



Western North Carolina Teen Institute (WNCTI)

Policy Manual

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Section 1- Introduction

What is Teen Institute?

Teen Institute is a comprehensive program designed to train, mobilize and empower youth to prevent the illegal use of alcohol, tobacco and other drugs and self-destructive behaviors in themselves and their peers. Teen Institute emphasizes peer leadership and positive life skills development.

Teen Institute programs are for middle school and high school aged youth, ages 12 and up, and incorporates life skills and peer leadership training. Life skills training is experiential and incorporated into many elements of the Teen Institute experience. Opportunities to apply life skills are provided during Teen Institute programs, and youth are encouraged to actively apply them after the program is over. Programs may utilize peer leaders to conduct life skills training.

Teen Institute involves participants in a strategic planning process with the specific intent that plans of action developed during the program will act as catalysts for continued involvement in pro-social, peer leadership activities in one's school and/or community.

Follow-up assures that strategic plans are implemented or revised. Follow-up services may include technical assistance, resources, action alerts, regional retreats, additional leadership and/or prevention strategies training, community service events and reunions. Follow-up is provided throughout the year to teams, adult advisors and individual participants.

Teen Institute has opportunities for youth who have participated in the program to serve as youth advisors or youth staff in subsequent years. Youth are involved in planning and evaluating programs, developing and leading workshops and general sessions, facilitating small discussion groups and team meetings, providing staff support at other functions throughout the year and other duties as identified by the individual programs. It is not unusual for programs to have young people serve in these positions for several years after they have participated in Teen Institute.

Teen Institute uses a team approach to problem-solving in your community. A team is loosely defined as four youth participants and one adult advisor. All team members should interact enough on a regular basis to make planning and implementation easy. So it is important that all of you go to the same school or church or other community organization. The adult advisor can be a teacher, counselor or any community leader who is committed to helping your team reach its goals.

A majority of the Teen Institute programs have a residential component, providing an intensive experience over three to seven days. WNCTI incorporates residential experiences twice per year.

Alternative activities are usually provided during residential Teen Institute programs or are incorporated periodically into non-residential programs. They are strongly encouraged for all programs to incorporate in one way or another. These may include traditional camp activities, social events, visual arts, performing arts, sports, recreational activities, new games and other drug-free activities that meet the social needs of adolescents while promoting healthy lifestyle choices and drug-free leisure activities.

What is the Strategic Prevention Framework (SPF)?

The SPF is a SAMHSA-wide planning model for prevention that is relevant for substance abuse, mental health promotion, and other prevention areas. It incorporates the collection and use of data at all steps and requires that throughout the process, cultural competency and sustainability of efforts are addressed. It consists of five basic steps: Needs Assessment Capacity Building Strategic Planning Implementation of Evidence-Based Programs, Policies, and Practices (EBPPPs) Evaluation and Monitoring

WNCTI utilizes the SPF to guide all prevention-related activities created by its participants.

As can be seen in Figure 1 below, these steps are part of a circular process. Beginning with the assessment, States must first conduct a state-wide needs assessment of indicators and outcomes of substance use including alcohol, tobacco, and other drugs (ATOD). Next the building of capacity at the state level is required, then the development of a strategic plan to address the priorities, the implementation of the plan, and finally the evaluation. As with most processes, however, some of these steps may occur simultaneously with other steps. For example, capacity building may occur while the needs assessment is also occurring or the planning is occurring. Data are used throughout to drive both the focus of prevention efforts and the types of prevention effort. Both the process and the outcome are important and data are to be used to direct, modify, and assess efforts through out the process.

Figure 1: SAMSHA's Strategic Prevention Framework



Teen Institute History in North Carolina

Not much is presently known about Teen Institute in North Carolina prior to 2009. It is known that there was a Teen Institute in the far eastern part of the state until the late 1990s. It is also known to have been held at the University of North Carolina – Wilmington. There were no Teen Institute activities in North Carolina from that time until 2008 - 2009, when the model was reintroduced in the far western part of the state.

In June of 2009 thirty youth participants, three adult staff and six adult volunteers attended the Middle Tennessee Teen Institute at Cumberland College in Lebanon, Tennessee. These participants represented three western North Carolina counties – Jackson, Haywood and McDowell - plus the Cherokee Indian Reservation. They were joined by nearly 100 participants from middle Tennessee in a five day training and leadership building experience. During their time at Tennessee Teen Institute, each of the teams developed an action plan related to substance abuse/destructive decisions prevention that they were to take back to their communities for implementation.

It should also be noted that in June 2008 a smaller group from Macon County attended the Middle Tennessee Teen Institute as well. As WNCTI grew, these youth once again became involved in local prevention-related activities and are now actively engaged with the group that attended in 2009.

The strategic plan developed as part of the Teen Institute model incorporates peer-to-peer recruitment and education. The youth who attended the 2009 Institute returned home to implement their respective strategic plans and recruit growth among their peers. Several of the groups who attended were very successful in growing rapidly and effectively, most notably in Jackson County. These students gave a name to their group – SAND – Students Against Negative Decisions. These youth have been engaged in their community's prevention efforts by way of media campaigns and events and have additionally been a vital part of the planning process for subsequent Teen Institute activities.

In December 2010 the first region-wide WNCTI training was held at the National Guard armory in Sylva, NC. This single-day event hosted youth and adults from four western North Carolina counties and focused on leadership development and learning about the SPF model.

This was followed by the first ever residential WNCTI training that was held in February, 2011 at the Lake Logan Episcopal Center in Canton, NC. Twenty-five youth and ten adults attended a weekend-long leadership training facilitated by Leading to Change, a Charlotte, NC-based youth philanthropy agency. Five western North Carolina counties were represented at this event.

In March, 2011 a two-day non-residential training was held on bullying prevention. This training was held in numerous locations and presented to a wide audience in hopes of saturating the community. Workshops were held in two Jackson County schools followed by a parent meeting and a full Saturday day training was included for all WNCTI regional participants.

The first full WNCTI residential training was held in June 2011 at Mars Hill College in Mars Hill, North Carolina. This five-day training hosted 95 youth and adults from eleven North Carolina counties. Speakers and facilitators included Leading to Change, the North Carolina National Guard, MedWest Health Care, Juanita Wilson of the Eastern Band of Cherokee Indians, NCABC, Connor's Heart and representative Ray Rapp.

The project for the week was for each community to create a media message to take home for dissemination. This project was facilitated by Jesse Romine of Stellar Media. By the end of the week each community had a professional media message they produced to take home to use for their individualized prevention implementations. These videos are in the copyright process at the moment and can be used by WNCTI or any of its respective participants/teams.

Also in June 2011, Mountain Projects received word that it was awarded a Kate B. Reynolds Charitable Trust grant to continue operations of WNCTI for an additional two fiscal years, concluding in June 2013. Three employees will be in charge of overseeing this process as part of Mountain Project's Prevention Department.

Project Partners

WNCTI is part of the Prevention Department at **Mountain Projects, Inc. (MPI)**, a Community Action Agency that serves Haywood and Jackson counties in the far western region of North Carolina.

Smoky Mountain Center for Prevention Services (SMC) partners with MPI by serving as local management entity (LME) for the Substance Abuse Prevention Treatment Block Grant and the Methamphetamine Prevention Programs offered through the prevention department at MPI. SMC also offers valuable technical assistance relating to Teen Institute.

The North Carolina Center for Prevention Resources (NC CPR) was created by the North Carolina Division of Mental Health, Developmental Disabilities and Substance Abuse Services as a vehicle for building substance abuse prevention delivery capacity among local providers. The role of the CPR is to help build the prevention capacity of providers and other partner statewide. The CPR utilizes a variety of methods to accomplish this including coordinating training opportunities and providing technical assistance to community partners.

The Kate B. Reynolds Charitable Trust (KBR) was established in 1947 and is now one of the largest private trusts in North Carolina. Its mission is to improve the quality of life and quality of health for the financially needy in North Carolina. The Health Care Division promotes wellness state-wide by investing in prevention and treatment. The Poor and Needy Division of the Trust responds to basic life needs and invests in solutions that improve the quality of life and health for financially needy residents of Forsyth County. Wachovia, a Wells Fargo Company, serves as sole trustee.

The Kate B. Reynolds Charitable Trust is the primary source of funding for WNCTI.

WNCTI Framework**

****Everyone associated with WNCTI should learn this model framework well enough to recite it without referring back to a written document. This defines the process in an easy to understand format**

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Milestone 1

Identify from each community*:

1 adult advisor, 4-5 youth who are interested and curious about TI (this group is defined as a team). This team's first task is to identify challenges within their community – something they want to change.

*Community can denote any existing infrastructure. Examples include schools, youth serving organizations and faith-based groups. Keep the denominator small by addressing activity to a controlled audience such as a school instead of an entire county. Smaller numbers will have a greater impact this way.

Milestone 2

The team goes to Teen Institute training to develop its action plan and their leadership skills, specifically those skills that enable them to recruit peers and to achieve specific results. They evaluate their skill and commitment to the plan (level of motivation) and identify where to go for outreach by identifying who they are going to recruit. Youth leave the training with the question; what are you going to do when you go home? Recruiting and implementation should begin very shortly after this. Early results and successes are essential to the team's longevity. At this point the team should be committed to the plan and each member should be able to communicate what it is they are trying to change and how. Adult advisors are educated about their role at this stage.

Milestone 3

The team implements its plan. The learning curve starts immediately. Start small and let the team decide if they got the results they wanted. If not, make changes and try again immediately. Plan, act and track simultaneously. Make quarterly goals to ensure early success.

Results

Youth Participants

Do they believe they have more choices?

- *“How has this project reflected who I am? What other choices do I now have for myself?”*

Do they have improved leadership skills (recruitment and goal setting)?

Is there a continued sparking of new ideas?

Do they know how to achieve results? Make changes?

Community

Is something different? (How did the implementation impact the school/organization, etc.?)

Do other things change as a result? (This refers to a spring board effect – do other things change as a result of the results?)

Are new projects now possible because of this experience?

Notes:

Get everyone engaged from the beginning. Continue educating the youth throughout the process, not just at the beginning. Note any attitudinal changes that occur while the project is in process and adjust as needed.

Everyone, including paid staff, volunteer staff/adult advisors and youth participants must be able to clearly say what the plan is and without referencing a written document.

Avoid using the term “culture” when at all possible. Be very concrete about the population you hope to impact. When identifying barriers, be sure to clarify whether it is a structural or personal/interpersonal difficulty. Identify what is already in place and is unlikely to change (structural) such as school policies, and that which may change (personal/interpersonal).

Minimize activity-based goals. Make goals result-oriented instead. Stay focused on increasing opportunities for positive choices.

Tracking

Tracking should occur throughout the process, never just at the end. Track constantly and make changes immediately when something is not working.

The goal is for the youth to be able to identify choices that are available to them that were not there previously. *What choices do I have now that I didn't have before?*

Was the target audience *informed, convinced and persuaded*? Once informed were they effectively convinced enough to go out and persuade others to adopt the desired change?

End, WNCTI Framework

Definitions/descriptions of all personnel/participants

There are many different levels of participation within WNCTI - youth participants, youth staff, adult advisors, WNCTI staff, facilitators, speakers and guests. What follows is a description of everyone involved in the process. This will help the newcomer and returning participant have a better understanding of everyone's responsibilities.

WNCTI staff – these are the paid, adult staff members who organize the TI throughout the year. Most of them work for either Mountain Projects or Smoky Mountain Center. These are also the adults that most participants will see year-round as they implement their strategies at home.

Adult advisors – Adult advisors come with a group of participants to a residential TI and help them develop a plan to take home. They also are with the group year-round to answer questions and help with the things participants may not be able to do because of school schedule or limited resources. Adult advisors are usually volunteers but sometimes lead the group as part of their regular job such as school counselor, youth minister, etc.

Youth Staff – Youth staff are former youth participants who have attended at least one residential TI and have demonstrated a maturity level that is consistently high enough to receive additional, unsupervised duties. Youth staff status can be rescinded back to participant status if a member of the youth staff acts in a way that is counter to the principles of TI.

Youth staff members who have attended more than one residential TI may elevate to a higher staff "ranking." This is done to reward youth staff for staying with the process, providing them with additional leadership responsibilities and helping to make the TI model sustainable. As of now WNCTI is too new to have clearly defined "ranks" but this is a probability for the near future.

Definitions/descriptions of all personnel/participants, continued.

Youth Participant - Youth participants are between the ages of 12 and 17 and are attending their first residential TI. If a youth participant attends a regional day-long training they are still considered youth participants for their first residential TI experience. **A residential TI is defined as a regional training that has at least one overnight stay but usually lasts for an entire weekend or up to five days, in the case of a full TI.**

Facilitators - facilitators are usually paid presenters who lead workshops and provide activities during the TI. They are responsible for their program but not responsible for the youth directly. That responsibility falls on the WNCTI staff and adult advisors. Facilitators may require additional technical assistance from WNCTI staff during a TI and adult advisors may be called upon as a result to take up some of the slack with participants. Facilitators are considered guests at TI and should never be asked to attend to matters outside of their contract.

Speakers – Speakers are paid or unpaid presenters that usually present once during a TI. As with facilitators, they may need help from WNCTI staff and adult advisors should be made aware that their assistance may be needed to cover during those times. Also, as with facilitators, speakers should be considered guests of TI.

Guests – Guests can be dignitaries, potential funders, or anyone else invited to attend WNCTI as a non-presenter/observer. Please treat guests as you would a guest in your home. They are attending because they want to see WNCTI!

Section 2 – Policies

The following policies are in place primarily to assure the safety of all WNCTI participants, youth and adult. Secondly, policy must exist to protect the integrity of the TI process and to maintain its effectiveness and sustainability. Most of the WNCTI policies are common sense items but it is still important to clearly communicate them to avoid confusion about what everyone’s responsibilities are. Policy is always subject to change based on new experiences and it is primarily the WNCTI staff’s role to make sure policy is being enforced. This does not preclude personal accountability of all WNCTI attendees. All attendees are personally responsible for how they present themselves and their actions. Please remember that WNCTI is about making positive, healthy choices. As a result, the standard of accountability and behavior is set at a level that is higher than usual.

Because of the prevention related content that is discussed at WNCTI, opportunities may arise for small group discussions that involve topics which may bring forth disclosures from participants. When done in a “sacred space”, this can be a very effective way for participants to explore some of the things that have affected them profoundly in life. The content of these small group discussions is never disclosed outside the group, and that is always agreed upon before discussion begins. However, an exception to this rule must be made when a disclosure communicates that harm has been done or is intended to be done to an individual. Those disclosures must be reported by law and more importantly, as a way of assuring all participants remain safe both while at WNCTI and at home and school.

Policies – participants

Adult Staff – adult staff specifically refers to WNCTI staff. Please see participant definitions for clarification of all participant designations.

Adult staff members are the only year-round staff of WNCTI. Therefore, it is likely that other participants will see them at a residential WNCTI, regional day trainings and as visitors to their local communities throughout the year.

At all WNCTI-related events the adult staff must represent TI as ambassadors and generally convey a positive attitude about the TI process. This includes honoring the fact that TI is a youth-led process in which the adults act as a resource to help the youth develop and implement their plan. It is important that the ideas for local prevention strategies originate from the youth when possible. This makes it very important for adult staff to be able to step back and not influence the youth with their own ideas and suggestions. Only offer help when it is requested. At the same time, it is important for adult staff to communicate their willingness to help facilitate the team plan in a way that will make it most effective. Always follow through with the requested assistance. It is also mandatory to maintain regular contact with teams throughout the year to assure they are on-track and continue providing assistance when needed.

For regional WNCTI trainings, residential and non-residential, it is the responsibility of the adult staff to do all of the planning and organizing. When possible, WNCTI participants are asked for their feedback on topics they would like to have presented and at times may even ask for ideas on location and recreational ideas.

Since adult staff members are responsible for the total operations of WNCTI, there will be times that some duties will need to be delegated to adult advisors.

Adult Advisors – adult advisors live in the community with their team of participants and provide assistance in recruiting, planning and implementation of their local group. They also attend regional residential and non-residential TI trainings. **At all times adult advisors are personally responsible for every member of their group.** If asked to assist with other duties at regional WNCTI trainings, the adult advisor must make sure there is another responsible adult to take over this responsibility.

In the case of residential trainings it is often necessary to ask for assistance with supervision of opposite-gendered youth participants in a dorm situation. This means, that for instance, a male adult advisor cannot supervise their female youth participants at all times in a dormitory. It is the responsibility of the adult advisor to make sure that opposite-gendered participants are supervised even after “lights out.” Conversely, adult advisors will need to assist other adult advisors in the same fashion. WNCTI staff members are aware that many first-time adult advisors will not know other adults at a TI and for that reason will always make sure adult advisors have an opposite-gendered partner to share responsibilities.

Policy – Adult advisors, continued.

Adult advisors are never to leave campus at a residential WNCTI or to take participants off campus.

Exceptions exist for medical and family emergencies but it must always be communicated to and approved by a WNCTI staff member. All WNCTI participants are to stay on campus for the duration of the training unless a pre-approved group activity directly relating to WNCTI is planned. WNCTI staff members have to leave a residential training at times to restock supplies or to assist a facilitator. When this is necessary, adult advisors will be asked to assume extra responsibilities to ensure the safety of all. This does not preclude the personal responsibility of the adult advisor for their group. Therefore, it will be necessary at times to ask another adult advisor for help. A cooperative spirit is required at an event like WNCTI and it is expected of all adult advisors.

One final thought for adult advisors – please always try to resolve small issues yourself with the help of other adult advisors. This will strengthen your bond with the other adults participating in TI and you may possibly even make a new friend or two. WNCTI staff members are ultimately responsible for all that goes on at a TI and that is a BIG responsibility. Small incidents are often more effectively handled by adult advisors. For issues requiring disciplinary measures it is necessary to involve a WNCTI staff member but otherwise try to address it without “going to the top.”

Youth staff- Youth staff members are those participants who have attended WNCTI in the past and have demonstrated a maturity level that is consistently high enough to be assigned additional, unsupervised duties. This does not mean youth staff members are unsupervised but rather that at times they will be on assignments given by WNCTI staff that do not require the presence of an adult. WNCTI staff members take the responsibilities of the youth staff members very seriously and if it is discovered that a youth staff member is abusing the privilege the actions to correct the behavior takes the following form:

1st offence –personal meeting with WNCTI staff member(s) to address the issue.

2nd offence – revocation of staff status. If this happens the youth staff member will have staff privileges taken away and will become a youth participant.

3rd offence – dismissal from WNCTI.

Youth staff members are at all times to convey a positive attitude about WNCTI and are expected to be helpful to newcomers always. Everyone was once a newbie to TI and whether or not a participant decides to come back is often the result of the example set by the peer leaders.

Whether working with your group or all of the other participants, you are expected to be engaged with the activity at hand and to always be respectful. You are the youth staff and you must always convey a helpful, respectful attitude.

Policies – participants/ youth staff, continued.

Youth staff members are sometimes working without an adult present but always at the WNCTI staff's request. At these times be especially careful to be on your "best behavior" and not to appear to be "goofing off" or otherwise doing something you are not supposed to be doing. Sometimes new adult advisors don't realize that you are acting on the orders of WNCTI staff members and you can be watched with a suspicious eye. This has happened in the past. Always remember though – when you do what you are asked in the way you were asked to do it an adult WNCTI staff member will always vouch for you. As long as you have given WNCTI staff no reason to distrust you they will always "have your back."

Youth Participants – youth participants are first-time attendees at a residential WNCTI training. Youth participants are often overwhelmed at their first TI. It is an awesome but confusing experience until they "get it." Once they do, they are usually eager to keep coming back! All returning WNCTI participants know this and are willing to help make you feel comfortable. Never be afraid to ask any questions or to talk to people about what TI is all about. It is expected that new youth participants will know little or nothing about TI. That is natural and all returning participants were once "newbies" and are aware of it.

Still, there are expectations of all youth participants. Youth participants are expected to attend all WNCTI events within a residential TI. This means no skipping class, sorry! Youth participants must remember they are ambassadors from their community and were hand-picked to represent at WNCTI. This is a big honor but it comes with responsibilities. Youth participants are expected to leave their first residential TI with a plan that they will take home and present to their community. This means that although TI is a lot of fun, it is also a lot of work! Whether working with your group or all of the other participants, you are expected to be engaged with the activity at hand and to always be respectful.

Youth participants are never to leave campus during a residential TI. Don't even think of it!

Teen Institute is about making positive, healthy choices and being respectful of everyone while celebrating the fact that we are all different. Bullying, drugs, hate, and negative images are the things we are learning to avoid as participants at WNCTI. Because of this, the standard is set very high in regard to participant behavior. We are all about having fun but in a positive, reinforcing way. **Therefore drug, alcohol or tobacco use, bullying, hate speech, discrimination and sexual misconduct will all lead to immediate dismissal from WNCTI. No questions asked. This is a zero-tolerance policy for these behaviors. Youth and adult staff are aware of this and must meet the same standard themselves.**

Drug-Free Pledge for all youth staff/participants

All Youth Participants and Youth Staff must sign a pledge each year stating that they will remain drug-free for the upcoming year. The pledge is as follows:

Youth Commitment

I understand that as a participant of WNCTI, I am striving to make a difference in my school and community. I believe in myself and my worth as an individual and therefore will uphold the goals of WNCTI and pledge to remain free of Alcohol, Tobacco and Other-Drugs (ATOD) for a period of one year. If this becomes difficult for me, I agree to seek support from my peers, trusted adults and/or family. Additionally, as a participant of WNCTI, I pledge to continue working to implement the action plan of my local group for a period of one year. This may include but is not limited to; regular meeting attendance, participation in group activities, role modeling positive behavior in my community, representing WNCTI as an ambassador for positive change and assisting any of my peers who ask for help.

_____ Date _____

Signature of Applicant

Facilitators/Speakers/Guests – these VIP’s are very much part of the WNCTI experience and are welcomed additions to the family. Since they are not involved in the total WNCTI they are asked to always confer with a present adult if a situation arises that required intervention. **Because of this and for liability purposes, facilitators, speakers and guests should not be left to fend for themselves without another adult present.** During all presentations and facilitations there should always be more than one adult present. These valued members of the team are onsite to perform specific tasks and need not be hindered by actions caused by discipline or first aid needs.

Special presenters are always expected to represent their agency of affiliation in a positive manner and to be generally supportive of the work participants are doing at WNCTI. It is also requested that these presenters/guests make sure they come prepared and this includes making sure WNCTI staff are aware of special needs they may have. Prompt responses during the planning process are expected and anything that can be done to minimize surprises is great appreciated.

Finally, if facilitators, speakers or guests become privy to any appropriate confidential disclosures as a result of their time at WNCTI, it is expected that they maintain the confidentiality once they are off-site. Conversely, if a disclosure is made of a nature that may be inappropriate or dangerous it is required that it be reported to a member of the WNCTI staff.

Policies – Facilities

In regards to all WNCTI functions, whether it is residential, non-residential or just pertaining to meeting space in general, it is required that all building and health codes be obeyed. It is also the policy of WNCTI that none of its participants will willfully damage any facility it is being allowed to use. Such actions may result in a participant no longer being allowed to participate in WNCTI events.

In regards to residential TI activities, it is imperative that boys and girls housing accommodations be in separate buildings. The exception to this would be if all girls and all boys were in gender-divided **group rooms**, dormitory-style, with adults sleeping in the same space. Under no circumstances are boys and girls allowed to cohabitate the same space where there is not strict control of their movements after “lights out.”

Any participants discovered to be in the sleeping space of an opposite-gendered participant are subject to immediate removal from WNCTI. This would involve parents of both parties being called and required to come immediately to pick up their child.

Policies – Staffing and accountability

Most staffing and accountability issues have been covered elsewhere in this manual. The following is a summary:

- **At all times adult advisors are personally responsible for every member of their group.**
- **Adult advisors are never to leave campus at a residential WNCTI or to take participants off campus.**
- **Adult advisors – please always try to resolve small issues yourself with the help of other adult advisors.**
- **During all presentations and facilitations there should always be more than one adult present and engaged.**
- **Youth staff and participants are expected to always be engaged with the activity at hand and to be respectful.**
- **Youth staff and participants are never to leave campus during a residential TI. Don't even think of it!**
- **Any appropriate confidential disclosures as a result of discussions at WNCTI will remain confidential and not be disclosed outside of WNCTI.**
- **If a disclosure is made of a nature that may be inappropriate or dangerous it is required that it be reported to a member of the WNCTI staff.**
- **Any participants discovered to be in the sleeping space of an opposite-gendered participant are subject to immediate removal from WNCTI. This would involve parents of both parties being called and required to come immediately to pick up their child.**

Policies – Staffing and accountability, continued.

- **Drug, alcohol or tobacco use, bullying, hate speech, discrimination and sexual misconduct will all lead to immediate dismissal from WNCTI. No questions asked. This is a zero-tolerance policy for these behaviors.**

Policies – Projects and Media

Due to the project-related nature of WNCTI there will always be participant created products floating around in the form of video and audio PSA's, billboards, flyers, questionnaires and promotional incentives. These products and the images and messages they convey are considered the sole intellectual property of WNCTI and its participants. Individual teams may use materials they have produced and items given to them by WNCTI without obtaining permission. If a team or participant wishes to use materials created by another team at WNCTI then permission must be obtained from the WNCTI staff. Some materials created at WNCTI will be submitted to the copyright process. These items may not be used by individuals outside of WNCTI without obtaining permission from the WNCTI staff.

When at all possible, material produced at WNCTI intended for mass public consumption should be free of any individual identifiers. This means that no names of any minor participants should appear visually or verbally on any of these type of media products.

Social Media – Facebook, Youtube, Twitter, etc.

A Facebook and Youtube page has been established for all WNCTI participants. All participants are encouraged to use these pages to communicate with other WNCTI participants at any time. In the case of Youtube, WNCTI teams have standing permission to use this account to access their videos for promotional purposes.

In the case of all social media, the same policies exist as for “live” WNCTI. If you wouldn't say it, post it or show it at WNCTI then don't do that on these pages either. Any violation of WNCTI policy on a social media page is considered the same as if it were at WNCTI and the discipline resulting will also be the same.

Policies – Reporting

WNCTI staff has all responsibility for reporting to agencies and trusts that fund and support WNCTI.

Adult advisors are responsible for making sure their team complies with all reporting requirements to WNCTI staff. This includes but is not limited to quarterly reports to WNCTI staff about the team's progress on current projects. The team is allowed to take the lead on reporting but it is ultimately the adult advisor's responsibility to see that it is done.

As stated previously for safety purposes, it is required to report any incident that causes harm or communicates intended harm to law enforcement. If such an incident happens while at a residential WNCTI, and when safety is not an immediate concern, please report these incidents to a WNCTI staff member and let them make the report.

Policies – In Case of Emergency (ICE)

All WNCTI staff members are CPR and first aid certified. It is the responsibility of WNCTI staff to make sure their certifications are current and that they attend refresher courses whenever possible.

At all WNCTI events, first aid is available from WNCTI staff. Staff members carrying book bags have first aid kits stowed inside. Please direct your needs to these people whenever possible.

In the case that a first-aid carrying staff member must leave the group, they are required to "pass the bag" and thus the responsibility to another adult staff member or adult advisor. This ensures that first aid supplies are always easily within reach of participants.

It is required that all participants, youth and adult, complete the medical and emergency information sections of the application. This includes the over-the-counter medication (OTC) section. This is for participant's protection and it gives permission for WNCTI staff to make certain decisions without having to contact parents or guardians. Failing to complete these sections of the application is a liability for everyone.

Under no circumstances are youth participants allowed to dispense prescription medications to themselves. This is the responsibility of their adult advisor. All prescription medications must be in the possession of an adult, not a youth participant. Exceptions are made for prescription inhalers.

End, WNCTI Policy Manual.