

# General GTI Leadership Summit Policies

## ADULT PARTICIPANTS AGREE TO:

- Stay the entire length of the Georgia Teen Institute Leadership Summit (GTI LS) and attend and participate in all scheduled activities;
- Remain alcohol, tobacco and other drug free during the GTI LS;
- Remain on the grounds of the GTI LS and within approved areas of said grounds at all times;
- Role model enthusiasm, cooperation, encouragement and respect for the opinions and capabilities of all participants;
- Work with their teams to develop action plans; and
- Continue to be involved in prevention and service activities after the GTI LS;
- Follow all rules and regulations established by Georgia Teen Institute and the host site including the GTI Technology Policy, Dress Code Policy and COVID-19 Policies.

## ADULT PARTICIPANTS SHOULD NOT TO BRING:

Two-way radios, skateboards, knives, firearms or weapons of any kind (including water weapons), tobacco or alcohol products, unprescribed or illegal drugs, fireworks, TVs, microwaves, coolers or valuables. If you bring valuables, you will be responsible for their safekeeping. GUIDE, Inc., Georgia Teen Institute and host sites will not assume responsibility for any items that are lost, stolen or damaged.

*Consequences for noncompliance to the GTI policies may range from confiscation of contraband until the end of the program to immediate dismissal from the program. It is at the GTI Director's discretion to determine the consequence resulting from the infraction.*

## Technology Policy

Georgia Teen Institute (GTI) recognizes that more and more frequently, our lifestyles include using cell phones, tablets and other devices on a regular basis. For this reason, GTI established a technology policy that encourages healthy and safe use of these items while at GTI events.

Our busy schedule affords little time for using technology. However, youth and adult participants may be encouraged to use technology for social media during specific sessions during the program. Though we have chosen to embrace social media, bringing a cell phone, tablet or other device is not a requirement to come to GTI, and parents/guardians can decide whether their youth may participate. Parents/Guardians who decide to allow their youth to bring technology should know that GUIDE, Inc., GTI and host sites are not responsible for lost, stolen or damaged items.

Youth participants who bring cell phones, tablets or other devices to GTI are expected to use them respectfully, responsibly and at appropriate times. Use of these devices is limited. Devices should never be used during sessions and activities unless specifically designated as a time to engage with planned social media or technology efforts. Devices should be kept on silent or vibrate mode and stored in backpacks or otherwise concealed and kept out of sight. We realize that it's often hard to "disconnect," but a large part of GTI is about in-person engagement, connection and relationship building.

Please know that by limiting use of technology, we are not trying to prevent parents/guardians from contacting their youth or vice versa. Rather, we are trying to keep youth safe. Camps and youth conferences across the country are dealing with lawsuits and hurt feelings, and some are even faced with shutting their doors because youth bring cell phones and then do youth-like things with them in the camp setting (i.e., take pictures of people in towels or changing clothes; send bullying texts, IMs, etc. to others in the program; make plans to meet up with someone after hours; or lose their phones), and we are trying to avoid these issues at GTI. We do not want these types of issues to be a part of the GTI experience, and we want to support current trends by providing the opportunity to engage in structured use of technology.

Our hope is to provide an opportunity to the young people we serve to engage with GTI on various social media platforms while reminding them to continue to make safe and healthy choices in all aspects of life. We encourage all of those interested in seeing what we are doing at GTI to visit our website and social media channels:

Websites: [www.georgiati.org](http://www.georgiati.org), [www.guideinc.org](http://www.guideinc.org)

Facebook, Instagram, Twitter, YouTube: @guidegti

At GTI, in an effort to keep everyone safe, healthy and focused on having a positive experience, we will not tolerate:

- Use of cell phones, tablets or other devices during any session unless specifically designated as a time to engage with GTI's planned social media efforts;
- Photographs, videos, emails, text messages or social media posts that are considered to be offensive, negative, hurtful or explicit toward other participants;
- Photographs, videos, emails, text messages or social media posts that are considered to be offensive, negative, hurtful or explicit or could defame GUIDE, Inc., Georgia Teen Institute or host sites;
- Participants engaging with GUIDE, Inc./Georgia Teen Institute's social media sites with a username or handle that is considered to be offensive, negative, hurtful or explicit;
- Use of online or texting communications for harassment, bullying or intimidation;
- Photographs, video or other media being captured in the bathroom, showers or other private areas or in any situation in which the subject is in a state of undress or engaged in any activity that would cause embarrassment or other harm to the subject;

- Participants under the age of 18 connecting with GTI Staff members over the age of 18 on any social media channel (i.e., friending, following, subscribing, etc.).

The technology policy will be strictly enforced, and we ask that all youth and adult participants adhere to this policy.

*Consequences for noncompliance to the policy may range from confiscation of the device until the end of the program to immediate dismissal from the program. It is at the GTI Director's discretion to determine the consequence resulting from the infraction.*

## **Dress Code Policy**

### **Georgia Teen Institute Participant Dress Code**

Georgia Teen Institute will encourage all participants to dress in a fashion that reflects good taste and a style appropriate for a leadership program. Clothing and shoes should be comfortable and suitable for active engagement in indoor and outdoor activities that may include lots of movement and walking, sitting on the floor, bending, reaching and playing various games.

- Participants must wear clothing including both a shirt with pants/shorts or skirt, or the equivalent, and shoes at all times.
- Clothing must cover undergarments and/or body parts that undergarments would cover. Fabric covering all private parts must not be see-through, including the presence of holes. Crop and strapless shirts may not be worn.
- Clothing, including accessories, may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or illegal substances, gang activity, pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech or offensive, negative, hurtful or explicit words or graphics.
- Athletic shoes must be worn in the gym.
- Swimsuits must be worn to enter the pool. Swimsuits must provide adequate coverage of all body parts; string bikinis may not be worn. Cover ups and shoes must be worn to and from the pool.

Participant dress that does not follow these guidelines, or that could constitute a threat to the safety or health of participants, will not be permitted at Georgia Teen Institute.

Georgia Teen Institute Staff will determine final approval of appropriate attire. Participant will be instructed to immediately change their attire if it is inappropriate.

# COVID-19 Policies, Procedures and Protocols

The health and safety of our participants, staff, and volunteers is of the utmost importance to us at GUIDE, the organization that operates Georgia Teen Institute. Our policies and protocols are based on current recommendations and best practices from a variety of public health sources and are designed to keep the most number of people as safe as possible.

This document is a guide, and GUIDE leadership recognizes that this may need to change several times in the coming months due to staffing needs, employee situations and guidance from public health authorities. As such, this information is subject to change prior to Georgia Teen Institute 2023 events. All changes will be updated as soon as feasible and shared with anyone already registered to attend GTI in any capacity. All questions about these guidelines and requirements may be directed to GUIDE's Executive Director, Jessica Andrews-Wilson, at [jessica@guideinc.org](mailto:jessica@guideinc.org).

## BEFORE GTI

### Vaccinations

All staff and volunteers must provide proof of being fully vaccinated against COVID-19 in order to attend any in-person Georgia Teen Institute events.

“Fully vaccinated” is defined as having the appropriate number of initial shots as determined by the manufacturer and the necessary waiting period after the shots. All staff and volunteers are very strongly encouraged, if eligible and recommended, to have relevant booster shot(s).

Georgia Teen Institute participants (youth and adults) are NOT REQUIRED to be vaccinated for GTI 2023 events.

### Testing

All participants, staff and volunteers (youth and adults) are encouraged to take a rapid COVID test prior to arrival at the GTI event to ensure that no one with COVID is attending the program.

### COVID-19 Symptoms

If any participant, staff or volunteer (youth or adult) experiences any of the following symptoms 24 hours or less prior to the start of the conference, they should not attend:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## **DURING GTI**

### **COVID-19 Symptoms**

If the symptoms listed previously develop during a GTI event, the participant, staff or volunteer will be removed from activities and they must leave campus. Youth participants must be picked up by a parent/guardian as quickly as possible and youth will be isolated/not permitted around other participants while they wait.

Rapid COVID tests will be available if needed.

### **Our Pledge Regarding Medical Information About Our Clients**

We understand that medical information about our clients' and their family's health is personal. We are committed to protecting medical information that they share with us. This notice applies to all medical information we maintain. Clients' personal doctors or health care providers may have different policies or notices regarding the use and disclosure of their medical information that is created in an office or clinic. GUIDE will not be a party to this information. The only information we will have is the information clients choose to share with us. This notice will explain the ways in which we may use and disclose medical information about our clients, and describe their rights and obligations. We pledge to:

- Make sure that medical information that identifies clients is private;
- Give our clients notice of our legal responsibilities and privacy practices; and
- Follow the terms of the notice currently in effect.

Our clients' medical information may be disclosed to medical personnel who are treating them when they are under GUIDE's supervision or custody, or to a family member at the client's request or at our request. This includes emergency or hospital personnel. In addition, this information will be accessible to GUIDE staff in charge of specific programs or services. This information will be kept in a secured location either in the branch or at a program site and will be accessible to staff on a need to know basis. Any employee who violates rules for handling medical information established herein will be subject to adverse disciplinary action.

### **How We Use Clients' Medical Information**

The following are examples about how we would use clients' medical information. Not every use or category will be listed.

1. Emergency. In case of an emergency involving a client, we would release the client's medical information to emergency or hospital personnel.
2. As required by law. We will disclose medical information about a client when required to do so by federal, state or local law enforcement.
3. Public Health Risks. We may disclose medical information about a client for public health activities including:
  - a. Reporting child abuse, neglect or domestic violence;
  - b. Reporting births or deaths;
  - c. To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
  - d. To prevent or control disease, injury or disability;

- e. To assure the safety of program participants.
4. Lawsuits and Disputes. If a client is involved in a lawsuit or dispute, we may disclose medical information about the client in response to a court or administrative order, in response to a subpoena, discovery request or other lawful process. GUIDE will make a reasonable effort to inform a client about the request prior to releasing the information.

## **Release, Waiver and Indemnification Agreement**

*THIS FORM MUST BE COMPLETED AND SIGNED BY EACH ADULT ADVISOR TO COMPLETE GTI REGISTRATION.*

### **RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT**

In consideration for being permitted to utilize the facilities, equipment and services and participate in the programs of [Georgia Teen Institute, Oxford College, Georgia Southern University, 12Stone Church, GUIDE, Inc. and Gwinnet County], individually or collectively, for any purpose and without respect to location, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with [Georgia Teen Institute, Oxford College, GUIDE, Inc. and Gwinnet County], individually or collectively, for any purpose and without respect to location, the undersigned and his/her parent or legal guardian, if the participant is under the age of 18 years, do hereby execute this release, waiver and indemnification for himself/herself and his/her heirs, next of kin, successors, representatives and assigns and hereby agree to the following:

The undersigned hereby release, waive, discharge and covenant not to sue each of [Georgia Teen Institute, Oxford College, Georgia Southern University, 12Stone Church, GUIDE, Inc. and Gwinnet County] and their officers, employees and agents (hereinafter referred to as "Releasees") from all liability to the undersigned, his/her heirs, next of kin, successors, representatives and assigns for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the Releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the Releasees, for any purpose and without respect to location.

The undersigned hereby agree to indemnify and save and hold harmless the Releasees and each of them from any loss, liability, damage, cost, claim or causes of action, including attorney's fees and witness costs, they may incur due to the presence of the undersigned in, upon, or about the premises or property of the Releasees or in any way observing or using any facilities or equipment of the Releasees or participating in any program affiliated with the Releasees, [including, without limitation, Georgia Teen Institute,] for any purpose and without respect to location, whether caused in whole or in part by the negligence, gross negligence or strict liability of the Releasees or otherwise.

The undersigned hereby assume full responsibility for and risk of bodily injury, death or property damage due to, in whole or in part, the negligence, gross negligence or strict liability of the Releasees or otherwise while in, about, or upon the premises or property of the Releasees and/or while using such premises or property or any facilities or equipment thereon

or participating in any program affiliated with the Releasees, for any purpose and without respect to location.

The undersigned agree to follow all rules and regulations promulgated by the Releasees, including the General GTI Policies, Technology Policy, Dress Code Policy and COVID-19 Policies. The undersigned understand that violations of the policies may result in their child needing to be picked up from the host site and agree to do within 12 hours if it becomes necessary.

The undersigned assume full responsibility for any items lost or stolen while the participant is present in, observing, using or participating in any program affiliated with the Releasees.

The undersigned further give permission for the participant to take part in a survey used to evaluate the program and to be photographed, videotaped and/or quoted during Georgia Teen Institute. The undersigned hereby consent to and authorize the use by the Releasees of the participant's image and/or likeness for any promotional purposes. The undersigned waive the right to inspect or approve the participant's image or any finished materials that incorporate the participant's image and understands and agrees that any such image will become part of the Releasees' photograph file and that it may be distributed to other organizations or individuals for use in publication. The undersigned also understand that they will receive no compensation in connection with the use of the participant's image.

The undersigned further expressly agree that the foregoing release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the state of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

The undersigned parent or guardian certifies that he/she is the parent/legal guardian of the participant.

This waiver, release and indemnification is given freely and voluntarily by the undersigned without coercion, duress, threat or promise of any kind.

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

**THE UNDERSIGNED HAVE READ THE ABOVE POLICIES, WAIVER, RELEASE AND**

**INDEMNIFICATION AGREEMENT.** I verify that I completed a registration form for my child which included allergies, medications taken and other important information related to my child. In addition, I understand that my child will be asked to follow all GTI policies upon arrival at Georgia Teen Institute events.

\_\_\_\_\_  
Signature of Adult Participant

\_\_\_\_\_  
Date

**AGREEMENT AND CONSENT FOR TREATMENT**

This is to certify that I, the undersigned, hereby consent to and authorize the administration and performance of all needed medicines, surgical treatment and the administration of any anesthetic which, in the opinion of the attending physician, may be necessary and advisable in the event of any medical emergencies regarding myself ("Patient"). It is understood that efforts shall be made to contact the emergency contacts prior to rendering emergency treatment to the Patient.

\_\_\_\_\_  
Signature of Adult Participant

\_\_\_\_\_  
Date

Primary Phone: \_\_\_\_\_ \*Other Phone: \_\_\_\_\_

\*Health and Accident Insurance Provider: \_\_\_\_\_

\*Group Number: \_\_\_\_\_ \*Policy Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ \*Other Phone: \_\_\_\_\_

\*Emergency Contact Name: \_\_\_\_\_

\*Primary Phone: \_\_\_\_\_ \*Other Phone: \_\_\_\_\_

\*Optional Information; not required