

Safety is a priority! We want participants to feel safe and be safe throughout the entire week. We take every precaution in order to ensure the safety of participants and staff. With that said, we do rely on adult and youth participants to help the Serve Boldly staff in adhering to the following policies for their week. Upon arrival, Serve Boldly staff will lead an orientation of the following policies and procedures:

- Emergency Procedures - drills applicable to the service location or housing site
- Boundaries of the Housing Site
- Boundaries/Procedures at Shower Site
- Rule of Three (all participants are required to travel in groups of at least three including at least one adult)
- Review of Policies
- Current CDC and local COVID-19 guidance if applicable

We have secure housing for our participants, portable and locking boxes in order to store and manage access to medications and phones, great service organization sites, and our schedule does not bring us out late at night. The Serve Boldly Staff will supply your Trip Leader with phone numbers and addresses of local emergency medical facilities and a great health form to use for management of medications and health information.

Medication and Health Care

Congregations are responsible for their own health care. We recommend that congregations designate an adult leader to be responsible for management of medications for their group (adults and youth). The designated adult will also tend to and log any health concerns that may arise during the trip.

- It is our policy that all prescription and over-the-counter medication be stored in a locked box once on-site at Serve Boldly. Sharing medication is not allowed. For the safety of all participants we strongly encourage you to manage medication during your pre and post trip travel as well. EpiPens and rescue inhalers may stay with the individual for whom it is prescribed.
- Serve Boldly will provide portable locking boxes in order to store and manage access to medications when on-site (if needed) and will supply the Trip Leader with phone numbers and addresses of local emergency medical facilities.
- We will also provide a medical log for the designated adult leader to record medications given and any other health care that may need to be addressed.
- All medications must be in the original container. Serve Boldly recommends that participants place medication containers inside a ziplock bag labeled with the first and last name of the participant.
- Serve Boldly will provide a blank health form for groups to use for management of medications and health information. Each participant should complete a health history form; the information is confidential. Groups are responsible to bring a hardcopy of the health history forms on the trip. We recommend groups keep the hardcopy in the safe AND we recommend the Trip Leader having an electronic copy of the scanned documents in case of an emergency while off-site.

Adult Youth Ratio

We require a minimum of one adult (age 21+) for every 5 youth; a minimum of 2 adults are required for youth groups of 5 or less. When choosing adult leaders for the trip, remember that each group is responsible to provide adults to supervise the sleeping room(s) of their group. Supervision by two unrelated adults is required in any space where youth are sleeping. Space at each housing location may vary; congregation groups are not guaranteed their own rooms. Sleeping rooms may be assigned by gender identity or by congregation (shared sleeping space is possible).

Liability and Vehicle Insurance

For your protection, Serve Boldly requires proof of liability insurance and vehicle insurance from every church that registers for a trip. During the trip you will not only be transporting your youth and leaders but also transporting Serve Boldly staff. You may also be transporting youth and leaders from other church groups to service locations and evening activities.

Adult Supervision and Transportation

Two adults will always be present with a group of youth at every ministry site at all times. Adults will travel to and from sites with another adult (it may be necessary for the second adult to follow in a separate vehicle but at no time should one adult travel with youth apart from a caravan). Stops should be made together by all vehicles traveling and drivers are required to keep each other informed if issues arise that necessitate a change in route or other travel plans.

Serve Boldly Staff will not be allowed to transport youth in their vehicles. All drivers must abide by the laws of the applicable state in which they are driving.

Background Checks and Waivers

Serve Boldly will need to conduct a national (multi-site) criminal background and sex offender registry check on all staff and participants (adults or youth) that will be 18 years and older at the time of the trip. In addition, some service locations and shower sites may require additional waivers and forms to be completed prior to participation.

Showers and Changing Areas

Each housing and shower location is unique. We seek housing spaces and facilities with accessibility features where participants will have access to restrooms that correspond to their gender identity. Every effort will be made to choose a location that has an all-gender single-occupancy restroom and an ADA accessible restroom and shower. Serve Boldly provides changing tents for all participants to utilize when changing clothes. Serve Boldly strives to partner with facilities that provide semi-private and private facilities where participants have access to change clothes and shower.

A semi-private area is an area that is not separate from where other individuals are changing but offers the participant some privacy. For example, a bathroom stall with a door or an area created by a partition or

drapery. A private area is an area separated completely from anyone else changing/showering. This area would be fully enclosed with a door and no other individual would be able to enter without the participants permission. This could be a single restroom or family restroom where the participant can lock the door and change alone.

Regardless of facilities, adult leaders must change clothes in a separate space than youth participants. An exception exists only if the adult leader is a Personal Care Assistant of a youth participant with appropriate consent and documentation. Adult leaders or Serve Boldly staff will monitor changing areas and semi-private facilities in public spaces. Monitors will be observable and not be one-on-one with youth participants. They will monitor the public space inside or outside the immediate changing area. The use of any recording or photographic devices inside a changing area, shower location, or restroom is strictly prohibited.

Harassment and Abuse

The ministries of GLLM, including Serve Boldly, are places to celebrate all of God's creation, including humanity in all of its splendid differences. GLLM strives to create a culture that gives praise and thanks for the diversity of God's children and all who come to camp. Therefore, harassment and bullying for any reason will not be tolerated.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, electronic communication, or physical act that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.

Bullying or harassment is conduct which:

- Causes physical harm to the victim or victim's property
- Causes the victim to have reasonable fear for him/herself and property
- Causes mental or emotional distress to the victim
- Interferes substantially with someone's experience, impeding their ability to participate in or benefit from the ministry of GLLM

It is also the policy of GLLM to maintain an environment free from any form of sexual harassment or sexual intimidation. Sexual harassment includes, but is not limited to: unwelcome and unsolicited sexual advances, requests for sexual favors, discriminatory tormenting based on gender or any other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:

- Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment.
- Submission to, or rejection of, sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior.
- Purpose or effect of unreasonably interfering with the recipient's work performance or creating an intimidating, hostile or offensive environment.

While unacceptable conduct cannot be defined precisely, it may include circulation of inappropriate pictures, jokes or stories, using derogatory or insulting names, inappropriate or unwanted communication whether written or verbal, offensive or unwelcomed comments of a sexual nature, unwarranted staring, gender-based profanity, pressure for sexual activity, or any other behavior that seeks to discomfort, humiliate, intimidate, or coerce.



Bullying and harassment of any kind, for any reason, will not be tolerated at GLLM. Witnesses of these behaviors are encouraged to step in as they feel empowered to help stop victimization and maintain a safe environment for all people. Bystanders and victims of harassment or bullying are encouraged to report the perceived violation as soon as possible to the GLLM Executive Director or Associate Director. If the incident involves the Executive Director, the report should be made to the chair of the board. GLLM will investigate promptly, thoroughly, and objectively. It is the intention of this ministry to diligently work to identify and eliminate bullying and harassing behaviors to ensure a safe and secure environment for all. Swift and appropriate action will be taken against those who offend this policy.

Cell Phones and Smart Devices

Our experience for the week involves a heavy focus on building relationships and immersion at a location. We travel to many places throughout the day. Serve Boldly is not responsible for lost, damaged or stolen items. Please note that youth will have limited use of cell phones/smart devices once on-site at their Serve Boldly location.

The Trip Leader will be provided a portable locking box to put youth cell phones and smart devices within. While we encourage a sabbatical from phone and smart device use, the Trip Leader can decide if youth have access to cell phones and smart devices. All youth MUST have an adult present with them when they make any phone calls and be visible to other participants. Adult participants and staff will have cell phones on them for emergency purposes and communication.

Cell phones and smart devices are allowed for diabetic monitoring.

Contacting a Participant

We encourage Trip Leaders to set up a contact process with parents/guardians and their church before the trip so parents/guardians understand if and how they will receive updates throughout the week. We will also provide a phone number of a Serve Boldly staff located at the site to give to their church in case of an emergency.

Money and Electronic Devices

Individuals may choose to bring a small amount of spending money for souvenirs; keep in mind that many sites you will visit are cashless venues. For some sites, we may ask each person to bring up to \$20 for a specific activity during the week. We encourage participants to leave valuables at home. Serve Boldly will provide a portable safe for cell phones, smart devices, and medication. There is no room in the portable safe for tablets, computers, multiple smart devices, and other electronics; please leave these items at home. Serve Boldly is not responsible for lost, damaged or stolen items.

Tobacco, Alcohol, and Drugs

It is forbidden to consume, possess and/or be under the influence of alcoholic beverages, tobacco products of any kind, or non-prescription mood-altering drugs. Serve Boldly has a zero tolerance policy. Anyone (adults/youth) in possession of such items will be sent home immediately at the expense of the group/participant.

As a reminder, through the duration of your Serve Boldly experience all prescription and non-prescription drugs of participants and staff will be kept locked in a portable safe and in the custody of an adult leader of their group. A designated adult from each group is responsible for administration of medication to the youth and adults in their group.

Weapons

The safety and welfare of each participant is important to us. We have a zero tolerance policy for knives, firearms, or other weapons. Anyone (adults/youth) in possession of such items will be sent home immediately at the expense of the group/participant.

Clothing and Footwear

During the week participants may endure sweat, mud, paint and more! Participants will typically wear an outfit during service and change into another outfit following afternoon showers. To save on packing space, most participants will wear that same evening outfit to start the next day of service. Participants should bring clothes that they can serve and play hard in, and follow the guidelines below:

- We recommend t-shirts to be worn daily. Tank tops are discouraged and are not allowed to be worn in most service organizations.
- Many t-shirts have a variety of slogans, commercial statements, or pictures imprinted on them. Shirts, jackets, or caps that advertise tobacco, beer, or liquor are not allowed. Inappropriate or suggestive pictures, phrases, or letters are not appropriate.
- Some service organizations may require participants to wear long pants or long shorts.
- Participants may need swimsuits and flip flops/shower shoes for shower locations.
- Closed-toe shoes are required for all service activities and evening programming.
- We encourage layers of clothing. While summertime temperatures may lend to hot, humid days and service sites - your housing site and evening activities are air conditioned with thermostats that are not in our direct control.

Covid-19 Measures

We continue to stay up to date with resources from the American Camping Association, CDC guidelines and state recommendations from the communities we serve. We are planning to operate in the safest way possible based on what we know TODAY. If the pandemic landscape changes, we will update our protocols as necessary and communicate those changes as quickly as possible.

Our housing location or an organization we work with may have stricter requirements than what we have planned. For this reason, masks may be required. Please ensure that each participant has 5-6 well-fitting

surgical or K95 face masks. If current protocols do change, we will communicate those with groups as quickly as possible.

Make sure your group arrives healthy and ready to serve. Your preparation helps to make the trip a success!

Serve Boldly does not have a vaccination or testing requirement of participants, as long as they do not have COVID-19 symptoms or COVID-19 exposures leading up to the trip.