

PROJECT SHINE SUMMER TRIP

Policies & Forms

Please download, print, fill out and sign (4 signatures in total) all the forms in this one document.

The document includes the following policies and forms in this order:

1. Code of Conduct (Page 2)
2. Disciplinary Policy (Page 5)
3. Child Protection Policy (Page 6)
4. Release of Liability Form (Page 8)
5. Health Information Form (Page 9)
6. Financial Policy (Page 11)
7. Cancellation Policy (Page 12)
8. Plane Ticket Tax Receipt Policy (Page 13)

All Forms must be returned to CRRS staff **ASAP** or by **April 30th, 2019**.

1. Once you filled it out, please scan a soft copy right away to Deakin@Crrs.org
2. Then mail the hard copy it to CRRS office attention to "Deakin Ng".
CRRS Address: 2/F - 5069 Beresford Street, Burnaby, BC V5J 1H8

CODE OF CONDUCT AGREEMENT

I am aware that as a traveler and volunteer for Culture Regeneration Research Society (CRRS), I take upon myself certain responsibilities in connection with the sensitive nature of the work. I realize that it is my duty to to refrain from doing anything that might harm or endanger CRRS' relationship and reputation in China. I accept that my own judgement of how much and what kind of information from the trip I can or cannot share is not necessarily correct. I realize that the following elements are crucial to the effectiveness, quality, and safety of our trip together.

I, therefore, agree that:

1. I will attend all activities and team meetings outlined in the Project Shine Summer Trip schedule. Absences and being late undermines the team concept. If I cannot attend a team meeting due to whatever reasons (illness or otherwise) I must notify a CRRS staff or my team leader. I will be held accountable; attendance will be monitored.
2. I will return to the assigned hotel rooms by the time designated by the Project Shine schedule at 11:00pm or time designated by CRRS staff or team leader.
 - a. No switching rooms without consent of CRRS staff.
 - b. No upgrading of rooms allowed.
3. I will respect my team leader and his or her decisions. In situations of team concerns, the team leader will be the team guide. I will obey and abide to all instructions and rules given by CRRS and its representatives. I will be cooperative and helpful to with all other participants in the trip and will not be disruptive of the objectives established for the trip or as many be designated by the staff or group consensus.
4. I will not be alone with a member of the opposite sex in a hotel room unless a team leader is present (except for those who are married or are from the same immediate family such as siblings or parent/child).
5. I will not engaged in any inappropriate touching or violence with anyone. I understand that such actions will result in being expelled from the team immediately and to be sent home on my own expenses.
6. I will not engage in romantic/sexual relationships. This includes between team members and/or with local students in China as outlined in the Child Protection Policy. I will refrain from any activity that could be constructed as a romantic interest toward a national. I realize that certain activities that seem innocent in our own culture may seem inappropriate to others.

If you are already in a relationship with another team member in Project Shine prior to the trip, please notify CRRS staff ahead of time.

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7. I understand that team leaders remain the rights to call on my actions and will apply disciplinary action if I continue to act inappropriately.
 - a. **Inappropriate touching include:** Tickling, hugging extensively, kissing, and/or holding hands with students or with any other team members.
 - b. **Appropriate behaviors include:** Pat on the shoulders, handshakes, high fives, side hugs. I will seek to use my discretion and be sensitive to the local students and team members' physical boundaries, some people may not even want any physical contact (such as side hugs).
8. I will not use, bring, possess or purchase alcohol, tobacco, cannabis, other recreational and/or illegal drugs.

CRRS is committed to promoting the physical, emotional and mental wellness of the children, local teaching staff and local officials, and for this reason all of its volunteers are required to not use the substances described for the duration of the team. If you have any questions, contact CRRS staff.

9. I will not use, bring, possess or purchase weapons, firearms, or fireworks.
10. I will not drive or ride on motorcycles/electric scooters to avoid accidents/injuries and adding unnecessary burden for the team and CRRS staff.
11. If I am injured or if I know others are injured, I will notify team leaders and seek medical help immediately. I shall not treat the injury by myself. I shall not go to hospital or medical clinic without notifying a team leader and with the presence of a translator.
12. I will refrain from the use of obscene language and/or tell inappropriate jokes in English or Chinese. Put downs and mockery are considered inappropriate with the locals and within our team members.
13. I will dress appropriately at all times to respect the local culture including classroom and hotel rooms.
 - a. Shorts must be no higher than knee level, tight and revealing clothing is prohibited, etc.
 - b. Team leaders remain the rights to ask me to change my clothing if deemed inappropriate.
14. I will never use or pass on addresses or contacts (student or team member) obtained during the trip without obtaining the express permission from CRRS or the person involved.
15. I will not go out alone with local students or teachers unless approved by CRRS staff.
 - a. I will not bring local people to my hotel room.
 - b. I will try not to be alone in all circumstances. I understand that this is for my own protection as well as for the locals; people can sue or accuse me of inappropriate behaviors if there are no witnesses around to prove my innocence.

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16. I will not give money to the children, unless approved by CRRS staff. I will only bring gifts that are in sufficient quantity to share with every child in my class.

Many of the children and families CRRS works with comes from impoverished backgrounds. We restrict the size of monetary gifts to avoid creating opportunities for dependence and to avoid fostering jealousy within the community, which could place a child and his or her family at risk.

Our goal is to stop the cycle of poverty that stalks families from one generation to the next, and we do this by 1) sponsoring their education and 2) equipping children with the skills they need to be successful in their own right.

You and your teaching partners are allowed to bring a small gift to the class in the beginning. In the training session, clarification regarding these types of gifts will be given.

17. I will abide to these rules for going out during “designated free time” in the schedule.
- Must notify a team leader
 - Must be in a group of 2 or more
 - Must have a male who is 17 years or older to be in this group
 - Must have a translator with in this group. One person needs to know Mandarin within this group.
 - Must bring the team manager’s phone number and hotel address at all times in case of being lost.
18. I will refrain from answering questions that may represent CRRS falsely when in China. For example, questions such as “when will CRRS return?” I should not answer these questions directly but refer all queries to CRRS staff.
19. I will refrain from a complaining or criticizing attitude towards the local people, team leaders, and my teammates. I recognize that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. I will strive to be creative, accommodating and supportive in all situations in order to promote a positive team environment without judgement. I will refrain from gossip.
20. I will not write or print any newsletters or newspaper articles regarding my experience without prior written permission from CRRS.
21. I will not take part in other religious activities while in Asia without first informing CRRS and obtaining consent. Should I take part in unauthorized religious activities, I understand that I may not be able to join the team.
22. I will not bring to China any materials from my home country dealing with sensitive religion and politics topics.

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23. I understand that internet use (if it is available) shall remain as a tool for relaying safety back home and trip updates to supporters, families or emergencies only. CRRS staff will send regular updates to your parents and contacts during the trip already therefore it is not necessary for you to send extensive individual updates unless requested by your parents/guardians/spouse back home.
24. I understand that entertainment electronics such as smartphones and portable game console are only allowed during personal time at night but not allowed during official group activity time or else it will be confiscated. Electronics not related to entertainment use are allowed but it is out of my own discretion. I will not bring a laptop computer and/or professional video camera unless it is approved by CRRS staff ahead of time.
25. I will assume responsibility for my own personal belongings on the trip. CRRS will not reimburse team members for items that are lost, stolen, or confiscated during the trip.

CRRS Disclaimer: CRRS staff and Project Shine Team leaders remains the right to apply consequence as described in the “Disciplinary Policy” if individual break the rules.

DISCIPLINARY POLICY

Consequences for breaking the policies:

1. Individual being expelled immediately from the project and sent home on his/her own expenses during the trip.
2. Phone call or email made by CRRS staff or team leader during or after the trip to parents of the individual (minors) to report misbehaviors.
3. Individual will be suspended or banned from coming back to Project Shine in future year or years to come.
4. Individual will be denied to receive a reference or volunteer hours if they wish to use CRRS or Project Shine team manager/ team leader as a reference for future endeavors such as school applications and jobs.

CHILD PROTECTION POLICY

You are required to read and sign at the bottom of this page as acknowledgement of our policy on child protection.

Culture Regeneration Research Society (CRRS) believes protecting children from risk of harm is a responsibility that we must all undertake. We are committed to a proactive role that will protect the child from abuse of any type including physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.

This policy will help to foster a safe and positive environment for children and provide guidance to all staff and volunteers on the acceptable behaviors and appropriate boundaries when working with children.

This policy should be read in conjunction with the CRRS Code of Conduct and Disciplinary Policy.

OUR VALUES, PRINCIPLES AND BELIEFS REQUIRE STAFF AND VOLUNTEERS TO:

- Treat every child with dignity and respect at all times
- Conduct themselves in a manner consistent with their position as a positive role model to children
- Listen to our children and take any concerns raised seriously
- Be visible when working with children, endeavoring to ensure that other adults/team members are present when working with children and avoiding being alone with them

CRRS CONCERN STAFF AND VOLUNTEERS WILL NOT:

- Engage in any behavior that is intended to shame, humiliate, belittle or degrade children
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Smack, hit, physically assault children or apply extreme physical or emotional discipline measures.
- Develop sexual relationships with children nor any kind of relationship that is deemed exploitative or abusive
- Spend excessive time alone with children away from others
- Act in ways that may be abusive or place a child at risk of abuse
- Behave physically in a manner that is inappropriate or sexually provocative
- Take children out without prior approval by the relative project manager
- Sleep in the same bed as children

Upon an allegation being made the CRRS staff will put in place an action plan to ensure the safety of the child as a priority.

Disciplinary procedures will be applied to volunteers who have been found to have acted outside our policy guidelines. Where dictated by in-country laws, confirmed instances will be reported to legal authorities.

CONSENSUAL RELATIONSHIPS: While we recognize the right of a young adult to engage in relationships once past the lawful age of consent, staff or volunteers **MAY NOT** at any time engage in any consensual relationships due to the ethical nature of the relationship between volunteer and CRRS sponsored recipient (formerly and currently sponsored) . Relationships of this nature may not result in legal prosecution however they will lead to dismissal and/or removal from working or volunteering within our Projects.

I confirm that I have read and understand my obligations under, and that I agree to abide by, the CRRS Child Protection Policy.

Privacy Statement

Through the activities of CRRS personal information is collected and retained by the organisation. CRRS will only use the information within the purposes for which it was collected.

On occasion your information will cross international borders. In these cases your details will be treated with the same sensitivity as required in the country of origin and inline with the CRRS Policy on Confidentiality of Information.

Signature - By signing below, I confirm that I have read the above “Code of Conduct” , “Disciplinary Policy” and “Child Protection Policy”. I commit to abide by all CRRS’ policies in regards to Child Protection and will not be involved in any inappropriate actions towards the children.

Your name (Print Clearly):

Your Signature:

Date:

RELEASE OF LIABILITY FORM

It is to my understanding that anything related to Project Shine Summer Trip 2019, a 19 day trip to Guangxi China in July 2019 with the purpose of teaching English to local school students, in which I am a member, includes various activities, which at times, cannot be controlled by CRRS (Culture Regeneration Research Society).

I, _____, am aware that the Project Shine Summer Trip to China poses risks including but not limited to: sickness, crime, political instability, governmental opposition, personal injury, death, as well as similar and dissimilar risks. I am voluntarily participating in the trip with the knowledge of the risks involved. I hereby agree to accept any and all risks of injury or death that may result from my participation in the trip.

I acknowledge that CRRS makes no representations the condition of the trip at any time. I or anyone else who may claim on my behalf to acknowledge and accept the possibility of personal injury, death or property damage resulting from the negligence or carelessness, or actions, or omissions of other participants, or otherwise; and agree that CRRS and its representatives shall not be liable to me or anyone else who may claim on my behalf for any personal injury, death or damage to property or loss of any kind whatsoever sustained during Project Shine Summer Trip.

I hereby guarantee that I am in good health and mental condition. I am not a carrier of infectious or contagious disease of any kind and know of no medical reason that would prevent my participation of any activities provided by CRRS and its representatives.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during Project Shine Summer Trip.

I or anyone else who may claim on my behalf shall waive, release and discharge CRRS and its representatives from all claims or liability for any consequence from personal conversation to individuals in China on faith and religious matters.

Photo/Video Release

By signing this application form, I hereby grant permission to CRRS to the rights, without payment or any other consideration, of my image, likeness, and sound of my voice as recorded on audio or video tape. Photographic, audio, or video recordings may be used by CRRS for the following purposes: informational presentations, promotional materials, newsletters, website, Facebook, WeChat, Instagram and Twitter.

Signature - I have read and understood this agreement prior to signing it, and agree that this agreement will be binding upon myself and anyone else who may claim on my behalf.

Your Name (Print Clearly):

Your Signature:

Date:

Parent / Guardian signature is required for minors (18 years old or under)

Name of Parent/Guardian (Print Clearly):

Signature of Parent/Guardian:

Date:

HEALTH INFORMATION FORM

IMPORTANT: This information is kept strictly confidential.

Name:	Year of trip:
Age:	Blood Type:
Doctor:	Doctor's phone:

Physical condition required for Project Shine Summer Trip:

1. Be able to lift up and carry your own luggage.
2. Can withstand heat (25-38 degrees) during day time being indoor with only electronic ceiling fans.
3. Can walk for 10-15 minutes outdoor (possibly on uneven surfaces) during day time between hotel and school. Be prepared for a lot of sweating and direct sunlight when walking outdoor.
4. May possibly have to walk up to 6 flight of stairs in school building several times a day. There are no elevators in the school. The highest building we have been to so far have 6 flights of staircase.
5. Be able to sleep with a roommate.

General Information
Do you consider yourself to be in good physical and mental health?
Do you have any medical condition that may affect the trip?
Are you a carrier of contagious or infectious disease? If yes please explain.
Have you been accused of snoring loud enough to disturb a roommate?
Have you received standard Canadian immunizations? If no please explain.
Medical Insurance Information - You are required to have medical insurance coverage for this trip. <ol style="list-style-type: none"> 1. Insurance Company : 2. Policy Number : 3. Insurance Phone Number:
Allergies (If you have a major allergy, will you be bringing an epipen?)
Current Medication, reason and dosage

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Are you currently or have you ever been treated for the following? If yes, please put a check mark beside it.

Anemia	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	HIV	<input type="checkbox"/>	Skin conditions	<input type="checkbox"/>
Arthritis	<input type="checkbox"/>	Fainting	<input type="checkbox"/>	Kidney disease	<input type="checkbox"/>	Sleep disorders	<input type="checkbox"/>
Asthma / Hay Fever	<input type="checkbox"/>	Gastrointestinal problems	<input type="checkbox"/>	Learning disorders	<input type="checkbox"/>	Stroke	<input type="checkbox"/>
Back/shoulders issues	<input type="checkbox"/>	General Weakness	<input type="checkbox"/>	Menstrual problems	<input type="checkbox"/>	Surgery	<input type="checkbox"/>
Bleeding disorders	<input type="checkbox"/>	Head Injury	<input type="checkbox"/>	Musculoskeletal	<input type="checkbox"/>	Thyroid disease	<input type="checkbox"/>
Blood Pressure	<input type="checkbox"/>	Hearing Impairment	<input type="checkbox"/>	Psychological/psychiatric	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>
Cancer/Tumor (Previous)	<input type="checkbox"/>	Heart disease	<input type="checkbox"/>	Recurrent Headaches	<input type="checkbox"/>	Serious injury	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Hepatitis	<input type="checkbox"/>	Seizures	<input type="checkbox"/>	Ulcers	<input type="checkbox"/>
Ear/sinus	<input type="checkbox"/>	History of mental illness	<input type="checkbox"/>	Sickle cell disease	<input type="checkbox"/>	Vision Impairment	<input type="checkbox"/>
Anemia	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	HIV	<input type="checkbox"/>	Skin conditions	<input type="checkbox"/>

If you have answer yes to any of the above, please describe:

Is there anything not covered in this form that you feel we should be aware of?

Signature - By signing below I declare that the information provided is true and accurate.

Your Signature:

Date:

FINANCIAL POLICY

Please read and understand the following:

1. **Funds that were raised and submitted**

Due to the non-profit status of CRRS, a gift (donation) to CRRS is a charitable contribution for federal income tax purpose to the extent permitted by law. Tax-deductible gifts cannot be refunded even if the project is canceled. In circumstances like this, these funds will be used for future designated Project Shine program or similar ministry with in CRRS.

2. In the event where I raise an amount of money that exceeds the individual team member's fundraising goal, the remaining money will be dispersed to other team members in need or used by CRRS for other financial needs associated with this project or future trips.
3. When the financial need for Project Shine has been met, or cannot be completed for any reason determined by the CRRS board, the remaining contribution will be transferred to CRRS general funds.
4. In the event that I decided to not participate in the trip after my acceptance to the project, I understand that the monies that I collected towards the project cannot be refunded to me or to the donors due to the non-profit status of CRRS.
5. I agree to return home at my own expense if the team leadership determines that my behaviour is /has been inappropriate and none of the money raised will be refunded to me or any donors.

CANCELLATION POLICY

The following policy applies when *Project Shine Summer Trip* have changes in its itinerary or cancelled due to uncontrollable circumstances, such as insufficient number of applicants, “act of God” (natural disasters such as an earthquake, a tidal wave, a volcanic eruption, or a tornado), outbreak of diseases, war or local government’s announcements of ban for visitors.

If there are enough days before the designated trip date, CRRS will try its best to rearrange the itinerary to go somewhere else for similar nature of activities in Asia but it is not guaranteed.

1. **Application Fee** is non-refundable (Tax receipt will not be issued).
2. **Plane Ticket Cost**
 - a. Itinerary change in trip (date and/or location) – Trip participants who need to re-scheduled trip held in their name are responsible for the necessary cost of exchange fee
 - b. Cancellation of the trip – Trip participants who cannot re-scheduled trip prior to the expiration of the airline ticket, held in their name, are responsible for the refund penalty.
3. **Highly recommended** – You should have due diligence in researching the following information and consider financial consequence before purchasing your ticket.
 - a. Research the airline’s refund and exchange fees policy – Don’t buy tickets that are “non-refundable”.
 - b. Purchase travel insurance for “Trip Cancellation and/or Trip interruption”.
 - c. For more inquiry of travel insurance package, contact the CRRS recommended travel agency “LTA Holidays”. Contact Emily Lo (604-207-1178 or Emilylo@lta holidays.com).

4. **Funds that were raised and submitted**

As described in the Financial Policy, due to the non-profit status of CRRS, a gift (donation) to CRRS is a charitable contribution for federal income tax purpose to the extent permitted by law. Tax-deductible gifts cannot be refunded even if the project is canceled. In circumstances like this, these funds will be used for future designated Project Shine program or similar ministry with in CRRS.

PLANE TICKET TAX RECEIPT POLICY

If your plane ticket meets the Project Shine Summer Trip plane ticket policy as follow, the donation going towards the cost of the plane ticket can also be tax-deductible. This can be done because you are a volunteer in Project Shine Summer Trip, and when you purchase a plane ticket, in lieu of reimbursing you back for the expenses of the plane ticket, please give us written direction that CRRS can issue a tax receipt towards your donors instead.

According to CRA (Canada Revenue Agency) from CRA Website

Out of Pocket Expenses - <http://www.cra-arc.gc.ca/chrts-gvng/chrts/plcy/cpc/cpc-012-eng.html>.

“However, provided the volunteer has a right to reimbursement from the registered charity for the expenses incurred, the charity may treat the right to reimbursement as a gift in kind and issue a receipt for income tax purposes. When a registered charity wants to issue a receipt for income tax purposes to a volunteer in lieu of reimbursement, it should have a written direction from the volunteer. The written direction should confirm the right to reimbursement and direct the registered charity to issue a receipt rather than provide reimbursement.”

Criteria of plane ticket to be tax-deductible:

- **Your departure date** has to travel on the same day as the team or within 3 days of Project Shine Summer Trip 2019 designated arrival date from North America.
- When Project Shine Summer Trip is finished, you can choose to leave on a later date or to another city that can still be deductible.

You do not qualify for the plane ticket tax receipt if you are going to Asia before July 7th, because that would be considered your own vacation time.

How to claim the plane ticket tax receipt: After your trip to Project Shine Summer Trip 2019, please fill out the “Letter of Direction” provided in the team members’ only website page. Along with your plane ticket invoice showing price and itinerary info, return it to the CRRS Office via mail or in person, attention to “Deakin Ng” for Project Shine 2019 before the year end.

Reimbursement of Plane Ticket cost: If you have collected enough donations from various donors for your plane ticket amount on top of your fundraising goal, which means you would have raised around \$3000 – \$3500 CAD in total. In this case, we can reimburse you the cost of the ticket. Please notify the Project officer and we will reimburse you the plane ticket amount accordingly.

Signature - By signing below I declare that I have read, understood and agreed with the Financial Policy, Cancellation Policy and Plane Ticket Tax Receipt Policy.

Your Signature:

Date: