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in the *Warrington College of Business Administration* (www.warrington.ufl.edu)

In Partnership with UF's *Center for Precollegiate Education & Training* (www.cpet.ufl.edu)
& UF's *Center for Leadership & Service* & UF's *Department of Sociology*
UF's *Office of Sustainability* & UF's *Innovation Academy*

Summer 2013 - Handbook

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In Case of Emergency:

Emergency Procedures for Students

1. Call 911 AND
2. Contact your RA or Chase or Emily AND Call Kristin (352-316-9196)

Emergency Procedures for Parents

1. Call Kristin (352-316-9196)
2. If for some reason she doesn't answer right away, contact Chase or Emily OR if it is between 8am-5pm on a weekday, call CEI at 352-273-0330, and ask the Staff to help reach Kristin.

Important Contacts

Who to Contact:

Kristin E. Joos, Ph.D.

kristin.joos@warrington.ufl.edu

<http://www.ufyoungentrepreneurs.org>

UF's Center for Entrepreneurship & Innovation, Innovative Sustainability & Social Impact Initiative

Warrington College of Business Administration, University of Florida

Stuzin 267 P.O. Box 117168

Gainesville, FL 32611-7168

352.273.0355

Fax 352.846.2170

Emergency cell phone: 352-316-9196

If at any time you have any questions or concerns, please contact Dr. Kristin Joos, Director or Chase Schulte (941-276-7736) or Emily Conwell (786-863-3291), our Program Assistants. We all reply to the info@ufyoungentrepreneurs.org email.

STAFF BIOS

Director

Dr. Kristin Joos is the Director for the Young Entrepreneurs for Leadership & Sustainability High School Summer Program at UF. In 2005 she brought Social Entrepreneurship to UF and created the Innovative Sustainability & Social Impact Initiative in the Center for Entrepreneurship & Innovation. Kristin is a UF graduate, earning her bachelors degree in Psychology with minors in Sociology, Religion, and Women's & Gender Studies. In 2003 she graduated with a Ph.D. in Sociology & a graduate certificate from the Center for Women's Studies and Gender Research. Her research interests center around youth & emerging adulthood, social entrepreneurship, sustainability, community service and creating positive social change. Kristin is passionate about teaching students to use the skills & strategies of business to create innovative & sustainable solutions to social, environmental, and economic problems locally and around the world. From 2003–2006 she served as the Coordinator of Admissions & Student Activities for the Honors Program at UF. In 2006 Kristin was named Service Learning Professor of the Year at UF, because of the community service she requires her students to do. In fact, in 2012 her students completed more than 10,000 hours of service totaling more than 1/2 of President's Goal of 1 Million minutes of service for all UF students. For the 2011–2012 academic year, Kristin served as a Sustainability Fellow and in 2013 she won the UF Champions of Change Sustainable Solutions Award for her academic work (aka Sustainability Professor of the Year Award). In addition to running YELS, she currently teaches courses in Social Entrepreneurship and Sociology.

Program Assistants:

Chase Schulte is a fourth year student studying Environmental Science and Sustainability & the Built Environment. He is originally from Punta Gorda, Florida and graduated from Charlotte High School in 2010. Outside of YELS, Chase is an intern with the Office of Sustainability working with the Sustainability Hut, the office's mobile outreach and education tool. He also coordinates a semesterly book drive for Better World Books, a B-corporation dedicated to increasing literacy worldwide. Chase plans on attending graduate school for Landscape Architecture in the future.

Emily Conwell is a fourth year Journalism major from Weston, FL. She is also completing minors in French and Leadership. She has been involved in many organizations and communities at UF, including the Hispanic Student Association, Young Leaders Conference, Gators for UNICEF and currently works as a Career Ambassador at the Career Resource Center. Additionally, Emily holds leadership roles within the Florida Cicerones, serving as an official student ambassador to the school, where she gets to provide campus tours and host events for distinguished guests and alumni of UF. Last summer, Emily studied abroad in Paris, France, where she studied French Hip Hop and Rap music. She plans on attending law school after graduating in May to pursue a career in Child Advocacy Law. Emily is beyond ecstatic to be working YELS this summer. She graduated from St. Thomas Aquinas High School in Fort Lauderdale, FL in 2009.

RA for Girls:

Elise Van Wie is a fourth year Forest Resources and Conservation major, specializing in Recreational Resource Management. At UF, she has been a Resident Assistant for 4.5 semesters, holds leadership positions in Cru, and is chair of the UF chapter of the Society of American Foresters. She has directed community service operations with the UF Campus Kitchens Project, been a camp counselor in Colorado, and spent a summer in Paris. She is passionate about environmental conservation and serving others, and enjoys art, music and food! Elise graduated from Sickles High School in Tampa, Florida.

RA for Guys:

Michael Beavers is a fourth year dual major in Aerospace and Mechanical engineering. Michael has been involved in a variety of organizations on campus including Gator Drones, as the visuals director, Intramural Sports and the Travel and Recreation program (TRiP), as Gear manager. As a TRiP leader, Michael enjoys taking student on front and back country trips, not limited to backpacking, canoeing, and sailing. He is pursuing an eclectic engineering degree to assist in transforming gray engineering into green.

Activities Assistants:

Ian Siljestrom (YELS) is a fourth year Sustainability and the Built Environment major. He is also completing minors in Urban Planning and Landscape Architecture. He has held several different community positions, including an intern for the City of Newberry's Planning Department and the University of Florida's Physical Plant Energy Division. He was also an attendee at the SEC Renewable Energy Symposium. Last summer, Ian worked abroad in Belgium where he practiced sustainable landscape

design, creating personal green spaces in an ecological manner. Ian holds the position of Program Assistant for Aquatics at UF RecSports. Aside from academic and professional pursuits he also participates on UF's club swimming and water polo teams. Ian is planning to attend graduate school in Urban and Regional Planning, focusing on sustainable development. He is very excited to have the opportunity to foster lasting relationships with students at YELS this summer. He graduated from Cocoa Beach High School in 2010.

Sky Beck (YELS) is planning on graduating with a Bachelors in Sport Management in the Fall of 2013. He was part of the inaugural YELC program in 2007. He is currently on the club baseball team at the University of Florida. He was in intern for an online fitness blog called Fitzness where he learned invaluable feedback about what it takes to run your own business. He is planning on interning for an elite baseball facility called Gatorball in the Fall Semester.

Kaydrienne Young (GSSP/YELS) is a fourth year Sociology major with a minor in Sustainability Studies. She volunteers with the School Health Interdisciplinary Programs teaching children about healthy diets and choices. In tandem with the Southern Energy Network, she is involved with a campaign to negotiate the implementation of green energy initiatives on UF's campus. With the Dream Defenders UF she has rallied for political equality and educational reform in Tallahassee. She is a graduate from Coral Reef Senior High School where she majored in the performing arts.

Teaching Assistants:

Maria Martinez is a senior majoring in political science and sustainability studies at the University of Florida. She is a research assistant and interns for the City Manager of the City of Gainesville. She would like to attend graduate school for public policy in Washington DC and work on Capitol Hill.

Claudia Bell attended Martin County High School in Stuart, Florida. She is a second year Business Administration Student with an area of specialization in Sustainability Studies. Claudia is involved around campus as a mentor for the Business Undergraduate Mentorship Program and will be working on a sustainability project with Enactus in the fall. She just returned from studying abroad in Florence, Italy where she studied Italian and photography. Claudia is so enthralled to be a part of this program and can't wait to meet all of the incredible YELsers this summer!

Social Media & Sustainability Coordinators

Maria Martinez is also working as a Social Media & Sustainability coordinator.

Meredith Willingham is going into her second year as a double English and Mathematics major. She is also studying Swahili and working towards a minor in Anthropology. In her spare time, she volunteers for Project Progress by teaching English as a second language to adults and is also involved in VARAS UF, a volunteer program that aids rural areas in Ghana, Africa. She is currently working on Projects for Peace to help create arable, sustainable farming in East Africa, and on the side, she loves to bike and do yoga. In the future, she plans on incorporating English and Sustainability studies at the graduate level, hopefully in California. Meredith graduated from Edgewood Jr/Sr High School on the Space Coast in 2012.

Instructors:

GEB4930 - Exploring Entrepreneurship - Professor Matt Hintze (matthewhintze@gmail.com)

SYG2010 - Social Problems & Solutions - Dr. Kristin Joos (kristin.joos@warrington.ufl.edu)

We are also fortunate to have a number of alumni ambassadors, volunteers, mentors, and guest speakers who will be introduced during the course of the program.

*YELS owes special thanks to the **Staff of CEI (especially Debbie, Katharine, Ted, and Chris), under the directorship of Jamie Kraft, as well as the founding director, Professor Arnie Heggstad, as well as our scholarship sponsors and donors (especially Scott Fore of NobleHour.com) who will be recognized at our Awards Lunch on July 26th.***

TRAVEL AND ARRIVAL SCHEDULES

Please schedule your travel plans so that you arrive on June 23rd and depart on July 26th.

REGISTRATION & ORIENTATION

Sunday, June 23rd

1:00 PM – 3:00 PM	Check-in at the Beaty Commons
3:00 PM – 5:00 PM	Mandatory Orientation in Bryan 232
5:00 PM – 8:00 PM	Move In and Dinner with Families
8:00 PM	Families Depart & Students gather in Beaty

Program Ending: July 26th Parents are invited to join students at an Awards Lunch Celebration at Emerson Alumni Hall from 12-2pm. Rooms must be vacated and cleaned no later than 5pm.

Arrival & Move-in, Registration & Orientation

On Sunday, June 23rd, families may arrive at Beaty Towers (West floors 10 & 11) and begin moving in as early as 1pm. From 1-3pm and 5-8pm are “move-in” times.

Mandatory Registration & Orientation for Students & Parents will be from 3:00-5:00 PM on Sunday, June 23th in Bryan 232. Staffers will be introduced, expectations and rules will be reviewed, and participant and parent questions will be answered. Any incomplete or additional paperwork will be due at this time.

From 5-8pm is additional move-in, get-settled time for families. Students may want to run a few errands to stores like Target or CVS, or get snacks & drinks from Publix. During this time students will want to eat dinner as well. You are welcome to dine on campus, or you can find many popular chains on Archer Road (Panera, Olive Garden, Carrabba's, Outback, Chili's, Moe's, etc.), or you can enjoy a local restaurant (like Satchel's, Leonardo's, Burritos Brothers, The Swamp, The Jones B-Side, Bistro 1245, Emiliano's, The Top, or ask Dr. Joos for suggestions).

Please be sure to be back on campus and in the Beaty area at 8pm. At this time parents will depart and students will get together for their first evening full of activities and fun.

Parents may leave as early as 5pm, if needed, in order to make the long drive home. The RAs will share dinner and hang out with any students whose parents depart prior to 8pm.

If parents would like to spend the night in Gainesville, below is a list of hotel options. The hotel at the Reitz Union is on the UF campus and the UF Hilton borders campus; the Holiday Inn at Univ. & 13th street is rather old, but near the Business School; the Hampton Inn & Suites Downtown just opened a few years ago; the other hotels are all near I-75.

Gainesville Lodging:

Reitz Union Hotel
On University of Florida Campus
PO Box 118505 Gainesville, FL 32611
(352) 392.2151
<http://www.union.ufl.edu/hotel/>

Hilton University of Florida Conference Center
<http://www.ufhotel.com/>
1714 S.W. 34th Street
Gainesville, FL 32607
(352) 371-3600

Holiday Inn University
1250 West University Avenue
Gainesville, FL 32601
(352) 376-1661

Hampton Inn & Suites Downtown
www.hamptoninnandsuitesgainesville.com
101 Southeast 1st Avenue
Gainesville, FL 32601
(352) 240-9300

Homewood Suites
3333 SW 42nd Street
Gainesville, Florida 32608
I-75 Exit 384, east to 1st light turn Left
352-335-3133

Comfort Inn West
3440 SW 40th Blvd.
Gainesville, FL 32608
I-75 Exit 384, east to 1st light turn Left
(352) 264-1771

Country Inn and Suites by Carlson
4015 SW 43rd Street
Gainesville, FL 32608
I-75 Exit 384
(352) 375-1550

Courtyard by Marriot
3700 SW 42nd Street
Gainesville, FL 32608
I-75 Exit 384
(352) 335-9100

Red Roof Inn
3500 SW 42nd Street
Gainesville, FL 32608
I-75 Exit 384, SR 24 east then left on SW 40th
Blvd.
(352) 336-3311

Best Western Gateway Grand
(this is the furthest from campus)
4200 NW 97th Blvd.
Gainesville, FL 32606
I-75 Exit 390
(352) 331-3336

There are also 4 lovely Bed & Breakfasts in Historic Downtown Gainesville, which would be the first choice of Dr. Joos, if she were looking for accommodations.

<http://www.magnoliabnb.com/>
<http://www.laureloakinn.com/>

<http://www.camelliaroseinn.com/>
<http://www.sweetwaterinn.com/>

PROGRAM SCHEDULE

The YELS schedule, academic and otherwise this summer, is full and intense. Our days are fully planned and participants must budget their time effectively to accomplish their goals. Do not expect to have large amounts of free time except on Sundays. The tentatively planned general schedule* is as follows, please keep in mind that it is essential to check your email often and check-in with our program staff each morning to make sure that you are aware of any changes to what is listed below:

Monday - Friday

7-9:00 AM	Wake-up, Free time, and Breakfast
9:00 - 10:00 AM	Study Hall (Rinker 230)
10:00 - 12:30 PM	Class (Rinker 230)
12:30 - 2:00 PM	Lunch and Break
2:00 - 5:00 PM	Community Service
5:00 - 7:30 PM	Break and Dinner
7:30 - 9:00 PM	Evening Events & Activities (Mon, Tues & Thurs in Stuzin 200)
9:00 - 10:00 PM	Free time in Beaty
10 - 10:30 PM	Floor Meeting
10:30PM	Students return to rooms

Saturday – Community Service Field Trips

Sunday – Free Days with optional activities

*Note that the first week will follow an amended schedule for Orientation activities. Students are expected to communicate with the staff so that they know where to be and are on time to all events and activities.

Additional Program information

Note that nightly residence hall floor meetings also begin the first night. Students are officially welcomed to the University of Florida, will receive their UFIDs (Gator-1 cards) the following morning, and will be escorted on campus tours.

Detailed schedules are distributed during the program. Activities, times and locations, invited speakers, assignment deadlines, and topics to be discussed are included. Field trip itineraries may be distributed to all participants prior to the trips to familiarize them with objectives and the anticipated schedule.

SUGGESTED CHECKLIST OF THINGS TO BRING

We will try to tell students who their roommates are before they arrive--if there is enough time. This will allow students to call one another to plan which items they will bring and which items they can count on their roommates to bring.

There is a great list that students might like to refer to, to supplement our list below:
<http://www.housing.ufl.edu/housing/packinglist.html>

A Photo ID (drivers license, school ID, other picture ID... this is required for your Gator-1-Card)

Linens:

Sheets (single bed-extra long 84" sheets - mattresses are 80" long x 36" wide x 7" thick)
Blanket or Sleeping Bag (if you have one, it can be used as a blanket/bedspread)
Pillow & Pillow Cases, Bath Towels, Hand Towels, Washcloths

Household Cleaning Supplies:

Laundry Detergent, Soap, Sponges, Cleaning Products, Bowl Brush, Dish Towels

Food Staples: Snacks, drinks; breakfast/lunch items and quick dinner items, if preferred.

Cooking Utensils (If needed):

Pots and Pans, Spatula, Cooking Spoons, Dishes, Silverware, Cutlery, Glasses, Cups, Pitchers, Storage Containers, Dish Rack, Can Opener, Ice Cube Trays, Oven Mitts, Recipes, Cookbooks, Optional: Toaster, Microwave Oven

Note that the suites in Beaty come with a full-size refrigerator and an oven & stove and remember that you have an unlimited Gator Dining meal plan, so you may not do much cooking, or any at all...

Clothing:

-Good School Clothes: Students are not expected to "dress up" for class, unless they are specifically asked to do so for a special occasion, like giving a presentation (see mention of *Professional Attire*, below). Typically students wear shorts, tee-shirts/tops, and sandals/flip-flops or sneakers to class and around campus. Campus buildings can be quite cold, so we recommend layering. Please refer to the Dress Code (beginning on page 15, below) for more information.

-Leisure Clothes, Comfortable Walking Shoes: Note that during this time of year in Gainesville the temperature is in the 80s-90s. However, many activities will be held indoors where temperatures are in the 60s-70s. It may be a good idea to bring a light sweater, as 70 degrees can feel very cold when coming in from 90+ weather outside. Also note that it rains *often* during this time of year, so be prepared for lots of sun, coupled with afternoon showers.

-Professional Attire: As part of both Dr. Kristin Joos's and Professor Hintze's classes, students will be giving presentations and will be expected to wear business-casual/business-professional attire (not necessarily suits, but dress shirts and nicer pants/skirts). This is the norm for Warrington College of Business students at UF (and for many people in the professional world of work), so we'd like our YELS students to get a taste of it now. Each student will present approx. two times in each class. Also, on Monday evenings (for our Speakers Series) and a few Thursday evenings (for our College Prep workshops) we ask students to dress business-casual/business-professional as a gesture of respect for our guest presenters. We would like to gently remind students that "sexy-dressy" (dressing up to "go out") is *not* the same as professional attire.

-Service Attire: Some of the service will involve getting dirty. Please be sure to bring at least one outfit (ideally 2-3) that are suitable for working out in the sun, rain, mud, dirt, dust, paint, etc. Bring an old pair of tennis shoes (as flip flops are too flimsy for hard work). If you already have a pair of gloves (for yard work), please bring them along.

-Beach Attire and Towels

-Dressy Attire: We may have a few evening events (TGIF Fridays or Saturday nights) where students might want to "dress up."

Toiletries:

Body & Facial Cleaners, Shampoo, Toothbrush, toothpaste, deodorant, sunscreen (see below)...

Sunscreen... *plan to wear at least SPF 15 on a daily basis and stronger for days in the sun.*

Many students have allergies, so please do not bring or use perfumes or colognes or heavily scented sprays or products. If you ignore our request and bring these items, please do not wear them to class, to evening activities, or on fieldtrips.

Umbrella, Poncho, Raincoat: Afternoon rains are expected. It is in the students' best interest to bring an umbrella. Students may also want bug repellent, as mosquitoes are common.

Reliable Alarm Clock: There is no "wake-up" service provided. Punctuality is required!

Phone: Cell phones are highly recommended.

Book Bag or Backpack (optional as we provide students with a "messenger bag" which can be used instead of a backpack)

Each student also needs to bring a Hurricane Preparedness kit consisting of:

- 3 gallons of water
- 3 days of nonperishable food
- Flashlight & extra batteries
- (optional, if you take prescription medications): 3 days worth of medication

Optional:

(optional) **Bicycle:** If you bring a bike, bring a helmet and a good tamper-proof lock. Chain linked locks are not recommended, as they are easily cut. The University Police Department recommends a Techlock or Citadel. Also, Kryptonite "U-bolt" is suggested. They are expensive, but can be used during an entire college career. Remember to keep extra lock keys in a separate location just in case you misplace your keys. Bicycles cannot be kept in your room or anywhere inside the dormitory. Front and Rear Lights are **required** for night riding. Note that bicycles are often stolen on campus, so if you bring a bike, please be careful to lock it securely and know that you are taking a risk that it might "walk."

(optional) **Computer or Laptop:** All YELS writing assignments must be word-processed using a computer. You do not need to bring a computer, but you may if you so choose. The dorms are equipped with high-speed Ethernet connection and WIFI, so you may want to bring an Ethernet cord along with your computer. We will provide a printer both in Beaty and near your classroom, so that you can print your work before class, if needed. It would be helpful if you could bring a small USB-drive so that you can easily print your work on our print-servers, but if you do not have one, don't worry, we can provide a shared drive for you to use.

(optional) **Camera:** For memories.

(optional) **Musical Instruments/Sports Equipment:**

Instruments for personal enjoyment.
Playing Cards, Board Games, Frisbees, Tennis Rackets, etc.

INFORMATION ABOUT HOUSING, DINING, FINANCES & STUDENT LIFE

The program will be housed in Beaty Towers Residence Hall. Students will be sharing a bedroom in an air-conditioned, fully carpeted efficiency suite consisting of two bedrooms, bath, kitchen (with oven/stove and full-size refrigerator, but no microwave, toaster, or coffeemaker) and living area. Students will share the suite with three other participants. Students usually come "loaded up" with snacks and toiletries, and are taken shopping locally by their parents just before they leave Sunday afternoon for last-minute dorm necessities. A small convenience store is located in the Beaty Commons. Also, complete laundry facilities are available in the residence hall, furnished with new appliances: Washers cost \$1.25 and dryers cost \$1.25 per load. Suites are wired for cable TV at no additional cost. We do not encourage students to bring TVs (as there is not much time to watch), however students may bring TVs if they'd like.

Please do NOT bring video games. While TVs & DVD players are acceptable, we ask that students not bring Playstations or X-boxes or anything of the sort. Students will not have time for that sort of activity. We also recommend that students bring MP3 players (or CD players or laptops) with headphones rather than stereos for playing music, as loud music is not permitted in the dorms.

Living in the residence halls requires that the student assume responsibility for his/her room and suite. No maid service is provided to the students except for some cleaning in the bathroom. Each student should help in the maintenance of the suite as all students are ultimately responsible for the overall state of cleanliness (vacuums are available for free checkout at the Beaty Front Desk).

The program includes a *Gator Dining Services Meal Plan with unlimited meals.* These meals will be available at three campus dining facilities: Gator Corner Dining Center, the Fresh Food Company, and Home Zone (in the Reitz Union). These dining facilities offer a variety of foods (including vegetarian and vegan options) in a buffet style.

Students will be given a Gator-1 Card (at UFID Services as part of Orientation) for use during their stay on the University of Florida campus. The Gator-1 will be the meal pass for the two dining facilities and will also have \$100 worth of credit for the other dining facilities on campus such as Subway, Starbucks, Chick-fil-A Moe's, Chili's, and more. Students also will use the Gator-1 Card for library book check-out and for admission to other campus facilities. Gator-1 cards also serve as bus-passes for the campus circulator bus service. It is your official ID.

We have a busy first week's schedule so you will need to be prepared. Ask your parents to take you shopping for any personal items when you arrive in town Sunday before or after the Orientation, or bring these items along with you.

FINANCES AND BANKING

The program expenses, whether paid by the student or through awarded scholarships, cover all essential program costs including the books, program T-shirt, group picture, Gator-1 card, field trip/park entrance fees, and the extra-curricular evening group activities.

Extra spending money is not included in program cost, and is left to the discretion of the student and the student's parent(s) or guardian(s). Students will be responsible for a few snacks while on outings and small expenditures on items like souvenirs, etc. In any case, bringing a roll or two of quarters will aid in use of laundry (\$1.25/wash and \$1.25/dry) and vending machines. The students from last summer said \$100-250 was suitable, much of which was spent on "Gator gear" and souvenirs. Students should not keep large amounts of cash on them because of the possibility of theft or loss. Both Bank of America and Wells Fargo have Automatic Teller Machines on campus for students to withdraw cash. Personal funds are the participant's responsibility and cannot be replaced by the program.

TELEPHONE PRIVILEGES

We recommend that students have access to a cell phone during the program, as there will be no landlines in the dorms. If you do not already have a cell phone or are unable to have one, please contact Dr. Joos to discuss alternate arrangements.

SPORTS AND EXTRACURRICULAR ACTIVITIES

UF athletic facilities such as the O'Connell Center, Southwest Rec Center, Student Rec Center, the Broward Outdoor Rec Complex, the UF Golf Course and the Reitz Union Student Activities Center are available for student use. Ping-pong tables, piano and TV room are available in the student residence hall common area. In addition to the planned activities, there are a wide variety of optional activities available. Students will have full access to all athletic facilities on campus, including pools, tennis courts, and gyms, using their Gator-1-card. The UF Department of RecSports has instituted new policies (despite our efforts to plea otherwise) that may limit the access of some facilities for our students. We are working to negotiate the details and will announce the details at Orientation or at the first night's floor meeting.

MISCELLANEOUS

- 1) **School Supplies:** A three-ring binder, with important program handouts and a supply of notebook paper will be issued to students at Registration. Students will be responsible for all other school, study, or personal supplies they may deem necessary (stationery, pens, pencils, stamps, address book, markers, calculator, dictionary, post-its, etc.)
- 2) If parents would like to send **mail or care-packages** to their student, please send them care of the YELS office at the address below, rather than directly to Beaty Towers, as mail is not received there during the Summer. If you're shipping via UPS or FedEx, be sure to use our physical address (our physical address is the same as is listed below, just leave off the P.O. Box). We will deliver mail daily to the students.

(name of your student) c/o
UF Warrington College of Business Administration
Center for Entrepreneurship & Innovation
attention: YELS
Stuzin Hall, Room 267
PO Box 117168
Gainesville, FL 32611-7168
352.273.0355

OFFICE OF YOUTH CONFERENCE SERVICES

UF's new Office of Youth Conference Services (<https://oycs.ufsa.ufl.edu>) would like to remind you that we take pride in offering a variety of programs and we are committed to doing so in a safe and effective manner. If you feel Uncomfortable or Unsafe while here at UF, let at least one of the people below know:

- YELS Student-Staff (including our Program Assistants – Chase & Emily, Residential Assistants – Elise & Michael, Activities Assistants – Ian, Sky, Kaydrienne, and Chase, our Sustainability & Social Media Assistants – Maria & Meredith, or our Teaching Assistants – Claudia & Maria) – The RA's are typically your first contact as you see them most often-- they live with you in Beaty. You can report any inappropriate behavior or feelings of discomfort to any of our YELS Staff.
- YELS Instructors – Professor Matt Hintze or Dr. Kristin Joos - You can also approach and speak with your instructors any time you do not feel safe.
- YELS Director – Dr. Kristin Joos – Dr. Joos is in charge of all of the participants, employees and volunteers associated with YELS. She can also help you if you have any problems/issues.
- University Police Department (UPD) – If someone has harmed you or you feel you are in danger you can contact a university police officer at 352-392-1111.
- Your Parents/Guardians: If you are not comfortable talking to event staff or the police remember you can always tell your parent(s) or other trusted adults.

All of our YELS Staff have participated in screening and training from the Office of Youth Conference Services-- including background checks, finger printing, Youth Protection Training, Preventing Sexual Harassment Training, FERPA Training, and we signed Affidavits of Good Moral Character.

Expectations, Rules, and Regulations

1) Residence Hall Life

Students are housed in Beaty Towers East for the duration of the five-week residential program. Students are housed on two floors: girls will be on the 10th floor & guys will be on the 11th floor. Students are assigned compatible roommates and suitemates based on information provided on the roommate matching form.

Two floors in Beaty Hall are reserved solely for YELS use. Only authorized university personnel and staff are permitted on student floors. If relatives and friends wish to visit, students must arrange to meet them in the Beaty Commons area or elsewhere on campus. Parents may visit the dorms, but the Program Director must be given prior notification so that parent visits do not conflict with scheduled activities. Under extenuating circumstances and with prior notification, parents may check out their students for the day. However, this is strongly discouraged as all parts of the program are important and missing a day or several days could cause the student to fall behind in classes or with their service learning assignments. YELS participants are not allowed to visit students from other programs in Beaty or in other dorms without permission from a RA.

Program staffers are housed on the same dorm floor to ensure adequate supervision. **Students are required to demonstrate a high degree of self-discipline. They are treated as young adults and are expected to conduct themselves accordingly. Rules of conduct, appropriate dress, and curfew are strictly observed for the well-being of the students and the success of the program.**

Camaraderie develops as students learn to cope with living arrangements, roommates and program responsibilities. The dorm atmosphere fosters the development of long-lasting friendships and teaches students how to live and to work with a diverse group of individuals. As you can imagine, this is good preparation for college life.

2) Social and Recreational Activities

This list is a sample of the types of activities which are coordinated, encouraged and/or monitored by YELS staff and students to augment the academic program activities: speakers series, mentors, field trips, "how to get into college" workshops, running/jogging groups, Frisbee, tennis, volleyball, program orientation and staff/participant introductions, scavenger hunts, campus walking tours, a BBQ at the lake, movies... not to mention a tubing trip to a local spring, an evening with Gator athletes, and various weekly activities and outings.

3) Counseling and Academic Advisement

Two RAs will live in the residence halls with students and will supervise all program activities. Program staff will assist students with academic work and check progress regularly. Each course has a Teaching Assistant (TA) who can help answer questions related to course materials and will help students to prepare for exams and assignments. There will always be a staff member available to help students with solving any problems that may arise, academic or personal. Additionally, our Staff is trained by a Mediation/Conflict Resolution specialist who will be on-call to assist with any situations (even minor roommate squabbles) that might arise.

4) Student Career Information

Students are exposed to many professions and career options through their classes, community service, contact with professors and mentors, and through the speaker series. Students are encouraged to correspond with the YELS staff after the program in regard to future plans as well as to make suggestions for program improvement.

5) Student Health Services

Students are required to have health insurance and are to submit a set of medical forms, including verification of medical insurance coverage and immunization records. First aid supplies will be on-site in the residence halls and at the community service sites where students will be working. Students who become ill or injured are referred to a local emergency room or urgent care center for treatment. We will contact parents immediately and ask that you please come to wait with and care for your student. Students are welcome to return home for a few days, until they feel well enough to return and participate fully in the program activities. We do not have medically-trained staff, and thus defer to

families and medical experts in health-related situations. Because our days are full with activities, it is best for ill or injured students to be cared for by their families and then return to YELS when they are recovered. Please be sure to provide contact information on the Emergency Contact Form at Orientation.

Students with Disabilities

If your student needs accommodations for a learning, physical, medical, dietary, or mental health issue, you must notify us as soon as possible so that we can arrange for appropriate accommodations to be provided. Documentation must include the diagnosis of the disability, specific functional limitations for both academic and residential settings, and recommended accommodations.

6) RULES, REGULATIONS AND POLICIES

The following rules, regulations and policies have been developed for UF Pre-Collegiate Programs over the past 50 years. They must be followed to ensure safe and smooth operation of the YELS Program. No student will be allowed to participate unless he/she agrees to abide by these rules, which you do by signing the program contract. **We trust students will make an honorable commitment to observe all rules, regulations and policies.**

Transportation: NO AUTOMOBILES or other MOTORIZED VEHICLES

No student will be allowed to possess or drive an automobile, motorcycle, moped, scooter, or other motorized vehicle (except wheelchairs) in Gainesville or the surrounding area during the six weeks that he/she is a participant in YELS. This prohibition applies both to students whose homes are in Gainesville and students who are not Gainesville residents. Students are also restricted from riding in any vehicle that is not operated by a parent/guardian, staff member or other person authorized in advance by the program.

ILLEGAL SUBSTANCES AND OTHER PRESCRIBED ITEMS

No student may possess or use alcoholic beverages, firearms or other weapons, or substances regulated under the provisions of Chapter 893, Florida Statutes unless dispensed to the student on prescription and noted on the Contact/Medical Information Form. No student may possess for delivery or deliver alcoholic beverages, firearms or other weapons, or substances regulated under the provisions of Chapter 893, Florida Statutes. Violation of this rule is grounds for immediate dismissal from the program.

DISORDERLY CONDUCT, DISRESPECT, RULE VIOLATIONS, AND ACTION IN DISREGARD OF POSSIBLE HARM TO OTHERS

No student shall engage in disorderly, disrespectful or disruptive conduct. Such conduct or any action which is committed with disregard of the possible harm to an individual or group, which results in injury to an individual, or which is consistently disrespectful to staff, students, or others will be grounds for expulsion from YELS.

ILLEGAL CONDUCT IN GENERAL

If a student violates any rule of the University of Florida, rule of the Board of Trustees, municipal ordinance, or law of the State of Florida, or of the United States, he/she will be subject to immediate expulsion from YELS.

NO OPEN FLAMES AND SMOKING RESTRICTIONS

No candles, matches, lighters, incense or any open flames are allowed; and there is to be no cigarette smoking on the floors or in suites occupied by YELS or during any function or program activity.

WINDOW RESTRICTION

At no time during YELS are the windows in the suites to be opened. The residence hall is centrally air-conditioned, with thermostatic controls in each suite. The Beauty Towers office will fine the occupants for each incident. Additionally, banners, signs, posters, etc., are not to be hung on the windows.

NO ANIMALS

University of Florida Division of Housing rules prohibit pets. This includes, but is not limited to, dogs, fish, birds, mice, rabbits, cats and reptiles. Arrangements must be made for someone at home to look after pets for the duration of the summer program.

ATTENDANCE AND TARDINESS

Students are required to attend **all** scheduled functions of YELS unless excused by staff for good reason. Being on time for program events and activities is mandatory.

WEEKENDS

Students are expected to remain with the program on all weekends during YELS. Very important family gatherings (*e.g.*, weddings, religious ceremonies, family reunions and the like) may be exempt with an advance request to the Program Director.

FLOOR MANAGEMENT

Students are assigned to same gender suites and are not allowed to visit the bedrooms of students of the other gender unless during scheduled activities or specific permission is requested and granted, by the RA or other program staff. If guests are present within a suite, the door must remain open using the doorstops provided. Failure to follow proper procedures with regard to visitation is reason for the lifting of this privilege, and in extreme or repeated cases, dismissal from the program.

SIGN-OUT/SIGN-IN

All students must sign out when they leave the dorm, except for YELS scheduled activities. Students must also discuss plans, get permission, and sign-out with an assigned residential staff member if they are planning to be off campus at any time. Students use an official sign-out sheet to indicate that they are leaving the immediate area of the residence hall* at any time other than for attendance at a scheduled YELS event. Program staff must know the student's destination and estimated time of return for all non-scheduled activities. Students sign-in upon their return, and/or sign-in for the evening by the designated sign-in time. If students are away from the residence hall and find themselves delayed, they must call the YELS Staff and let them know the student's whereabouts. Students MUST NOT sign-in or out for one another. The sign-out/sign-in process is vital to the security of students in the program and must be respected and adhered to by all. **Failure to follow proper procedures with regard to sign-out/sign-in is reason for dismissal from the program.**

**The immediate residence hall area includes the Beaty Towers, Beaty Commons, and the lighted tennis, basketball, and volleyball courts directly across the street from Beaty.*

CURFEW HOURS

Curfew is 10:30 PM (sign-in/floor meeting) every night except Friday and Saturday, when it is usually 11:00 PM (sign-in/floor meeting) for participation in scheduled events. At curfew, students will sign-in with the counselors on duty on their floor and will have a short floor meeting. They must then stay in their assigned suite on the floors reserved for their gender until 7:00 AM the following morning, when they may leave the dorm for morning exercise, breakfast, and/or to go to classes.

VISITATION Only at Approved Times

Out of respect for the other participants, YELS Staff must be contacted before bringing visitors into the building.

QUIET HOURS

The UF dormitory is a residential hall full of people attending different programs. As a courtesy to others noise should be kept to a minimum. In other words, balls should not be bounced in the halls, students should not be chasing one another up and down the halls, and so on. After 9:00 PM it is to be quiet in the halls for studying. Room noise should not be audible to an appreciable degree outside of the room. Consideration should also be given to others within the suite as they may wish to study or retire early.

ENTRY TO RESIDENCE HALL ROOMS

Counseling staff have access to a pass key, which is normally used for room inspections and during instances that bear on student safety (e.g., fire drills); however, the students' right to privacy is a priority. If there is reason to suspect that a serious violation of any of the rules is occurring at any time, an immediate search may be authorized by the Program Director. No visitors or other students will be allowed access to a room unless one or more suite mates are present.

The University of Florida housing staff also have pass keys, use of which is authorized for maintenance, building inspection, and toilet paper re-supply. Housing staff will first knock and identify themselves before entering students' rooms to clean toilets and replenish toilet tissue supply.

COMPUTERS

It is recommended that students bring laptop computers **if they already own them**, as the entire campus has wireless internet. However, it is not recommended that students buy laptops just for this program. If students choose not to bring a computer, there are many computer labs on campus, some of which are open 24-7. One in particular is located between the dorms and the students' classroom. Students will be able to log on to check email, etc. Students should understand that if they bring computers or other electronic equipment to YELS, it is at their own risk.

Cell Phones/iPhones/Blackberries/PDAs/MP3 players

We realize that most students will bring a cell phone, however, if they do not have one, it's not essential (the residence halls do not have phones, but there are payphones on campus). In order to foster communication among our participants, students will not be permitted to use their phones (for calls, texting, music, games, etc.) while in engaged in program activities... typically this will be during study hall (9:00-10a), class (10:00a-12:30pm), service (2-5p), evening activities (7:30-9pm), and ANY time students are riding in vehicles. If you urgently need to reach your student during these times, please contact one of our staff and we will help you to get in touch. Contact information will be provided at Orientation.

DRESS CODE

The dress and grooming of students shall, reflect the high standard of the program, contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the program. These minimum standards of dress and grooming apply to all students and program staff.

For all scheduled activities, including Field Trips or Outings:*

Clothing should, at all times, distinguish you as a participant in a highly prestigious academic program. Students' dress must not disrupt the educational process, or diminish the stature of the program. Logos on T-shirts should not contain inappropriate language, etc. Pajamas are not appropriate for any YELS activity except sleeping.

Clothes should be worn as they are designed - pants secured at the waist, belts buckled, suspenders over the shoulders, no underwear as outerwear, no underwear exposed, etc.

Pants may be casual dress or denim (jeans). Pants are to be size appropriate, hemmed, and worn at the waistline. Pant legs should not touch the floor (no low-slung, baggy-seat, etc.).

Shoes must be worn at all times. They may be dress, casual or athletic.

Shorts/skorts must have an inseam of at least 5". Skirts must not be shorter than 16". See-through material is not allowed. Bare midribs and bare sides are not allowed.

*When on field trips and outings, we may ask students to wear their YELS tee and/or other specific clothing to help identify themselves as program participants. Some students may have service-learning placement at organizations with dress codes. For example, students who work with some agencies will need to wear pants and closed-toed shoes and students who work with other agencies will need to wear close-toed shoes and clothing that can get dirty/stained.

Dress code violations may cause a student to be excluded from a planned activity for the entire day. Continued infractions will result in dismissal from the program. If you have a question about a particular piece of clothing or outfit, *ask your RA before leaving the dorm.*

BEST EFFORTS TO REDUCE-REUSE-RECYCLE: SUSTAINABLE GATOR PLEDGE

As a member of the UF community, we expect for you to do your best to minimize your environmental impacts by pledging to practice the following:

- Wash my clothes in cold water.
- Use compact fluorescent bulbs.
- Use items with recycled content.
- Buy local when it's an option.
- Recycle all plastic, glass, and aluminum containers as well as all paper.
- Make sure that my computer is set to go into sleep mode.
- Hold my representatives responsible for their actions by voting.
- Think twice before printing, print double-sided, and recycle all paper.
- Use reusable coffee cups and glasses so I can stop using paper ones.
- Take shorter showers and turn off water when brushing my teeth, etc.
- Walk, bus, bike, and carpool when I can, and combine errands to reduce driving distances.
- Turn off computers, lights, and other equipment, and unplug electronics.
- Use green cleaning products that are less toxic and not made out of petroleum products.

For more, see the *Gator Green Guide* at <http://www.sustainability.ufl.edu/documents/Guide-RevisedFinalEditionForWebsite.pdf>

HONOR CODE

As a student of this program, you are indicating your consent to the following Honor Code:

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." (from the Student Guide, <http://www.dso.ufl.edu/sccr/honorcode.php>)

Students who violate the Academic Honesty Guidelines will be penalized according to the procedures outlined in the guide above, which include failing the course. If you have any questions as to the integrity of your conduct, read the information in the link above. "I didn't know," is not an excuse.

VALUES & ETHICS

At YELS we value, encourage, and celebrate:

- creativity & innovation, exploring new ideas & considering risks
- teamwork, cooperation, and communication
- empathy, compassion, and open-mindedness
- motivation, persistence, and hard-work

and we expect:

- mutual respect
- honesty
- best-efforts
- and positive attitudes

...from all students, staff, and volunteers, at all times.

By putting our values in to action this summer, together, we will *change the world.*