

Sample Program Expectations for Staff

Program/Activity/Camp Name: _____

Name of Individual: _____

The Program has established standards of conduct for all staff, guest speakers, and third party entities. It is the responsibility of the individual engaging with minors in the Program to review the Program rules and standards of conduct. Violations will be handled according to University policies and regulations.

I agree to:

- Only communicate with participants through official Program platforms.
- Keep conversations and interactions focused on the Program goals and objectives.
- Create an environment where everyone is welcomed and given the opportunity to succeed.
- Ensure that all participants are treated with dignity, fairness and respect. Harassment will not be tolerated. Hazing of any kind is prohibited. Cyberbullying is prohibited.
- Address problems that are brought to my attention.
- Not share personal information, email, or social media accounts with minor participants.
- Not share links or passwords for Program meetings or content.
- Not “friend,” “follow” or “like” minors from the Program on social media.
- Dress appropriately when on video.
- Not record, take screenshots or images, unless directed to do so for Program purposes
- Not use Program content, contacts, images or video for personal use outside the scope of the Program.
- Work with Program staff to resolve issues that may arise.
- Report illegal or inappropriate online behavior by staff or program participants:
 - Conference and Camp Services
 - Contact conferenceservices@appstate.edu or call 828-262-3045
 - For emergencies contact Appalachian Police Department at 828-262-8000

The following may result in being dismissed from the program:

- Bullying, harassing or using derogatory language towards another person or group of people.
- Being under the influence of alcohol or drugs.
- Repeated absences or failure to meet agreed upon program work requirements.
- Violation of a University code, policy, or regulation.
- Recording Program related information and/or sharing Program related information outside the scope of the Program.

Statement of Agreement

I understand that I must abide by the Program’s expectations.

Signature: _____ Date: _____