all-day family ropes course and group celebration on a separate Saturday in April.

DATES & CIVICS TOPICS

Session I – Saturday, **September 30**– Opening Session (**MANDATORY**), Parent Meeting, Leadership Development

Session II – **Saturday, October 21** – Public Safety (Santa Fe Fire Department), Leadership Development

Session III – **Saturday, November 18** – The Arts, Leadership Development

Optional/Community Service - **December**

Session IV – **Saturday, December 09** –Entrepreneurship, Santa Fe Business Incubator, Leadership Development

Session V – **Saturday, January 6**– Science and Technology (Pajarito Scientific Corp.), Leadership Development

Session VI – **Saturday, February 10**– Local Government (New Mexico Legislature), Leadership Development

Session VII – **Saturday, March 10** – Health & Substance Abuse Awareness, Leadership Development

Family Day – Saturday, April 21 -- Ropes Course, Invite 2 family members

Session VIII – **Saturday, May 5** – Education (Higher Education Center), Leadership Development (**mandatory**)

Graduation – May 2018 – (date TBD)

The session topics are subject to change

8:45 a.m. arrival at Santa Fe Community College / pick-up at 4:15 p.m. sharp

PARENTAL INFORMATION: (Please print clearly)

PARENTS MUST HAVE EMAIL. THIS IS OUR PRIMARY METHOD OF COMMUNICIATON

1st Parent/Guardian:

Parent’s name: _____ / Parent’s address _____ City _____ State _____

Parent’s cell phone: _____ Parent’s other phone: _____

Parent’s email: _____

Parental signature: I (please print name) _____, permit my child (print name) _____ to participate in all Youth Leadership Santa Fe activities and am responsible for having my child attend all parts of all sessions so that they meet the requirements of graduation.

Tick if appropriate: I am the sole legal guardian of my child / no other parent must give permission here

Signature: _____ / Date: _____

2nd Parent/Guardian (if any):

Parent’s name: _____ / Parent’s address _____ City _____ State _____

Parent’s cell phone: _____ Parent’s other phone: _____

Parent’s email: _____

Parental signature: I (please print name) _____, permit my child (print name) _____ to participate in all Youth Leadership Santa Fe activities and am responsible for having my child attend all parts of all sessions so that they meet the requirements of graduation.

Signature: _____ / Date: _____

PARTICIPANT INFORMATION:

Name: _____ / Age: _____ / Birthday (dd/mm/yy): _____

By September 2016 I will be attending the following school: _____

And will be in _____ grade. My ethnicity is: _____

Home Phone number: (____) _____ / Cell phone: (____) _____

E-mail address: _____

Mailing address: _____ City _____ State _____, **City or County(circle one)**

Educational achievements: _____

Please list any current or previous community involvement: _____

Please provide the names and phone numbers of two, non-related, references who have known you for one year or more:

1.) _____ phone: (____) _____

2.) _____ phone: (____) _____

Please provide any information about yourself and your interests that you wish to share:

What do you think are the most critical issues and challenges facing the Santa Fe area? _____

How would you most like to benefit from participating in Youth Leadership Santa Fe? What would you like to receive from your commitment to the course? _____

Lunch and snacks are provided at all sessions. Please indicate any food allergies

UNDERSTANDING COLLEGE CREDIT FOR PARTICIPATION IN YOUTH LEADERSHIP:

Part of our curriculum makes you eligible to receive up to three college credits from the Santa Fe Community College. We will have an SFCC advisor come and speak to each participant on day one. However, in order to qualify for credit, you will need to apply to the college and receive a student number, or A#, then enroll in HUDV (a human development class). Again, we will guide students through this process. Most Santa Fe school students will qualify to receive one dual credit towards high school graduation. However, some schools do not participate in this system. Please check with your school. We will work with the dual-credit advisors at SFCC on this and guide you. ALL students will receive college credit if they successfully complete the requirements of the program. Half of the course is externally delivered and that is what the tuition and materials fee cover. Therefore, despite your school’s dual credit status, there will be a tuition and materials fee for each student.

TUITION & MATERIALS FEE& PAYMENT:

The regular tuition fee for one year is \$375 payable in advance. This includes all tuition, materials, books, credit, and lunches.

Partial scholarships are available to those who are on free or reduced lunch or low income household:

Please select any that apply or circle income level based on number of members in your household:

I qualify for free lunch at my school. (Qualifies you for a scholarship. Materials fee will be \$70) Yes or No

I qualify for reduced lunch at my school. (Qualifies you for a scholarship. Materials fee will be \$90) Yes or No

If you have not applied for free or reduced lunch please circle the income that applies to your household.

Santa Fe, New Mexico:	INCOME LIMITS BY FAMILY SIZE 2015 (# of members in home)							
	1	2	3	4	5	6	7	8
Low/Moderate Income								
This dollar amount or less	\$34,950	\$39,950	\$44,950	\$49,900	\$53,900	\$57,900	\$61,900	\$65,900
Very Low Income								
This dollar amount or less	\$21,850	\$25,000	\$28,100	\$31,200	\$33,700	\$36,200	\$38,700	\$41,200

Very Low income qualifies for materials fee of \$70 Low/Moderate income qualifies for materials fee of \$90

Single Parent Household? Yes _____ No _____ (This information is used for grants and not to be shared or used for any other reason).

PAYMENT METHOD:

Please select an option:

I attach a check for this amount _____ to this application form

I will pay by credit card (please give name / number / relationship of person to call)

I will mail a check to Leadership Santa Fe (address is below)

I would like to make alternate payment arrangements, please contact me

A business or employer will sponsor my child for the full or partial tuition fee to the amount of \$ _____

(We strongly encourage you to find and partner with a local business in order to sponsor your child)

Please email an invoice to: name & email: _____

FINANCIAL AGREEMENT & ATTENDANCE POLICY:

By checking this box, I agree that I have the financial obligation to pay the tuition fee to participate in the 2017 Youth Leadership Santa Fe program for my child. **I understand that if my child has two absences (partial or full), they will not graduate, and their fee will not be refunded. If my child will not be attending any session, or will be late, I will call or email a program contact immediately.** On days involving field trips, I realize that if my child is late, the program staff cannot guarantee that my child will be transported to the external venue. □

By signing below, you and your parent/guardian understand and agree that if you are selected by the Leadership Santa Fe Selection Committee your attendance at all class sessions is a requirement for the successful completion of the program.

PRINTED NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

PRINTED NAMES OF PARENT/GUARDIAN 1: _____

SIGNATURE OF PARENT/GUARDIAN 1: _____ DATE: _____

AND/OR PRINTED NAMES OF PARENT/GUARDIAN 2 (if applicable): _____

SIGNATURE OF PARENT/GUARDIAN 2 (if applicable): _____ DATE: _____

WAIVERS / RELEASES, ATTN: PARENTS

Attached are two insurance waivers. One is to enable your teen to work with Leadership Santa Fe, the other with the Teamwork in Action program at the Santa Fe Community College. **BOTH must be dated and signed in all required places and returned with the application form. These forms contain PHOTOGRAPHY RELEASES, which must be signed.**

Also attached is an *optional* PARENTAL RELEASE form that will allow your teen to leave the college without being released to a parent. **If you wish your child to be able to leave without you signing them out, please sign and return this form with the application form.**

SUBMISSION OF APPLICATION FORMS

Please return the signed forms to: Program Director, Leadership Santa Fe, P.O. Box 1928, Santa Fe, NM 87504

You may also scan the application packet and email it to: info@leadershipsantafe.org

Note: The Program Director will contact you upon receipt of your application. Acceptance into the program is conditional on receipt of your payment. Applications and acceptance will occur on a rolling basis, ending on September 19, 2017. You can expect to hear if your youth has been accepted within two weeks from the time of your application.

PROGRAM CONTACTS:

Valerie Alarid, Program Director, Leadership Santa Fe, 505.204.8046 / info@leadershipsantafe.org
David Markwardt, Leadership Skills Trainer, Teamwork in Action, SFCC, 505.204.8820

**SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA
LEADERSHIP SANTA FE
YOUTH FORM
Leadership Santa Fe, PO Box 1928 Santa Fe, NM 87504 Rev. 3-18-16**

Dear Participant and Parent/Guardian,

Your child will be attending Youth Leadership Santa Fe (YLSF) program. YLSF is a program of The Santa Fe Chamber Opportunities Fund, Inc, DBA Leadership Santa Fe and will be held in conjunction with the Teamwork In Action Program at the Santa Fe Community College. YLSF involves both indoor and outdoor physical activities on the Santa Fe Community College Campus and off-campus at various community locations. The level of physical activity will be similar to a very active day of recreation. Some of the activities will take place on the ground; others will take place on elevated structures such as ladders, trees, telephone poles or other platforms. During this program, our staff will explain each activity extensively, and safety systems will be used when appropriate. Individual choices regarding participation will be respected. No one will be forced or pressured to do anything they don't want to do. The program includes many activities suited for individuals who choose to limit their participation for medical or any other reason.

The safety and wellbeing of each participant is important to YLSF's professional staff. Although the activities are designed to be safe and effective for a wide range of abilities and all reasonable care and precautions are taken to ensure a fun educational experience, risks associated with these activities cannot be completely eliminated. The following Acknowledgement of Risks and Release of Claims, is a requirement of insurance coverage and an important reminder to you as a parent or participant to be sure that every participant is properly prepared. This packet must be filled out in its entirety. If you have questions or concerns, please call Valerie Alarid, Program Director at 505.204.8046.

GENERAL PARTICIPANT INFORMATION

Name _____ M ___ F ___
Date of Birth _____ Home _____ Telephone # _____
Street Address _____ City/State/Zip _____
Physician's Name _____ Office _____ Telephone # _____
Fax # _____ Medical Insurance Company _____
Policy # _____
In an emergency contact _____ Relationship _____
Contact's Occupation _____ Home Telephone # _____
Street Address _____ Office Telephone # _____
City/State/Zip _____

Acknowledgment of Risks and Release of Claims

My minor child/ward, _____ (“my child”), will be participating in the YLSF program at the YLSF and other external locations deemed necessary by THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE). I understand that the program may include, but is not limited to, the following potential hazardous activities: hiking, camping, initiative activities, high/low ropes course events, rock climbing, and transportation. These activities can cause personal injury, property damage, illness or death.

In order for my child to be allowed to participate in the Program, I agree that:

1. I know that the activities are potentially dangerous and could result in serious injury or death, and I still want my child to participate.
2. I understand that, while particular rules, equipment, and personal discipline may reduce the risk of the activities, the risk of serious injury or even death cannot be eliminated.
3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS FOR MYSELF AND MY CHILD, both known and unknown, and assume full responsibility for my participation.
4. I will comply with YLSF’s terms and conditions for my child’s participation and with directions from THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE’s staff. My child will not participate if he/she is under the influence of alcohol or drugs. If I observe any significant hazard or develop a concern regarding my child’s participation, my child will not proceed with the program and I will bring the hazard or basis of concern to the attention of the nearest THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE staff member immediately.
5. I, for myself, my child, and on behalf of my and my child’s heirs, assigns and personal representatives, HEREBY RELEASE ALL CLAIMS, rights and actions that I or my child might otherwise have against THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE, its staff, officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the program ("Releases"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OR DAMAGE TO PERSON OR PROPERTY, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law. This release also includes all claims and liability during or after the program resulting from any medical condition, currently known or unknown to me.
6. I am solely responsible for any expenses I may incur to treat an illness or injury that results from my child’s participation in the program. In case of any incident, THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE and its agents have my consent to release all medical information and incident reports to insurance companies and other appropriate agencies. If my child becomes injured or ill, I give permission for THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE’s staff to render first aid and to seek emergency medical services.
7. I am 18 years of age or older, and I have no medical or mental condition that prevents me from understanding this agreement. I also certify that my child has no medical or mental condition that prevents the child from participating in the activities.

Participant's Signature

Print Name

Date

Parent/Guardian’s Signature

Print Name

Date

PHOTOGRAPHY RELEASE

I hereby give my consent to use my child’s picture or portrait for institutional publication, advertisement, trade purposes or for any lawful purposes related to those functions, which may include posting on the Leadership Santa Fe Facebook page. I gladly cooperate and will not demand payment at any time. I release YLSF from any claims arising out of the use of such photographs for the purpose intended.

Participant’s Signature _____ Print Name _____ Date _____

Parent/Guardian’s Signature _____ Print Name _____ Date _____

TRANSPORTATION RELEASE

Participant’s Name _____ Date of birth _____

Address _____ City _____ State _____ Zip _____

Doctor’s Name & Phone _____

LEADERSHIP SANTA FE program or activity YOUTH LEADERSHIP SANTA FE

Instructor LEADERSHIP SANTA FE AND SFCC STAFF

In order for my child to be allowed to participate in the program and to use the transportation services provided by YLSF (THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE), I voluntarily release, discharge all claims, rights and actions that I or my child might otherwise have against THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE, its employees and representatives, that may arise as a result of the use of transportation services provided by THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE, and for damages on account of SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA property damage, bodily injury or death arising out of any cause, specifically including negligence on the part of THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE, its employees or representatives. I am releasing any right that I, my minor child, or my minor child’s heirs, personal representatives or assigns, might have to hold THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE, its employees or representatives, responsible, if my minor child is injured or killed while using THE SANTA FE CHAMBER OPPORTUNITIES FUND, INC, DBA LEADERSHIP SANTA FE transportation services.

Participant’s Signature _____ Date _____

Signature of a parent or guardian _____ Date _____
is required for participants under 18 years of age

Teamwork in Action
SANTA FE COMMUNITY COLLEGE
6401 Richards Ave. Santa Fe, NM 87508, (505) 428-1637 Fax (505) 428-1302 Rev. 3-18-16

Dear Participant and Parent/Guardian,

Your child will be attending Santa Fe Community College's (SFCC) Teamwork in Action program. Teamwork in Action involves both indoor and outdoor physical activities. The level of physical activity will be similar to a very active day of recreation. Some of the activities will take place on the ground; others will take place on elevated structures such as trees, telephone poles or other platforms. During this program, our staff will explain each activity extensively, and safety systems will be used when appropriate. Individual choices regarding participation will be respected. No one will be forced or pressured to do anything they don't want to do. The program includes many activities suited for individuals who choose to limit their participation for medical or any other reason.

The safety and well-being of each participant is important to SFCC's professional staff. Although the activities are designed to be safe and effective for a wide range of abilities and all reasonable care and precautions are taken to ensure a fun educational experience, risks associated with these activities cannot be completely eliminated. The following Acknowledgement of Risks and Release of Claims, is a requirement of insurance coverage and an important reminder to you as a parent or participant to be sure that every participant is properly prepared. This packet must be filled out in its entirety. If you have questions or concerns, please call David Markwardt at 428- 1637.

GENERAL PARTICIPANT INFORMATION

Name _____ M___ F___
Date of Birth _____ Home _____ Telephone # _____
Street Address _____ City/State/Zip _____
Physician's Name _____ Office Telephone # _____
Fax # _____ Medical Insurance Company _____
Policy # _____
In an emergency contact _____ Relationship _____
Contact's Occupation _____ Home Telephone # _____
Street Address _____ Office Telephone # _____
City/State/Zip _____

Teamwork in Action
SANTA FE COMMUNITY COLLEGE

Acknowledgment of Risks and Release of Claims

My minor child/ward, _____ ("my child"), will be participating in the **Teamwork in Action** program at the Santa Fe Community College (SFCC). I understand that the program may include, but is not limited to, the following potential hazardous activities: hiking, camping, initiative activities, high/low ropes course events, rock climbing, and transportation. These activities can cause personal injury, property damage, illness or death.

In order for my child to be allowed to participate in the Program, I agree that:

1. I know that the activities are potentially dangerous and could result in serious injury or death, and I still want my child to participate.

2. I understand that, while particular rules, equipment, and personal discipline may reduce the risk of the activities, the risk of serious injury or even death cannot be eliminated.

3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS FOR MYSELF AND MY CHILD, both known and unknown, and assume full responsibility for my participation.

4. I will comply with SFCC's terms and conditions for my child's participation and with directions from SFCC's staff. My child will not participate if he/she is under the influence of alcohol or drugs. If I observe any significant hazard or develop a concern regarding my child's participation, my child will not proceed with the program and I will bring the hazard or basis of concern to the attention of the nearest SFCC staff member immediately.

5. I, for myself, my child, and on behalf of my and my child's heirs, assigns and personal representatives, HEREBY RELEASE ALL CLAIMS, rights and actions that I or my child might otherwise have against SFCC, its staff, officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the program ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OR DAMAGE TO PERSON OR PROPERTY, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law. This release also includes all claims and liability during or after the program resulting from any medical condition, currently known or unknown to me.

6. I am solely responsible for any expenses I may incur to treat an illness or injury that results from my child's participation in the program. In case of any incident, SFCC and its agents have my consent to release all medical information and incident reports to insurance companies and other appropriate agencies. If my child becomes injured or ill, I give permission for SFCC's staff to render first aid and to seek emergency medical services.

7. I am 18 years of age or older, and I have no medical or mental condition that prevents me from understanding this agreement. I also certify that my child has no medical or mental condition that prevents the child from participating in the activities.

Participant's Signature

Print Name

Date

Parent/Guardian's Signature

Print Name

Date

Teamwork in Action
SANTA FE COMMUNITY COLLEGE
PHOTOGRAPHY RELEASE

I hereby give my consent to use my child's picture or portrait for institutional publication, advertisement, trade purposes or for any lawful purposes related to those functions. I gladly cooperate and will not demand payment at any time. I release Santa Fe Community College from any claims arising out of the use of such photographs for the purpose intended.

Participant's Signature _____ Print Name _____ Date _____

Parent/Guardian's Signature _____ Print Name _____ Date _____

TRANSPORTATION RELEASE

Participant's name _____ Date of birth* _____

Address _____

Phone _____

Doctor's name _____

SFCC program or activity Instructor _____

In order for my child to be allowed to participate in the program and to use the transportation services provided by Santa Fe Community College (SFCC), I voluntarily release, discharge all claims, rights and actions that I or my child might otherwise have against SFCC, its employees and representatives, that may arise as a result of the use of transportation services provided by SFCC, and for damages on account of property damage, bodily injury or death arising out of any cause, specifically including negligence on the part of SFCC, its employees or representatives. I am releasing any right that I, my minor child, or my or my minor child's heirs, personal representatives or assigns, might have to hold SFCC, its employees or representatives, responsible if my minor child is injured or killed while using SFCC transportation services.

Participant's signature _____ Date _____

Signature of a parent or guardian is required for participants under 18 years of age _____ Date _____



ANTI-BULLYING POLICY

Rationale: Leadership Santa Fe is fully opposed to bullying and will not tolerate it. Bullying is entirely contrary to the values and principles that our organization works and lives by. All members of the Leadership community have a right to participate and learn in a secure and caring environment. Leadership Santa Fe expects that all participants, staff, trainers, and Board members also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Organized Objective: Youth Leadership Santa Fe is a program designed to meet the need for young community leaders by teaching leadership skills, job/college preparedness, and community engagement to civic-minded youth. While building their leadership skills, and providing access to community leaders in state and city governments, business, education, human services and the arts, they explore ways to meet Santa Fe's challenges and discover their own passion for their future. This integrated form of leadership building ensures that each youth identifies his/her strengths, learns about public service and engagement and cultivates a network of community leaders

Anti-Bullying Principles

- Students, staff, and trainers have a right to learn free from intimidation and fear.
- The needs of the victim are of the highest importance.
- Leadership Santa Fe will not tolerate bullying behavior.
- Anyone who has experienced bullying will be thoroughly listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

Definition of Bullying

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take on a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups.

Forms of Bullying

- Physical violence such as hitting, pushing or spitting at another person.
- Interfering with another person's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another person.
- Teasing or spreading rumors about another pupil or his/her family.
- Belittling another pupil's abilities and achievements.
- Writing offensive notes or graffiti about another person.
- Excluding another person from a group activity.
- Ridiculing another person's appearance, way of speaking or personal mannerisms.

- Misusing technology (internet or mobiles) to hurt or humiliate another person.

Policy Participation & Consultation Process

- Awareness raising orientation upon program enrollment or staff hire, Board or volunteer engagement
- Survey/questionnaires distributed to youth and young adult participants, parents and Board, volunteers and staff.
- Obtaining the views of participants, volunteers, staff and the Board
- Monitoring evaluation and review.

Responsibilities of all Stakeholders

The Responsibilities of Staff:

Our staff will:

- Foster in our participants' self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behavior we expect of our participants.
- Discuss bullying with all participants, so that every pupil learns about the damage it causes to both the individual who is bullied and to the bully and the importance of telling an adult about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to youth and young adults who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to Leadership Santa Fe Program Manager and/or President of the Santa Fe Chamber of Commerce.
- Follow up any complaint by any participant or person about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

The Responsibilities of Participants

We expect our participants to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the person who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

Anyone who becomes the target of bullies should:

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

The Responsibilities of Adults/Parents

We ask our participating adults, volunteers, Board, and Parents to support our children and Leadership Santa Fe by:

- Watching for signs of distress or unusual behavior in our children, which might be evidence of bullying.
- Advising our children to report any bullying to the Program Director and or/President and explain the implications of allowing the bullying to continue unchecked, for themselves and for other pupils.

- Advising our children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards our children, and reassuring them that appropriate action will be taken.
- Keep a written record of any reported instances of bullying.
- Informing Leadership Santa Fe of any suspected bullying, even if their child/children are not involved.
- Co-operating with Leadership Santa Fe, if their children are accused of bullying, try to ascertain the truth and point out the implications of bullying, both for the youth who are bullied and for the bullies themselves.

The Responsibilities of All

Everyone should:

- Work together to combat and, hopefully in time, to eradicate bullying.

Procedures for Dealing with incidents of Bullying Behavior

- Steps will be taken to support and respond to the needs of both bullied and bullying participants.
- Record keeping will be confidentially maintained on all incidents.
- Action which may be taken:
 - o Contacting parents/guardians of all participants concerned in the bullying incident
 - o Investigation
 - o Feedback to those concerned
 - o Sanctions
 - o Contacting relevant professionals if needed, conflict resolution, mediation, or counseling services

CODE OF CONDUCT AGREEMENT:

I have read the above Anti-bullying Policy and I agree that I will not engage in bullying behavior with class members, staff, or those I come into contact with during the course of the Youth Leadership Santa Fe program, either during program sessions or program social events.

Student Signature _____ Date _____

Printed Name _____

Parent Signature _____ Date _____

Printed Name _____



YOUTH LEADERSHIP SANTA FE
OPTIONAL
Permission Form for End-of-Day Release

I give permission for my child (full name) _____, who is attending Youth Leadership Santa Fe 2018, to leave the program location (Santa Fe Community College Boardroom) at the end of scheduled Leadership Santa Fe sessions without my signing them out, or without my being physically present.

Name of Parent / Guardian (please print)

Signature of Parent/Guardian

_____ Date _____

Otherwise, parents please come to the SFCC boardroom, in person, by 4:15 pm sharp on each scheduled session to sign out your child. Please don't be late.