

# Alternative Spring Break Participant Application

**HCC Alternative Spring Break Purpose Statement:** To challenge Heartland Community College students to become leaders in cultural and social awareness through education, strong direct service, and reflection.

**ASB Location:**

- Wilmington, NC - Hurricane Florence blew into the Coast of the Carolinas with life-threatening winds and catastrophic flooding, leaving the local communities in complete disarray. We will join with Community Collaborations International on the front lines in the upcoming months.

**Application Process:** There are two ways to completing the ASB application:

If Financial Aid eligible:

- 1) Register for the Service Learning 101-01 Alternative Spring Break Course via the student portal.
- 2) Return this completed packet and the Semester Bill to the Student Engagement Office (SCB1606).

If otherwise:

- 1) Pay a deposit of \$25 (non-refundable) at the Cashier Desk in the Community Commons Building (CCB).
- 2) Return this completed packet and the Cashier's Receipt for your deposit to the Student Engagement Office (SCB1606).

**Applications are due February 22<sup>nd</sup>, 2019 by noon.**

**Final deposits due March 4<sup>th</sup>, 2019 by noon.**

**Pre-Trip:** After applying and paying the deposit, participants should expect regular communication from Student Engagement Office and Trip Advisors. ALL STUDENTS MUST ATTEND a pre-trip meeting on February 25<sup>th</sup>, 2019. Other required meetings, events and fundraisers will be announced as far in advance as possible.

**Cost:** The Student Engagement Office is doing its best to keep the cost of the trip down. We are dedicated to limiting the cost of the trip to not exceed **\$250 per student**. This cost is flexible and is subject to change (but will not exceed \$250) before the trip, and extra funds will be reallocated to students in the form of paying for any extra costs during the trip.

**Payment:** Payments will cover transportation, housing, most meals, a t-shirt, related programs such as orientation and training. Fundraising opportunities will be available to help lower the cost of the trip. We are seriously committed as a group to help you fund your trip! The final payment for the trip will be due by **Monday, March 4<sup>th</sup> 2019 by noon**.

**\*\*If you have any questions, please contact\*\***

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<b>309-268-8444</b>	<b>309-268-8441</b>	<b>309-268-8043</b>

**DETACH THIS PAGE WHEN SUBMITTING APPLICATION AND KEEP FOR YOUR RECORDS**



**Alternative Spring Break  
Participant Application**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: \_\_\_\_\_ HCC E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you a current HCC student?    Yes    No    Current year in school:    T-shirt size:

What organizations/activities are you involved with (on or off campus)?

Why are you applying for Alternative Spring Break? What are you hoping to learn or gain from the experience? Explain in a 100 words or less, use the back of this page if needed.

**Academic Standing**

I authorize Student Engagement Office to check my GPA. I understand the information will be used to confirm that I am in good academic standing (2.0 GPA). I understand that I must be in good academic standing with the College during all phases of the selection and participation process to be eligible for participation in Alternative Spring Break.

Signature: \_\_\_\_\_

**Judicial Standing**

Are you currently under any campus disciplinary action for violation of the student code of conduct?

Circle:    Yes    No

If yes, please explain:

**Office Use Only**

Application Received By: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Receipt Received By: \_\_\_\_\_ Date and Time: \_\_\_\_\_

## Participant Compliance Agreement

Before turning in this application, please read all the statements below carefully, consider them seriously, and sign to indicate your agreement. Thank you.

### COMMITMENT

Being an Alternative Spring Breaks (ASB) participant requires time, energy, and commitment. By signing this statement, I am agreeing to invest the needed time, energy and commitment. I will attend all mandatory ASB events, including all team meetings and events.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ASB/HCC POLICIES

ASB participants are required to follow all ASB and HCC policies before, during, and after their trip. By signing this agreement, I agree to whole-heartedly follow all ASB and HCC policies in regards to ASB activities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### REFUND POLICY

All participants of ASB make payments to help cover costs of the trip. In the situation that a participant should need to withdraw from the program **only the last payment made can be refunded**. This payment must be redeemed before the next installment date passes. In cases of special circumstance, full refunds will be made. By signing this statement I am signifying that I understand the ASB payment policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read all the above statements and considered them seriously. I fully understand all the above statements, and agree to comply with them.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Alternative Spring Break Participant Skill Sheet

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Name \_\_\_\_\_

Please indicate your skill regarding the listed skills, using the scale below

0 - I am unable to do or am not interested in this skill

1 - I don't know how but am willing to learn/try

2 - I have done it before but still need help to do

3 - I can do a good job by myself

4 - I can do a good job and can guide/teach others

**Skill Level Skill**

Architect

Carpenter

Clean up worker

Concrete

Construction Layout

Contractor....I hold a license in the state of \_\_\_\_\_

Drywall Hanger

Drywall Finisher

Egress Window

Electrician.... I hold a license in the state of \_\_\_\_\_

Engineer (kind) \_\_\_\_\_

Flooring - Carpet

Flooring – Underlay

Flooring – Vinyl

Framing

Heating/cooling

Heavy equipment operator \_\_\_\_\_ CDL= yes no

Insulation

Mason

Painter

Plumber....I hold a license in the state of \_\_\_\_\_

Roofer

Other (Please list below):

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Student Engagement Office

Alternative Spring Break Participant Manual

UNCONDITIONAL RELEASE OF LIABILITY

I, \_\_\_\_\_, am familiar with the hazards of The Heartland Alternative Spring Break Program, and further have been advised by the instructors and staff at Heartland Community College of the dangers of such activity, and any necessary travel involved.

I recognize the potential hazardous nature of the activities in which I may engage and agree to exercise necessary caution and to obey the instructions of all supervisors. The hazards of this activity have been weighed by me, and I accept them in consideration for being permitted to participate in the Heartland Community College activity. I agree that Heartland and its agents, servants, and employees do not assume any custodial responsibility for me and are not liable to me in any way.

I understand and acknowledge that Heartland may utilize volunteer drivers or volunteers for other purposes as part of this activity, and I have no objection to the use of such volunteers.

I agree to defend, hold harmless, indemnify, release, and forever discharge Heartland Community College, its trustees, officers, directors, employees, agents, and all those claiming by, through, or under Heartland Community College from any and all claims, demands, actions, causes of actions, costs, or damages, including claims involving Heartland Community College's own negligence, arising from or caused by my participation in the activity, including related travel and contact with volunteers. I agree and understand that this liability waiver and indemnification will extend beyond the dates of this agreement. I intend this waiver, release, and indemnification to be legally binding on my heirs, executors, administrators, personal representatives, estates, assigns, and all other claiming by, through, or under me.

In case of emergency, I understand that every effort will be made to secure proper treatment. I hereby give permission for such treatment. My personal health and accident insurance cover all any accident or illness which I may incur during this activity. I personally guarantee payment of any cost or other liability incurred during treatment.

I have read this release prior to signing it, and I fully understand it. I know that this document binds me and all those claiming under, through, or on account of me.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if under 18)

\_\_\_\_\_  
Date

In case of any illness or injury, contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

Please check with your insurance company to assure you are covered for this activity. Bring your identification card.

Student Engagement Office Heartland Community College  
1500 W. Raab Rd. Normal, IL 61761  
309-268-7981  
www.heartland.edu



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## Administrative Policy: College Vehicle Usage

### I. Policy

1. College vehicles are provided for official College business on a first-come, first-served basis. College vehicles are scheduled for usage through Safety and Security Services. The College may also enter into vehicle rental arrangements to provide for official College business travel. All of the following policies apply to both College fleet and rental vehicles used by College travelers. Travel by one or two individuals will be assigned to the College cars whenever available. College vans shall be reserved for use by three or more individuals or use by fewer people when the College cars are not available.
2. If a College vehicle is planned as the mode of travel, it should be so designated on the Travel Request and Expense Report when the request for travel is submitted for initial approval. Rental vehicles must be arranged through the Business Office for travel in excess of 250 miles (one-way).
3. For travel destinations in excess of 250 miles from Heartland Community College, the traveler must receive written authorization (prior to the trip) from their Cabinet member. This authorization must be documented on the Travel Request and Expense Report. Arrangements for a rental vehicle must be made through the Business Office.
4. College vehicles are to be driven only by licensed College employees, members of the Board of Trustees, or other licensed individuals with authorization from a Cabinet member, dean or executive director.
5. All users must provide a valid driver's license each time vehicle keys are obtained. Vehicles will not be released without a valid license. When there will be multiple drivers, all must provide a valid license. **Only persons who have shown their driver's license are authorized to drive. If unauthorized persons drive a fleet or rental vehicle, the unauthorized driver will assume responsibility for any liability.**
6. College insurance including liability and physical damage insurance is in force when using a College vehicle within the scope of the authorized travel. The primary driver is responsible for the vehicle while in his/her care. Any unauthorized use of a College vehicle or irresponsible actions while driving a College vehicle may expose the user to personal liability in the event of an accident. These same provisions apply to authorized College vehicle rentals.
7. **In case of an accident**, obtain a police report immediately at the place where the accident occurred. Do not leave the scene. Call HCC Security at (309)268-8300, as

soon as possible to report the accident. It is your responsibility to get the police report. **All accidents must be reported even if there is no visible damage.** The insurance card is located in the glove compartment. Additional information regarding accident reporting is printed on the back of the insurance card.

8. Each College fleet vehicle has a credit card issued for gasoline and incidental expenses. These College credit cards shall not be used for personal or rental vehicles. If the credit card has been used improperly, the user will be responsible for the charge and may be assessed a service fee. Return all College fleet vehicles to the College at three-quarters or more filled in consideration of the next vehicle user.
9. For any travel in excess of 200 miles round trip, fuel costs incurred will be charged to the traveler's departmental budget, or if more than one traveler, then the charges will be allocated equally among appropriate budgets.
10. College fleet vehicles are to be checked out for usage immediately preceding the business trip departure time and returned to campus immediately following completion of the trip. For liability purposes, College fleet vehicles are not to be taken home overnight for travel beginning the following day or at the completion of the trip for return to campus the following day. Safety and Security Services is open on campus 24 hours a day to facilitate vehicle check-ins and checkouts.
11. Users are responsible for all tickets, citations, violations or fines incurred not associated with a vehicle defect when the vehicle is assigned to them. All fines, tickets, etc. must be paid by the user. HCC does not assume responsibility for unpaid tickets or fines.
12. Wear seatbelts at all times.
13. No smoking, illegal drugs, or alcohol in any vehicle.
14. Changes to the Illinois Vehicle Code have imposed restrictions on the use of electronic communication devices while driving. These devices are defined as wireless telephones, personal digital assistants, and portable or mobile computers, but not global positioning systems (GPS) or navigation systems that are physically or electronically integrated into the motor vehicle. Specifically, drivers may not:
  - a. Compose, send, or read text messages, instant messages, e-mail, or surf the internet while driving on Illinois roadways.
  - b. Use a wireless telephone while driving through highway construction zones or school zones.
  - c. Use a hand held communication device while driving on Illinois roadways.

## **II. Related Resources**

1. Vehicle Check-out Form
2. Vehicle Use Authorization Form
3. College Microsoft Outlook calendar for vehicle reservations



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### **Administrative Policy: Vehicle Use Authorization**

This form verifies that the undersigned has thoroughly reviewed and understood the Heartland Community College (HCC) Vehicle Policy, Revision #7. A valid driver's license must be presented every time a College vehicle is checked out for use by the undersigned.

**Name (Print):** \_\_\_\_\_

**HCC Department:** \_\_\_\_\_

**For individuals not employed by HCC, name of HCC Cabinet member, dean or executive director providing authorization:**

\_\_\_\_\_

**Driver's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PHOTOGRAPH/VIDEO/DIGITAL RECORDING RELEASE FORM**

The undersigned does hereby agree that Heartland Community College (HCC), its employees and agents have the unrestricted right to take photographs, capture video, and/or conduct digital recordings of me (and/or my family members under the age of 18 years identified below) for instructional purposes or publication, promotion, placement, illustration, and advertising in any manner or in any medium. I hereby irrevocably release HCC, its employees and agents from any and all claims of liability relating to the use of such images, video, and/or recordings, and I waive any right to compensation for such use and any subsequent publication or transmission thereof.

\_\_\_\_\_

Date: \_\_\_\_\_

This Release is applicable to the following minor children or minors for whom I am legal guardian:

_____	_____
_____	_____
_____	_____

## Emergency Contacts

Name of Participant \_\_\_\_\_

Name of First Emergency Contact \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Name of Second Emergency Contact \_\_\_\_\_

Relationship to Participant \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Do you have any allergies or need any accommodations (food, accessibility, etc.)?