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**ABI Mission and Program Goals**

The Alternative Break Immersion (ABI) program provides participants national and international opportunities to expand learning and personal development beyond the classroom in the context of direct service and action, rooted in an Ignatian approach.  University Ministry seeks to support the education of “persons for others” by providing opportunities for Loyola students to grow in a “faith that does justice” gain new awareness from our interactions with diverse communities and one another.  The experience of participating in the ABI program is framed according to four primary goals **– living simply, deepening faith, building community** and **doing justice.**

**The ABI program goals are:**

* To immerse participants in a different cultural context in a respectful, responsible way.
* To raise awareness about social injustices and the structures that perpetuates them and our possible participation in them.
* To move this awareness to an integrated, active part of participants’ everyday lives.
* To encourage Ignatian reflection and spiritual examination in the context of service in a way that encourages its further application in other areas of their life and vocational discernment.

LIVE SIMPLY

* To provide participants the opportunity to live with and learn from people of diverse cultures, socio-economic status, faith traditions, and values -- most often in places which lack the material resources of the dominant society;
* In light of this, to question how their own lifestyles are connected to and interdependent with the lives of others and what level of privilege they may exercise without full awareness;
* To give participants the chance to relax outside the school setting, to have fun, and to step away from larger patterns of electronic usage;

BUILD COMMUNITY

* To build positive, mutual relationships with the co-educators of the partner agency;
* To build positive, accountable and barrier reducing relationships within the Loyola immersion group;
* To have experiences and reflections that challenge stereotypes and misconceptions;
* To foster a deep sense of global community and responsibility in students – to encourage reflection on what “corporate membership” means in their respective faith, spiritual tradition, or value system;

DEEPENING FAITH

* To orient the experience using the academic lens of Catholic Social Teaching and the Pastoral Circle, while making active efforts to incorporate an Ignatian spirit and approach to the service and experiences;
* To reflect on the meaning of the ABI experience in light of the participants' faith traditions and/or values and to seek the integration of their immersion experiences with the rest of their lives;
* To provide daily time for reflection and prayer, respectful and appreciative of diverse backgrounds while rooted in the broader principles articulated in Catholic Social Teaching ;
* To gain hope, despite the presence of many injustices, by learning from individuals and organizations who are dedicated to working in and improving their communities;

DO JUSTICE

* When invited to, to do some meaningful direct service work that respects the communities needs and wishes;
* To learn and experience some of the history, social issues, politics, economics, and culture of a specific area;
* To participate in social analysis around issues that affect the people in the host community in order to understand the importance of both personal responsibility and social structures;
* To recognize and reflect on the level of privilege and preconceptions that participants bring into the experience and discuss its large implications in their daily lives;
* To question how participants, both as individuals and as a group, might put into action what they have learned on their immersion upon returning to Loyola and for the rest of their lives;
* To provide the opportunity to help clarify participants' plans for their future by exploring professional commitments and values and/or discerning the possibility of longer-term volunteer opportunities.

**Principles of Engagement**

The following principles are the framework through we engage with our community partners and host sites.

**Tread lightly** - We remain sensitive at all times, respecting the customs, culture and natural resources of the host community. We seek to pursue and promote sustainability of both the environment and relationships made on ABIs.

**Mutual Partnership** - We seek to cultivate an open, accountable, honest and mutual relationship with our community partners, respecting their wisdom, resources and role as co-educators in the ABI experience. We view this relationship as a partnership and not transactional.

**Faculty/Staff/SJ Facilitator Responsibilities**

The faculty/staff/SJ facilitator acts in support of the student leader to ensure the overall success of the ABI experience from preparation through follow-up. The facilitator and student leader will work together to make decisions regarding the best interests of the group, but the facilitator has the final say in any major decisions or situations including (but not limited to) budgetary decisions, safety issues, appropriateness of activities etc. The facilitator must have their supervisor send written permission for participation in the ABI noting if the employee will use vacation time. The responsibilities of this position are:

**Before the ABI:**

* Attend orientation meeting and at least one of the trip formation meetings (though welcome to all)
* Learn about the ABI host community in collaboration with ABI program staff
* Attend two training meetings with Campus Ministry to review financial and safety procedures and overall trip facilitation
* Support student leader in their preparation of the group for the ABI (email check-ins, lunch, monthly meetings or check-ins, be available to field questions or concerns)
* Communicate any concerns about the trip to the ABI coordinator

**During ABI**

* Participate in all aspects of the ABI trip including work, prayer and reflection, meals and all aspects of living according to the four pillars for the duration of the week (including limited cell phone use and letting go of some of the ‘comforts of home’). Engage with the students-have fun and get to know them as a part of this unique experience!
* Help facilitate group reflections, discussions, and prayer if not provided by host site (in support of student leader).
* Enforce all safety protocol and monitor financial procedures (see budget and emergency protocols)
* Mediate and negotiate conflicts in the group or with the host site

**After the ABI**

* Support the solidarity projects of the group upon the return
* Complete a facilitator's evaluation for the entire ABI process.
* Complete any financial or safety procedures follow-up (see budget and emergency protocol)

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**Student Leader (w/faculty/staff facilitator) Responsibilities**

The student leader acts with support of the faculty/staff facilitator and ABI staff to ensure the overall success of the ABI experience from preparation through follow-up. The faculty/staff facilitator and student leader will work together to make decisions regarding the best interests of the group, but the faculty/staff facilitator has the final say in any major decisions or situations including (but not limited to) budgetary decisions, safety issues, appropriateness of activities. The responsibilities of this position are:

**Before the ABI:**

* Attend leader formation retreat (if unable to attend, must communicate with ABI staff)
* Attend 6 leader training meetings (if unable to attend must communicate with ABI staff)
* Promote and recruit students to participate in ABIs (including working donut tables)
* Assist in interviewing ABI applicants
* Learn about the ABI host community and share knowledge with the group
* Plan and facilitate trip formation meetings (with support from staff leader)
* Collect and turn in any paperwork for the group to Campus Ministry
* Act as a liaison between the ABI staff and group

**During ABI**

* Participate in and facilitate all aspects of the ABI trip including work, prayer and reflection, meals and all aspects of living according to the four pillars.
* Facilitate group reflections, discussions, and prayer if not provided by host site (with support of faculty/staff facilitator)
* Communicate any issues with the faculty/staff facilitator (check-in once per day)
* Mediate and negotiate conflicts in the group or with the host site (with support of the faculty/staff leader).

**After the ABI**

* Schedule and facilitate a follow-up meeting within 3 weeks of returning to campus
* Organize and facilitate the solidarity project created by the group
* Complete a student leader evaluation or follow-up meeting with ABI staff

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**Student Leader (w/out a faculty/staff facilitator) Responsibilities**

The student leader (undergrad or graduate) acts with support of the ABI staff to ensure the overall success of the ABI experience from preparation through follow-up. Trips operating without the presence of a faculty/staff facilitator requires extra responsibility on the part of the student leader. Therefore, all trips without a faculty/staff facilitator will maintain the following criteria:

* Have an student or graduate student with prior ABI experience
* Be a domestic trip within a 10 hour of Chicago
* Work with a host site that supports the programming of the trip by providing staff present at the site

**Before the ABI:**

* Attend leader formation retreat (if unable to attend, must communicate with ABI staff)
* Attend 6 leader training meetings (if unable to attend must communicate with ABI staff)
* Promote and recruit students to participate in ABIs (including working donut tables)
* Assist in interviewing ABI applicants
* Learn about the ABI host community and share knowledge with the group
* Plan and facilitate trip formation meetings (with support from staff leader)
* Collect and turn in any paperwork for the group to Campus Ministry
* Act as a liaison between the ABI staff and group
* *Attend additional training meeting with Campus Ministry to review financial and safety procedures*

**During ABI**

* Participate in and facilitate all aspects of the ABI trip including work, prayer and reflection, meals and all aspects of living according to the four pillars.
* Facilitate group reflections, discussions, and prayer (if not provided by host site)
* Mediate and negotiate conflicts in the group or with the host site
* *Enforce all safety protocol and monitor financial procedures (see budget and emergency protocols)*

**After the ABI**

* *Complete any financial or safety procedures follow-up (see budget and emergency protocol)*
* Schedule and facilitate a follow-up meeting within 3 weeks of returning to campus
* Organize and facilitate the solidarity project created by the group
* Complete a student leader evaluation or follow-up meeting with ABI staff

**Important Phone Numbers**

**Loyola Campus Ministry Contacts:**

Office Hours: *Monday - Friday 8:30 a.m. - 5:00 p.m. Central Time*

Cookie Krupa, Administrative Assistant, 773-508-2200

Campus Minister on call: 773-750-7183

Allison Loecke, Coordinator of ABI, 773-508-6065 (office), 815-616-4348 (cell)

Lisa Reiter, Director of Campus Ministry, 773-508-2207 (office), 773-750-7182 (cell)

Lauren Schwer, Associate Director, 773-508-2159 (office), 617-899-1368 (cell)

Steve Betancourt, Assistant Director, 773-508-2195, (office), 773-865-5470 (cell)

**Other important Campus phone numbers**

Campus Safety: 773-508-6039

Office International Programs: 773-508-7706

Risk Management: 312-915-7861 or 312-915-7455

Ethics Line Report: **855.603.6988**

Enterprise Roadside Assistance: 1-800-307-6666
National Car Rental Roadside Assistance: 1-800-367-6767
Cultural Insurance and Services International (CISI**)**: 01.312-935.1703 (collect calls accepted internationally) 855.327.1411 (from the United States)
Raptim Humanitarian Travel Agency: 716-754-9232/717-721-7334

# Travel and Van information

**Van Pick-up**

* Mini van will be parked on the gravel lot next to CVS Pharmacy 1236 W. Loyola Ave
* University vans will be parked in the parking garage
* Keys will be available for pick up between 12:30 – 4:45 p.m. on the Friday before your trip leaves in Campus Ministry

**Driving Guidelines:**

* Assign shifts (4 hours max) for drivers and navigators (BOTH should be alert!)
* Stay within the speed limit and obey all laws (we will NOT pay for any speeding tickets)!
* Non-drivers eligible for driving shifts should stay rested in order to drive alertly.
* Be sure everyone is wearing their seatbelt
* No cell phones should be used while driving-that is why you have a navigator!
* No driving between midnight & 5 am unless you receive permission from Campus Ministry

**In Case Of Motor Vehicle Accident: Rental Van**

* Stop immediately and call 911 or proper law enforcement authorities:
	+ Obtain the badge number and district of police officer
* Exchange information with other drivers (see Accident Procedure Form):
	+ Drivers name, address, phone #
	+ Insurance information
	+ Car details (make, model year, color)
	+ License plate details (plate # and year)
* If it is a rental, contact the rental car company: **The account number is XZ15W40.** Follow their instructions on how to proceed with the accident report and claims process
	+ Enterprise Roadside Assistance: **1-800-307-6666**
	+ National Car Rental Roadside Assistance: **1-800-367-6767**
* Contact Loyola’s Risk Management Department
* Contact the Campus Minister on call
* Complete Accident Procedures Form (In binder)

**Returning Vans:**

* Return vans to gravel lot by CVS Pharmacy 1236 W. Loyola Ave OR University vans to the parking garage
* Check the slip in the glove compartment to see what level the gas was at when you received the van and be sure it is at or above that level when you return it.
* Drop off keys and other materials first thing on the Monday after your trip returns no later than noon.
* Text the Campus Ministry contact person to let them know you have returned safely!

**Financial Procedures**

**Acceptable purchases**

* Gas, tolls or passes for public transportation
* Food
	+ Each faculty staff member is budgeted $30 to purchase meals on the road ($15 each way).
	+ Students should use their personal funds to purchase food on the road
	+ At the site, all food purchased for consumption during the week should come from this allowance. Snack foods are allowable if they are for the whole group and purchased with groceries.
* Recreation and entertainment
	+ Each person has $15 budgeted for entertainment and recreation. This can be used for a meal out or other purposes during the week as long as they are in line with ABI values.

**Unacceptable purchases**

* Personal items such as toothpaste, mouthwash, shampoo, aspirin, batteries, etc. *are not to be purchased with money from the budget.* Everyone must pay for this from his or her own money. The University will not accept receipts for these items.
* Alcohol: Absolutely not allowed.
* Supplies for the agency. We give them a donation or pay a participation fee
* ATM fees will not be reimbursed to you.
* Anything purchased without a receipt will not be accepted. If a place doesn’t provide receipts, you must fill out the receipt statement.

**Expense Reports**

1. Get (and keep) a receipt for everything.
	1. If the vendor doesn’t provide a receipt, fill out a “no receipt form” with two signatures
2. Number all receipts in the upper right hand corner
3. Log all receipts in numerical sequence on the Expense sheet.
4. Return all receipts and write a check for any money that was not used to Campus Ministry as soon as possible when you get back to campus, and no later than 5 business days.

**In case of Emergency or shortage of funds:**

If you run short of funds or in case of emergency, please use your credit card to pay for whatever is needed. Keep the receipts and log them in on the accounting log. When you turn in the receipts, we will reimburse you for the expenses you made.

# Emergency/Safety Protocols

The following emergency and safety protocol seeks to insure that when an emergency occurs there is a plan in place that outlines what actions should be taken recognizing that the ABI Program requires a unique and specific plan to respond to emergencies. **Staff and students should always contact the Campus Minister on call to help facilitate the situation after ensuring that all participants are safe. Please see important phone # list for all contact information.**

**Family Emergency:** In some cases, an emergency may occur on campus or in a participant’s family which will necessitate contacting a student. Examples may include the death of a participant’s family member or a very serious incident at Loyola or in the Chicago area.Families may contact their student directly or reach out to the Campus Ministry office for assistance.

**Mental Health Concern**

Should a mental health concern arise on an ABI, the trip facilitator should contact the campus minister on call who will contact the mental health professional on duty.

**Title IX incident**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, gender identity, and gender expression (as well as sexual orientation) in education programs and activities.

* If a Title IX incident occurs on an ABI, call the Campus Minister on call who can assist in filing an Ethics Line report.
* If a student discloses that they have been in a Title IX incident prior to the trip AND that this incident has not previously been report, call the Campus Minister on call for assistance in filing an Ethics Line report.

If a student needs to return home for the above emergencies, they are responsible for the cost.

# Three Levels of Emergencies/Critical Incidents

Level 1

 A Level 1 incident is usually a one-dimensional event that has a limited duration and little impact to the University beyond those involved. An incident of this sort can be resolved with existing resources or limited outside help. Examples of a Level 1 Incident might include a flat tire, small schedule changes, cuts and scrapes, or a minor theft. ABI leaders and staff will deal with these situations as they arise. Although not necessary, leaders may contact the coordinating office for advice and assistance. Please note: any minor event which is reported to parents at home and they seem concerned, becomes at least a Level 2 situation.

Level 2

 In general, Level 2 situations include more serious incidents and/or events which may cause alarm by parents or impact the University. Examples of Level 2 incidents might include an airport closing, flight cancelations which will affect the return schedule, any health care issue that requires professional medical care (but is not life-threatening), a crime incident such as a mugging, civil unrest or severe weather in area or in the country.

A more aggressive response is called for in Level 2 situations. In most cases parental notification will be necessary. **All Level 2 incidents should be reported directly to the Campus Minister on call**. Ideally, this should be done before parents are notified or immediately afterward. Please note: a student who wants to call their parents should never be delayed or denied. ABI leaders should not contact anyone in the University beyond the Campus Minister on call, who will determine the proper actions that should be taken which may include parental notification, administrative support, and involvement of others at the University.

There is always the possibility that a Level 2 situation can escalate into a Level 3 situation because of media involvement or panic by concerned parties. An Immersion group does not have to be in any real danger in order for it to be classified as a Level 3 situation.

Level 3

 A Level 3 situation involves a major emergency which directly involves Immersion participants. Examples include: Major injury or death of participant, act of terrorism, pandemic disease, or severe weather which directly affects the group.

 A Level 3 situation should be immediately reported to the Campus Minister on call. The Campus Minister on call will coordinate with the University to organize the appropriate response. The Campus Minister on call will also be the primary communicator with co-leaders and members of the host community/organization as a response is developed, with the goal of keeping all involved and informed as to the steps being taken.

 Level 3 can also include situations in which there is no real danger, but rather a perceived danger by concerned parties at home. Media involvement and panic can create a crisis for the University and needs to be handled by appropriate administrators, including University Marketing and Communications (UMC). The designated ABI Program Emergency Responder must decide when a Level 2 situation has escalated to the point where it is necessary to involve others in a more comprehensive response.

**Cultural Insurance and Services International (CISI): International trips only**

All LUC students and faculty are covered under the CISI program. If you need to use your CISI oversees, please follow these steps:

* Notify the Campus Minister on call to assist you
* Call CISI/Team Assist to open a case. Remember that your ID number is the Loyola policy number GLM N04849590 and anyone can open a case for you—friends, family, OIP, your program staff. The sooner the case is opened the better.
* Make sure to present your CISI ID card at any medical facility
* Contact the Office for International Programs (OIP) if you are able, so we can help monitor your situation and help provide the necessary resource. Main line: 773.508.7706 or e-mail studyabroad@luc.edu. After hours, contact Campus Safety at 773.508.6039. Campus Safety will be able to get in touch with OIP.

**Following all emergency events or situations:**

* Complete the Critical Incident Form or Accident Procedures Form (for auto accidents)located in the binder Be sure to document everything: who, what, when, where & why of the incident. In short, all of the steps that you took to address the problem.

# Food and Meals

Two important pillars that especially manifest themselves around meal times are **community** and **simplicity**. As a **community**, the group will come together to prepare, eat and clean-up each meal. As part of **simplicity** our meals will not be expensive or catered to each person’s specific tastes or favorite brands, but rather will be a collective decision made in the best interests of the entire group. Preparing dinner shouldn’t always be about what is easiest or fastest, rather it should be about fostering respect and gratitude for food from field to table.

Given that, we ask the following:

* No bottled water, soda, or other high sugar drinks
* Try to balance price with things like packaging, nutrition and buying seasonal produce
* If you are preparing your own meals for the week, perhaps members of the group would want to share a family recipe!
* One meal out during the week is permitted-local encouraged!

**Breakfast**:

* Cereal, granola, fruit, yogurt, cottage cheese, oatmeal, toast

**Lunch**:

* Peanut butter and jelly
* Apples, oranges, bananas, veggies
* Pretzels, granola bars, trail mix

**Dinner**:

* Tacos
	+ Use about 1lb of ground beef for 3-4 people
	+ Grill onions and peppers for people who don’t eat meat
	+ Shredded cheese, romaine lettuce, tomatoes, salsa and sour cream
	+ Beans and Rice, apple sauce or cut up fruit are good side options
* Make your own pizza:
	+ Homemade pizza is cheaper than frozen and has fewer preservatives, packaging and processing
	+ Participants can team up to share a pizza and add what toppings they like
	+ You can buy refrigerated dough or pre-made crusts (or make your own!)
* Pasta
	+ 1lb of pasta and about 2 cups of sauce will feed 4 people
	+ Salad, cut up fruit, French bread (add a little butter and crushed garlic)
	+ Mix cooked penne pasta, sauce and veggies and top with mozzarella cheese and bake in the oven for a baked ziti dish.
* Stir Fry
	+ Chicken, veggies and rice
* Breakfast for dinner
	+ Pancakes, French Toast, Eggs
	+ Fresh fruit
* Sandwiches
	+ Grilled cheese or sub sandwiches with lunch meat, cheese, veggies
	+ Salad, veggies, fruit on the side

**Miscellaneous Policies and Information**

**ABI Pillars/Drugs and Alcohol Policy**

All students who participate in an ABI must sign an acknowledgment form that includes compliance with the following policies:

As a participant in a Loyola University ABI, I agree to the following in accordance with the ABI pillars: build community, deepen faith, live simply, do justice. As part of **building community**, I understand that I will be spending the week with a group of students and staff from Loyola University (and possibly other schools) and will be visiting an area where the culture and customs may differ from my own. I will treat everyone I encounter with compassion, respect and dignity. As part of **living simply**, I understand that this experience will require me to step out of my comfort zone and do without some of the conveniences I might be accustomed (cell phones, internet, eating out etc). I will do my best to not waste food, materials and other resources. As part of **deepening faith**, I will participate in daily reflections with the group and listen respectfully to the opinions and experiences of others. As part of **doing justice**, I will listen to the stories of the communities we visit and be an active voice of compassion and justice for people who are marginalized.

The use of drugs and alcohol is strictly prohibited on ABI trips-this applies to all participants, student leaders and faculty/staff/SJ facilitators. If an individual is found to be in violation of this policy, they will be removed from the ABI and will have to travel home at their own expense. Upon return to the University, students who violate this policy will be referred to OSCCR as a potential violation of the student handbook.

**Direct Action and Demonstrations**

The ABI program takes seriously the pillar of “Do Justice” and the call of the Gospel and Catholic Social Teaching to challenge unjust structures. As a result, we understand and encourage the importance of advocacy and direct action. However, we understand that direct action is a way to live out one’s deepest held values and should not be frivolously engaged in, but instead must be discerned. Students on ABIs should not participate in direct actions **unless the host agency has informed the group of these events prior to their arrival**. The host site must communicate this **at least three weeks in advance** to the trip leaders, who then need to consult with the ABI coordinator.

* This advance notification will allow the group members to discern and thoughtfully approach their participation rather than making an uninformed and hasty decision.
* Additionally, the University has a responsibility to maintain an educational environment that is faithful to its obligations as a Jesuit Catholic institution and in compliance with federal and state laws.

Student groups are encouraged to meet with agencies organizing direct actions to learn more about their campaigns, attend open town hall meetings and engage and ask questions with individuals performing direct actions. They should not, however, join a direct action sponsored by an outside agency on the trip if it has not been approved by the coordinator of ABI.