

Georgia Teen Institute 2017

A Program of GUIDE, Inc.

Registration Information

WHEN: (Your choice) Week 1: June 12-15 or Week 2: June 20-23

WHERE: Oxford College, Oxford, GA

TEAM COMPOSITION:

A team is generally comprised of at least four youth and must have at least one adult as a team member. *If a team is co-ed, one adult must be male and one female, for supervision purposes.* Youth members must be enrolled in grades 7-12 for the 2017-2018 school year. Neither youth nor adults should be currently experiencing a substance abuse or significant mental health problem. A team *must* consist of at least four youth and one adult, but have *no more than seven persons*, including youth and adults. There must be at least one adult per six participants.

FEES:

Early Bird Rate for those registered by April 7 at 5 pm: \$400 per participant, youth or adult*

Regular Rate for those registered after April 7 at 5 pm and before May 5 at 5 pm: \$475 per participant, youth or adult*

Initially, teams may only register seven people total. Additional participants may be registered at the same time; however, they will only be added to your waiting list. See additional waiting list information on page 2. *Do not* send additional fees with your registration packet.

The registration fee includes four days, three nights of lodging, all meals beginning with dinner on Day 1 and ending with lunch on Day 4, all GTI materials, training and the use of Oxford College's recreational facilities during free times.

Make checks payable to GUIDE, Inc.

**Adults may request a single room at the rate of \$50 per room.*

EARLY BIRD REGISTRATION DEADLINE: April 7 at 5 pm
REGULAR REGISTRATION DEADLINE: May 5 at 5 pm

REGISTRATION POLICY:

First priority will be given to teams whose fees are paid in full and whose registration materials have been received by the deadline(s). All team registrations will be dated upon receipt. You are urged to send your registration forms in as soon as possible, as we expect to reach capacity. All teams wishing to send more than seven participants will have an equal opportunity to access waiting list slots, as those slots will be selected in a random drawing in mid-April.

There are NO REFUNDS after April 28, 2017.

FOR MORE INFORMATION:

Call Sarah Stokes at 678-377-4136, email sarah@guideinc.org or visit www.georgiati.org.

HOW TO REGISTER

1. Determine if your team will attend Week 1 (June 12-15) or Week 2 (June 20-23). Each week has a limited capacity and will be filled on a first come, first served basis.
2. Determine your base team of seven. You may have up to six youth participants and up to two Adult Advisors (based on sex of participants), but **NO MORE THAN SEVEN TOTAL**. Give appropriate registration forms to each of these participants with a deadline for returning it to you that is well ahead of our registration deadlines.
3. Determine if you have additional participants you would like to attend if space allows. These participants will be on your Waiting List. Give appropriate registration forms to each of these participants with a deadline for returning it to you that is well ahead of our registration deadlines. Make sure that these participants know that they are not guaranteed slots at Georgia Teen Institute and that their registration will be processed as space is available.
4. Collect all registration forms, including one for each Adult Advisor and two for each youth participant (Registration Form and Release, Waiver and Indemnification Agreement). Make sure all registration forms are filled out neatly and completely. We cannot accept forms with missing parent/guardian signatures.
5. Create a "Team Registration List" using the form provided that includes name, sex, grade level as of Fall 2017 and a roommate for each person on your base team of seven.
6. Create a "Waiting List" of participants in the order that they should be added to your team. Using the form provided, include the name, sex, grade level as of Fall 2017 and roommate details for each additional participant who wants to attend Georgia Teen Institute if space allows.
7. Fill out the "Team Registration Form" for your team, indicating the contact person our staff should communicate with regarding your team. We will communicate with this person about the registration process, Adult Advisor(s), which week your team would like to attend and your payment amount due.
8. Make your check or money order payable to GUIDE, Inc. If you'd like to pay with a credit card, you may do so for a small service charge. Please contact Sarah Stokes via email at sarah@guideinc.org for details.
9. Place your forms in the following order, with your check, money order or PayPal receipt for the amount due on top, before mailing or delivering to the GUIDE office:
 - Team Registration Form
 - Team Registration List
 - Adult Advisor Form(s) for those adults on your base team
 - Youth Registration Form(s) and signed Release, Waiver and Indemnification Agreement(s) for those youth on your base team
 - Team Waiting List
 - Waiting List Adult Advisor Form(s)
 - Waiting List Youth Registration Form(s) and signed Release, Waiver and Indemnification Agreement(s).

To submit your packet by mail: GUIDE, Inc., Attn. GTI, PO Box 1922, Lawrenceville, GA 30046

To submit your packet in person: Please contact Sarah Stokes at sarah@guideinc.org to arrange a delivery time.

EARLY BIRD REGISTRATION DEADLINE: April 7 at 5 pm
REGULAR REGISTRATION DEADLINE: May 5 at 5 pm

2017 Georgia Teen Institute * Team Registration Form

Team Name _____

(This is what will appear on the team's nametags at Georgia Teen Institute.)

School/Organization Name (if different than above) _____

Contact Person _____

Mailing Address _____

Street Address

City

Zip Code

Contact Person's Cell Phone _____ Work Phone _____

Email Address _____

Our team will attend (check ONE): *Week 1 (June 12-15)* *Week 2 (June 20-23)*

Adult Advisors: Please list one Adult Advisor per line, indicating male or female and requests for single rooms.

Requesting Single

M F _____ (\$50)

M F _____ (\$50)

Total Amount Due _____

For Office Use Only:

Date Received: _____ # Team Members: _____ Check: _____

Roommates: _____ RA: _____ FG: _____ Confirmation: _____

	MS F	MS M	HS F	HS M	A F	A M
Team						
Waiting						

Notes:

2017 Georgia Teen Institute * Team Registration List

List each youth team member below. PRINT CLEARLY. Participants may not be added to this list if their two completed registration pages do not accompany the packet submitted to Georgia Teen Institute.

Indicate roommate preferences on this sheet by placing participants two to a room as shown below. If your team consists of an odd number of males and/or females, the odd person will share a room with a student from another school but will remain on the same hall.

Adult Advisors will not room with youth unless given special permission. Middle School students should room with Middle School students, and High School students should room with High School students whenever possible.

Team Name _____

Sex	Team Member's Name	Grade in Fall 2017
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Room 1:

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

Room 2:

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

Room 3:

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

These students should room with students from other teams:

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

M	F	_____	7	8	9	10	11	12
---	---	-------	---	---	---	----	----	----

2017 Georgia Teen Institute

A Program of GUIDE, Inc.

Adult Advisor Information

Week 1: June 12-15 or Week 2: June 20-23

Oxford College, Oxford, GA

COST: \$400 (Early Bird)/\$475 (Regular) per person

Georgia Teen Institute involves youth and adults in planning and implementing prevention programs to reduce alcohol, tobacco and other drug (ATOD) use and other high risk behaviors. Teams of students and adults work together to identify local concerns and develop a plan of action. They attend educational and skill-building workshops and discussion groups as well as enjoy social and recreational activities. They learn, explore common experiences and have fun, too! Georgia Teen Institute focuses on Community Level Change Strategies for the prevention of ATOD use while training each Youth Action Team in the steps of the Strategic Prevention Framework.

ADULT ADVISOR ROLES AND RESPONSIBILITIES:

- Arrive by 2 pm on Day 1 of the program;
- Supervise team members;
- Assist in chaperoning all teen participants at Georgia Teen Institute;
- Participate in the team's action planning process;
- Participate in ALL scheduled activities;
- Role model enthusiasm, cooperation, encouragement and respect for the opinions and capabilities of all participants;
- Continue to be involved with the team after Georgia Teen Institute;
- Refrain from using alcohol, tobacco and other drugs during Georgia Teen Institute;
- Follow and uphold the Georgia Teen Institute Technology Policy; and
- Stay on campus at all times.
- NOTE: The first meal provided is dinner on Day 1. The last meal provided is lunch on Day 4.

We hope you decide to become a part of the Georgia Teen Institute experience!

EARLY BIRD REGISTRATION DEADLINE: April 7 at 5 pm
REGULAR REGISTRATION DEADLINE: May 5 at 5 pm

FOR MORE INFORMATION:

Call Sarah Stokes at 678-377-4136, email sarah@guideinc.org or visit www.georgiati.org.

2017 Georgia Teen Institute * Adult Advisor Registration Form

Our team will attend (check ONE): *Week 1 (June 12-15)* *Week 2 (June 20-23)*

Team Name _____

Name _____ Title _____

Address where you would like to receive GTI mailings _____

Cell Phone _____ Work Phone _____

Email Address _____

This will be used for Georgia Teen Institute purposes only.
The registration confirmation and communication for the 2017 program will be sent to this email address.

T-shirt Size S M L XL XXL XXXL XXXXL

Demographics for Grant Reporting Purposes

Race/Ethnicity: _____ African American _____ Caucasian _____ Hispanic _____ Asian
 _____ Native American _____ Multi-Racial _____ Other: _____

Birth Date: _____/_____/_____ (MM/DD/YY)

List any special dietary or physical needs: _____

List any medications being taken, illness(es) being treated or other information needed in case of an emergency:

Emergency Contact _____

Relationship _____ Phone Number _____

Statement of Commitment: I have read the Adult Advisor Roles and Responsibilities and understand generally what is expected of these volunteers. I also understand that Georgia Teen Institute is an alcohol, tobacco and other drug free experience for all participants. I am interested in participating in the 2017 Georgia Teen Institute with the youth from our school (or organization) and agree to follow these guidelines, including the Georgia Teen Institute Technology Policy, to the best of my ability. I give GUIDE, Inc. permission to take photos, record video and use quotes from Georgia Teen Institute to be used for promotional purposes.

Signature of Adult Advisor

Date

2017 Georgia Teen Institute

A Program of GUIDE, Inc.

Youth Participant Information

Our team will attend (check ONE): *Week 1 (June 12-15)* *Week 2 (June 20-23)*

PARTICIPANTS AGREE TO:

- Stay the entire length of Georgia Teen Institute;
- Work with their teams to develop action plans;
- Remain alcohol, tobacco and other drug free during Georgia Teen Institute;
- Continue to be involved in prevention and service activities after Georgia Teen Institute;
- Attend and participate in all scheduled activities; and
- Follow all rules and regulations established by Georgia Teen Institute including the Georgia Teen Institute Technology Policy.

WHAT TO BRING:

- Bedding and Towels: Sheets and blankets or a sleeping bag for a twin bed, a pillow, towels and wash cloths.
- Casual Clothes: Shorts, t-shirts, tennis shoes, jeans, a lightweight jacket or sweater and swimwear. No bikini-type swimwear is allowed, and cover-ups and shoes must be worn to and from the pool. (Recreational options include swimming and basketball; participants are encouraged to bring appropriate clothes and shoes for these activities.)
- Miscellaneous: Soap, toothbrush, toothpaste, shampoo, other personal toiletries, rain gear, alarm clock, flashlight, paper, pen or pencil.
- Optional: Flip flops for the shower, a bucket to carry shower items and t-shirts from your club or school team.
- Extra Money: The registration fee covers all lodging and meal expenses. While we suggest that you not bring much cash with you, the GTI store will have some souvenirs. Store items range from 25 cents to \$30. The campus bookstore will also be open.

WHAT NOT TO BRING:

Laptop/notebook computers, iPads, tablets, 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 Oxford College will not assume responsibility for any items that are lost, stolen or damaged.

GTI Location: Oxford College, Oxford, GA

Registration is from 12:30 – 2 pm on Day 1; check out on Day 4 is at 1 pm.

Lunch on Day 1 and dinner on Day 4 are on your own.

FOR MORE INFORMATION:

Call Sarah Stokes at 678-377-4136, email sarah@guideinc.org or visit www.georgiati.org.

2017 Georgia Teen Institute Release, Waiver and Indemnification Agreement

THIS FORM MUST BE COMPLETED AND SIGNED BY A PARENT/GUARDIAN BEFORE RETURNING TO GUIDE.

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, 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, 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 Georgia Teen Institute Technology Policy.

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.

EACH OF THE UNDERSIGNED HAVE READ THE ABOVE WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT:

Signature of Participant

Date

Signature of Parent/Guardian (if under 18)

Date

AGREEMENT AND CONSENT FOR TREATMENT

This is to certify that I, the undersigned parent or guardian, 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 my son/daughter/legal dependent ("Patient"). It is understood that efforts shall be made to contact the undersigned prior to rendering emergency treatment to the Patient.

Parent/Guardian Printed Name

Signature of Parent/Guardian

Date

Home Phone: _____ Other Phone: _____

Health and Accident Insurance Provider: _____

Group Number: _____ Policy Number: _____

Emergency Contact Name: _____

Home Phone: _____ Other Phone: _____

Emergency Contact Name: _____

Home Phone: _____ Other Phone: _____

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.

Georgia Teen Institute 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, in 2014, GTI established a new technology policy that encourages healthy and safe use of these items while at GTI.

Attending GTI gives youth participants a chance to experience a week on a college campus, learn new and exciting things and make new friends. Our busy schedule affords little time for using technology. However, youth and adult participants will be encouraged to use technology for social media during specific sessions during the week. 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 Oxford College are not responsible for lost, stolen or damaged items.

Youth participants who bring cell phones, tablets or other devices to GTI must turn them in to their respective Adult Advisor during registration. The device(s) will be available for youth to check out and use at designated times. Adult Advisors may specify a time either in the morning or evening during time in the dorm that youth participants may use their devices. GTI supports the decision made by the Adult Advisor as long as the devices are collected and youth are under the supervision of the Adult Advisor at all times while the devices are in use.

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 the youth safe. The majority of camps still do not allow cell phones. 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 (e.g., 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, though we do want to support current trends by providing the opportunity to engage in structured use of technology.

With this recent addition to our program, 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:

www.georgiati.org	www.guideinc.org/blog	www.facebook.com/guidegti	www.instagram.com/guidegti
www.pinterest.com/guidegti	www.youtube.com/guidegti	www.twitter.com/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;
- Use of cell phones, tablets or other devices during free times without supervision by Adult Advisors;
- 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 Oxford College;
- Participants having a username or handle that is considered to be offensive, negative, hurtful or explicit;
- 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 week to immediate dismissal from the program. It is at the GTI Director's discretion to determine the consequence resulting from the infraction.