



Orientation Volunteer Contract

In consideration of allowing me to participate as an Orientation Volunteer at Western University for the academic year, I, the undersigned, endorse and will abide by the following obligations starting at the point of my selection, throughout the 2015/2016 academic year, and ending May 1, 2016.

This Contract governs all Orientation-related training and events, including but not limited to:

- *Spring Soph Orientation on March 20 & 27, 2015 (including Spring Soph Rally and approved Soph Pubs),*
- *Soph Retreats on May 22-24 or May 29-31, 2015*
- *Pre-Orientation Week Soph Training on September 4, 2015*
- *Orientation Week, as defined from Saturday September 5, 2015 at 12:00pm until Sunday September 13, 2015 at 3:00pm,*
- *The 2015/2016 academic year, running Sunday September 13, 2015 to Sunday May 1, 2016*
- *Any team events organized by Sophs (only approved events are permitted).*

This contract also includes any orientation-specific events or training required for Orientation Volunteers who are not Sophs

I understand that as a volunteer of Orientation, I have a responsibility to facilitate an Orientation Program that supports the importance of safety, encourages participation in Orientation events and fosters a smooth adjustment to the University's academic and social environment for first-year students, as defined by being a new undergraduate student at the University. I further understand that as an Orientation Volunteer I have a responsibility to uphold a standard of ethics consistent with the spirit and goals of Orientation Week throughout the first and second term following Orientation Week.

1. During Orientation Week, I will not:
 - a. Consume alcohol or illegal drugs;
 - b. Promote alcohol consumption;
 - c. Purchase alcohol for first-year students;
 - d. Engage in sexual activity or physical contact of an intimate nature with first-year students;
 - e. Harass others (sexually or otherwise) by suggestion or through cheers;
 - f. Lead cheers or participate in other activities that can be interpreted as vulgar, offensive, obscene, sexist, racist, homophobic or otherwise discriminatory as determined by the co-chairs of the Orientation Planning Committee or the Orientation Coordinator;
 - g. Participate in any activity or behaviour that may negatively portray academics at Western University, its Affiliated University Colleges and;
 - h. Permit, engage in or condone any act or behaviour that exposes the USC or Western or its Affiliated University Colleges to legal, financial or reputational liability.
2. I shall respect:
 - a. The rights of first-year students to choose when, and if, they wish to participate in the Orientation Program;
 - b. The rights of other Orientation Volunteers to choose when, and if, they wish to participate in team events;
 - c. Differences of gender, ethnic origin, race, religious affiliation, sexual orientation and abilities among my team, other teams and first-year students;
 - d. The needs of each and every first-year student, members of my team and members of other teams at Western University and its Affiliated University Colleges.
3. Many Orientation Volunteers use social media as a means of personal communication, and communication within their role. Recognizing that I am a representative of Western University, I am aware that my social media content also reflects upon the University. As a representative of Western, I will not:
 - a. Encourage the consumption of illegal substances or alcohol to first year students through social media;
 - b. Subscribe to or make visible material (including language, images, music, videos) that is defamatory, discriminatory, or promoting hate;
 - c. Post material on social media venues that could lead to legal, financial, or reputational liability for Western University, its Affiliated University Colleges or the USC.
4. In the following instances, I will report the matter to my appropriate Head Soph, Residence, University administrator, Affiliated University College or USC Staff member; and in cases of emergency, Campus Community Police Services:
 - a. Possession of alcohol during an Orientation program;
 - b. Incidents involving sexual inappropriateness, intimidation, or aggression;
 - c. Incidents involving risk to personal security or the security of Orientation programming;
 - d. Obvious hazards, illness, inappropriate or illegal conduct;
 - e. Potential problems involving crowd control, including traffic hazards;
 - f. Violations of Orientation or constituency policies.



Western University's Orientation Program



- 5. For the full duration of my role as an Orientation Volunteer, I will:
 - a. Respectfully represent the Orientation Program, The University Students' Council, Western University and its Affiliated University Colleges
 - b. Act responsibly while at Soph Retreats, Soph Pubs and any other event involving the Soph team or other teams. Responsible behaviour shall include, but is not limited to:
 - i. Avoiding over intoxication;
 - ii. Not consuming, using, selling, or encouraging the use of illicit materials or illegal substances;
 - iii. Not engaging in or encouraging illegal behaviours or activities;
 - iv. Respecting university and community property;
 - v. Respecting other members of my Soph team;
 - vi. Following the direction of my leadership team, Orientation Staff, the USC, and my constituency administrator (as defined in constituency specific contract);
 - vii. Not engaging in activities prohibited by Western University and its Affiliated University Colleges, The USC, or the Student Code of Conduct, and harassment policies.
 - c. Not permit, engage in or condone any act of behaviour that exposes the USC, Western or its Affiliated University Colleges to legal, reputational, or financial liability.
- 6. Where applicable to me, I will adhere to the Constituency Specific Contract for Faculties, Residences, Off-Campus, and Affiliated University Colleges.
- 7. I understand that my personal information may be disclosed to parties directly involved with the Orientation program for the purpose of administering and enforcing this contract as well as the other applicable contracts.
- 8. I have read, understood, and agree to abide by the terms of this Orientation Volunteer Contract.
- 9. I warrant that I am a returning student registered at Western University, dutifully enrolled at the time of signing this Contract and meet all eligibility requirements for the constituency I am representing. (ie. Registered for the fall in the same faculty if a faculty soph, living in residence if a residence soph, etc)
- 10. I acknowledge that if I do not maintain a 65% average at the end of this academic term, I will be required to step down from my role as an Orientation Volunteer.

I acknowledge my responsibilities as a leader, a team member, and recognize the influence I can have on my own team, other teams and first-year students. I am responsible for and will be held accountable for my actions as a representative of the USC and Western. I therefore agree to honour the spirit and goals of the Orientation Program in order to provide the most positive experience for everyone involved.

Failure to abide by this contract, or breach of any of its conditions, will be considered a violation and will result in disciplinary sanctioning. These sanctions are outlined in the Behaviour Management Protocol for Western's Orientation Volunteers. A copy of this document is available through the USC Orientation Coordinator. A serious violation of the above conditions will result in the immediate removal from the Orientation Program. Only the co-chairs of the Orientation Planning Committee or the co-chairs of the Orientation Governance Board can remove a person from the Orientation Program. You will be prohibited from participating in any future Orientation activities for a period of no less than nineteen (19) months from the date of removal. You may appeal the decision to the Orientation Governance Board. You will be deemed unable to participate in Orientation activities pending the outcome of the appeal. You are reminded that, in addition to your obligations under this Contract, you are bound by Western University's Code of Student Conduct and applicable Affiliated University College Codes of Student Conduct.

Name:	Student Number:
Date:	Signature:
Constituency:	

OPC Co-Chair
(University Administration)

OPC Co-Chair
(University Students Council)



Western University's Orientation Program

Constituency Specific Contract
Housing



I, the undersigned, endorse and will abide by all of the following obligations from April 1, 2015 – April 30, 2016:

- 1. During Orientation Week, I will:
a. Abide by all expectations outlined in the Orientation Volunteer Contract;
b. Support residence events through planning, promotion, and attendance with my first-year students;
c. Co-facilitate Residence Based Day Programs with my Residence Staff member;
d. Support residence events by executing and staffing late night programs within my residence;
e. Attend additional residence soph specific training facilitated by Housing prior to Orientation Week;
f. Participate in residence walk homes to ensure that students arrive home safely;
g. Attend all Orientation activities as scheduled by the Residence Head Soph;

2. Throughout the academic year, I will:
a. Live in residence during the academic year (September 2015 – April 2016);
b. Promote the positive image and direction of the residence community and the University at all times;
c. In conjunction with the floor rep and residence staff, create a positive community and floor environment and encourage active participation in all floor meetings/events;
d. Maintain an active presence within my residence community;
e. Accept direction from the Residence Head Soph, Residence Orientation Coordinator and Residence Life Management Team;
f. Attend all floor meetings throughout the year (one hour every other week);
g. Attend monthly team meetings with my soph team;
h. Support and attend at least one residence building-wide program per month;
i. Plan and deliver an Alcohol Awareness program with my residence staff member during September;
j. Initiate, plan, promote and execute one event per term, either individually or in collaboration with other residence leaders;
k. Submit monthly logs to Housing;
l. Take part in program evaluations;
m. Promote the staff/soph floor survey within my residence community, and take part in a performance dialogue with my head soph and residence manager when results are received;
n. Connect FYS with residence resources to facilitate their transition into University (ie. Residence Counselling);
o. Collaborate with student leaders in other programs and services offered by Residence Life and other Campus Partners, to best meet the needs of my first year students;
p. Participate in initial and ongoing training and professional development opportunities organized through the Office of Residence Education & Programs;

3. Throughout the academic year, I will not engage in any activity or behaviour that might lead to legal, financial, or reputational liability for The University and its affiliates, or The USC.

4. During all interactions with first year students during Orientation week and throughout the year, I shall adhere to all guidelines outlined in the Orientation Volunteer Contract.

5. I acknowledge that I am a returning student registered at Western University, dutifully enrolled at the time of signing this contract and I must maintain a 65% academic average.

6. Behaviour and Conduct:
My behaviour must uphold the goals and spirit of the Orientation Program, outlined by both the University and the University Students' Council. In the event that my behaviour runs contrary to the guidelines outlined in this contract, Orientation Program disciplinary sanctions may apply. These sanctions are outlined in the Behaviour Management Protocol for Western's Orientation Leaders. A copy of this document is available through the USC Orientation Coordinator.

As a leader and role model in residence, I also agree to uphold and abide by the Residence Handbook and Understandings at all times. In the event that my behaviour has a negative impact on the residence community and/or be contrary to these expectations, residence disciplinary sanctions may apply. These sanctions are outlined in the Residence Handbook and Understandings. The Co-chairs of the Orientation Planning Committee will be made aware of any Housing sanctions that I receive.

I have read, understood, and agree to abide by all of the terms of this contract.

Form with fields for Name, Student Number, Date, and Signature.

OPC Co-Chair (University Administration)

OPC Co-Chair (University Students' Council)

Assistant Director of Residence Engagement (Housing)