



Community Changemaker Challenge Participant Handbook

PREAMBLE

The Community Changemaker Challenge (hereafter referred to as “the program”) is unique. It is an opportunity to challenge oneself, stretch the imagination, and work as a valued member of a results-oriented team to design a solution to a local community challenge.

Participants must put forth their very best efforts in order to produce the greatest gains from this environment of exploration, collaboration, and innovation.

DEFINITIONS

“Program Team” means The Shad Director of Alternative Programs, the Shad Alternative Programs Manager, and Shad contracted Team Members and Volunteers who manage the delivery of the program as well as mentor and monitor interactions within. The program team is a participant’s first point of contact during the program.

“Participant” means the person who has been selected by Shad to participate in the Program. A participant may be referred to as a Student.

“Participant Team” means the group of 4 participants who have applied to program together.

COMMITMENT

Shad Canada commits to providing an engaging and exciting enrichment experience. It will stimulate creativity and nurture initiative, talent, and civic and social values. A Community Changemaker Challenge participant commits to full participation in the program, positively contributing to team dynamics, and being respectful of others at all times.

The program will run from **Friday October 14, 2022**, to **Wednesday November 9, 2022**, on Monday, Wednesday, and Friday evenings. Online synchronous sessions will be held from 6:00pm - 8:00pm Eastern Time on Mondays, Wednesdays, and Fridays. The week of October 31, 2022, office hours for project support will be offered in place of synchronous sessions. In addition, participants may need to spend 3 - 4 hours per week on personal learning, research, and reflection.

Shad Canada has the responsibility to ensure the safety and well-being of all members in the program and therefore seeks to balance the rights of the individuals against the welfare of the larger group.

Participant's behaviour, actions, and communications (both verbal and written) are to be consistent with Shad values at all times.

MISSION AND VALUES

Shad Canada's mission and values provide the program's framework. Actions and decisions are guided by these values; therefore, it is critical that every participant understand and commit to them.

Shad Mission

To ignite youth potential to create lasting impact.

Shad Values

CREATIVITY: We cherish the freedom to explore, create, and innovate.

EXCELLENCE: We aspire to excellence in all we do.

COMMUNITY: We are committed to the respect, cooperation, and shared fun that builds powerful, supportive community, while remaining mindful of the safety and well-being of that community.

DIVERSITY: We value diversity and open discussion.

RESPONSIBILITY: Our behaviour is always governed by respect for others and the highest standards of ethical conduct.

1.0 PARTICIPANT CODE OF CONDUCT

The program is an experience which values and rewards achievement, excellence, effort, innovation, and creativity. Shad Canada institutes a Code of Conduct, policies, and boundaries to ensure that participants and team members are safe, and the program objectives are met. As a result, the rules that we have in place are all extremely important, and all participants must follow them.

1.1 Respect for Self and Others

Every participant shall:

- Respect the rights and dignity of all members of the program community.
- Demonstrate responsibility, recognizing that words and behaviours are an example to other participants.
- Demonstrate consideration, integrity, due diligence, and good judgement in all interpersonal relationships and interactions.

- Be mindful of the emotional safety of others and support members of the community in their goals and efforts.
- Maintain open and honest communications.
- Be friendly, courteous, and kind, encouraging the participation of others while being sensitive to the different capacities of community members.

1.2 **Safety and Security**

It is important that participants behave responsibly and do not compromise their own personal safety or endanger the safety of others. The program team reserves the right to determine what constitutes unsafe practices, and participants are required to follow the instructions of the program team.

1.3 **Exclusive Relationships**

Close friendships are not discouraged, but exclusive relationships are. Exclusive relationships detract from the community, keep others at a distance, and interfere with small group projects and large group activities. As a result, a program team member will intervene when such behavior comes to their attention.

1.4 **Dress Code**

Dress that may be reasonably considered as offensive, sexually evocative, or excessively revealing is prohibited.

1.5 **Sexual Harassment/Abuse**

All members of the program community have a right to a safe and supportive environment that respects the dignity and self-esteem of all.

Sexual harassment can be regarded as an unwarranted intrusion upon the sexual dignity of a person, and it can include jokes, innuendos, insults, sexist remarks, derogatory or pornographic pictures, leering, touching, or kissing. It is any conduct, comment, gesture, or contact of a sexual nature, whether on a one-time basis or in a series of incidents, that could cause offense, embarrassment, or humiliation, or that could be perceived by the individual as placing a condition of a sexual nature on their acceptance, involvement, or inclusion.

Behaviour which constitutes sexual harassment or abuse is neither condoned nor tolerated.

Any participant who has or thinks that they have been subjected to sexual harassment or abuse are encouraged to report the incident to a Program Team Member immediately. Shad Canada commits to responding supportively and taking every report seriously.

If, for whatever reason, a participant is not comfortable reporting an incident to a Program Team Member, they may contact:

Jaime Jacomen, VP, National Programs
Shad Canada
Email to: jaime@shad.ca
Confidential Voice Mail: 519-884-8844 x 225
Address: 419-A Phillip Street, Waterloo, ON N2L 3X2

1.6 **Harassment, Bullying and Violence**

The following behaviour will not be tolerated within the program, or at any related activities:

- any physical assault, threats of assault, intimidation, or bullying.
- any jokes, slurs, remarks, comments, or any other behaviour of a derogatory or oppressive nature relating to another person's religion, creed, race, gender, sexual orientation, colour, ancestry, ethnicity, or disability.
- any abuse of any nature including emotional or psychological abuse, verbal violence, and/or social exclusion.
- vandalism or destruction of property belonging to the host university, Shad, or any other person or entity.
- hate-motivated comments or behaviour.
- verbal or written statements that could be construed as threats of violence.

1.7 **Social Media**

Participants must be mindful of others when posting on social media. Questionable content, a violation of privacy, and/or misuse of Shad Canada's and/or Third-party provider brand will result in disciplinary action.

1.8 **Responsible Use Guidelines for Online Learning**

Participation in the program imposes certain responsibilities and obligations on each participant. Access to the program is a privilege, not a right, and requires all participants to behave responsibly. Be a responsible member of the program community.

Participants will:

- attend, be prepared, be active and engaged in all scheduled programming;
- follow communicated guidelines surrounding video conferencing and discussion room forums;
- consider whether any posting reflects poorly on themselves, other participants, or the program;
- not post, publish, or display any defamatory, abusive, obscene, threatening, intimidating, racially offensive, homophobic, sexist, or otherwise discriminatory material;
- interact with other Participants and Program Team Members appropriately;
- not record or take a picture of anyone on video conferencing without consent of that person or persons;

- alert a Program Team Member if they see other participants being threatened, intimidated, or bullied online;
- be transparent and authentic. They will not create a false identity or impersonate any person or organization;
- avoid impulsive, inappropriate, or heated comments;
- respect the privacy and confidentiality of personal information regarding other participants of the program;
- adhere to all terms, conditions, and Code of Conduct outlined in Program Handbook

Use of Video Conferencing:

As a part of the program, video conferencing may be used for internal and educational uses only. Program Team members may record virtual lessons and maintain an online library. The purpose of the recordings is to permit access to programming elements which participants may have missed due to extenuating circumstances.

2.0 PRIVACY AND CONFIDENTIALITY

2.1 Right to Privacy

Shad works hard to respect and protect each participant's right to privacy. The program only shares information based on the signed Terms of Use.

2.2 Privacy and Confidentiality

Shad Canada respects a participant's right to privacy and confidentiality but reserves the right to notify and/or consult with parents/legal guardians/alternate contacts on issues related to a serious breach of the Code of Conduct, the Terms of Use, or where there is a legal duty to report.

3.0 DISCIPLINARY ACTION

3.1 Disciplinary Action

When a participant is in breach of the Code of Conduct, the Terms of Use, or fails to comply with a rule, policy, procedure, or direction from a program team member, action will be taken. Action will include a range of consequences up to and including immediate expulsion from the program.

Shad Canada reserves the right to determine appropriate disciplinary action(s).

4.0 PROGRAM INFORMATION

4.1 Dates of the virtual Program

- Friday October 14, 2022 – 6:00pm-8:00pm (Project kick-off session)
- Monday October 17, 2022 – 6:00pm-8:00pm
- Wednesday October 19, 2022 – 6:00pm-8:00pm
- Friday October 21, 2022 – 6:00pm-8:00pm
- Monday October 24, 2022 – 6:00pm-8:00pm
- Wednesday October 26, 2022 – 6:00pm-8:00pm
- Friday October 28, 2022 – 6:00pm-8:00pm
- ***Office hours for project support will be offered the week of October 31***
- Monday November 7, 2022 – 6:00pm-8:00pm (Project Pitch session)
- Wednesday November 9, 2022 – 6:00pm-8:00pm (Project Feedback session)

4.2 Program Fee

A \$200 fee per team to participate in Community Changemaker Challenge is being managed by Kiwanis.

4.3 Program Team

The Shad Director of Alternative Programs, the Shad Alternative Programs Manager, and Shad contracted Team Members will manage the delivery of the program as well as mentor and monitor interactions within. The program team is a participant's first point of contact during the program

4.4 Participation and Attendance

As a participant, you have committed to full-time participation in the program for the above scheduled times. In addition, you commit to 3-4 hours per week for personal learning and research. Be cognizant of your role within your team and the requirement to positively contribute to its success.

4.5 Refund and Cancellation Policy

- **NO REFUNDS will be issued** after Thursday October 13, 2022, including if a team or individual leaves during the program

5.0 CONTACT INFORMATION

5.1 Shad Canada

Jennifer Murphy
Director - Alternative Programs

Email to: Jen@shad.ca
Phone: 613-532-8820

Address: 419-A Phillip Street, Waterloo, Ontario N2L 3X2