



TLA Ambassador Expectations/Rules

Expectations:

RESPECT

Respect for one another is of primary importance for all ambassadors and staff members to learn and grow throughout the week. Treat others with respectful behavior so that you may expect the same in return. Respectful behavior includes:

- Respecting requests made by TLA staff members
- Avoiding the use of profanity/obscene language
- Respecting the privacy of TLA participants
- Avoiding unwanted touching of other people and their belongings
- Respecting all ideas and beliefs and avoiding the use of derogatory comments toward others

ATTENDANCE

It is expected that you will attend all scheduled activities. We have many fun and challenging activities for you and expect that you will be a part of each one. However, if you have a legitimate reason to miss an activity, you must notify a staff member in advance. In case of an emergency, notify a staff member immediately: we are there to help!

Rules:

IN AND AROUND CAMPUS

- At registration, you will receive a TLA button. This button must be worn at all times. You must also wear shoes at all times.
- No outside visitors are permitted at any time during the program without prior permission from the TLA coordinator.
- You may NOT leave campus at any time or for any reason.
- You may NOT drive during the program at any time. If you think you will be tempted to drive, a staff member will be happy to hold your keys for you.
- Do NOT prop open outside doors at any time.
- Do NOT walk alone anywhere – always take a buddy with you.

CHECK-IN

- Check-in will occur each morning in the classroom prior to starting the day as well as each field trip location. Please ensure you check in with a staff member at the stated time.

EMERGENCIES

- In the event of a fire, pull the fire alarm and exit the building quickly, knocking on the door that you pass. Check in with your assigned staff member at the designated meeting location.
- In the event of another type of emergency, contact the staff member immediately.

TOBACCO/ALCOHOL/DRUGS

The use of all tobacco, alcohol and drugs is forbidden at all times during the program. If you are taking prescription medication, notify your staff member at registration to make the proper arrangements.

INAPPROPRIATE BEHAVIOR AND CONSEQUENCES

The expectations outlined above are intended to allow all ambassadors and staff members to have a safe and successful week. Any behavior that threatens or jeopardizes the safety of others persons in their enjoyment of the program will not be tolerated.

The TLA coordinator and staff may take any of the following actions as a consequence for ambassadors who do not meet the expectations outlined above:

- A conference with the ambassador by a staff member
- A conference with the ambassador by the TLA coordinator
- A phone call home informing a parent/guardian of the incident
- An ambassador-written letter of apology to the offended party
- The withholding of participation in social activities
- Removal from the program (a parent/guardian will be asked to pick up the ambassador)

I have read and understand the expectations/rules stated above and acknowledge that I may be dismissed from the TLA should I violate any of these rules.

Ambassador Printed Name: _____

Ambassador Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____