



# CHANGEMAKER

 Up with People.

## PARTICIPANT HANDBOOK





# WELCOME TO CHANGEMAKERU

We are thrilled that you will be joining us for this unique experience. You are joining a worldwide community of more than 22,000 people who have participated in an Up with People (UWP) program. Your experience will equip you to take your place as a global citizen, ready to take action in meeting the needs of your community and the world.

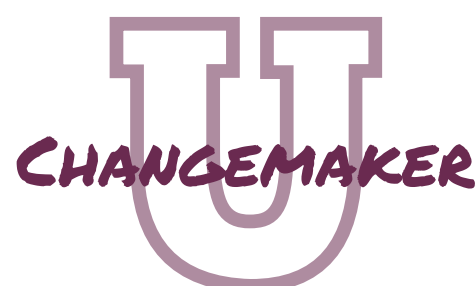
Get ready for a summer full of new friendships with other driven youth, sessions with guest speakers leading social impact around the world, workshops that will stretch your perspective and grow your skills, and—of course—many great memories. We cannot wait to see you at ChangemakerU!

*The Team at Up with People*



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Up with People (UWP) began in 1965 with founder J. Blanton Belk seeing “the ability of young people to do what governments had failed to do: to walk across borders, see beyond race, and build bridges of understanding between people.” He wanted to harness the energy of the youth movement and amplify the voices of young people to create positive change. A song, a show, and a movement were born.

For fifty-five years, UWP has been bringing people together from different mindsets, cultures, ethnicities, and beliefs. By acting from a place of hope and optimism, we can unite countries, cultures, and communities—joining together to build an inclusive and sustainable world where people are equal in dignity and rights.



22,000 participants from 138 countries

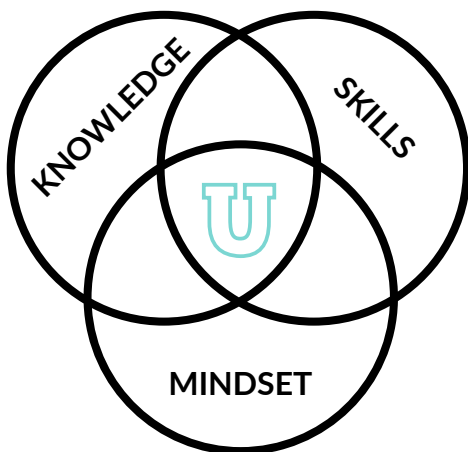


3 million volunteer hours served internationally



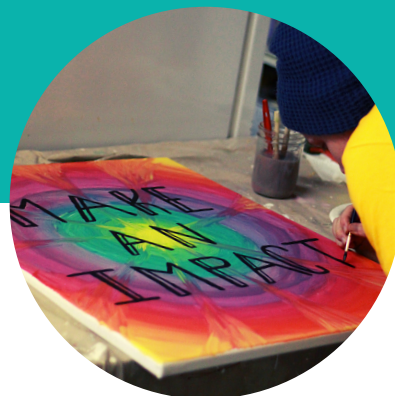
14,000 communities visited in 72 countries

## WE EMPOWER YOUTH TO BECOME LIFELONG CHANGEMAKERS



Through our experiential learning programs, young adults develop the knowledge, skills, and mindset needed to create positive change in their communities. Our curriculum explores inclusivity, sustainability, and human rights during a signature UWP experience that uniquely combines intentional community-building, purposeful optimism, and creativity & the arts.





## **ENGAGE WITH WORLD ISSUES**

Explore the foundations of sustainability, inclusivity, and human rights to be able to bring a voice to issues you care about and identify crucial efforts for change happening around the world today.

## **TAKE YOUR PLACE AS A CHANGEMAKER**

Through workshops, leadership challenges, and creative exploration, level up personal and professional skills that will distinguish you as an effective changemaker and jump-start your career or study path.

## **DESIGN AN ACTION PLAN**

Equipped with your skills, global perspective, and the support of the worldwide Up with People network, design a personalized action plan to spark change in your community.



**CHANGEMAKER**





# ENROLLMENT

As part of the admissions process, you are required to complete several enrollment forms. Your acceptance to Up with People is conditional based on the review of all forms. Forms can be found at [upwithpeople.org/enrollment-forms](http://upwithpeople.org/enrollment-forms).

## Online Forms

- Participant Information Release Form
- Health Form
- Primary Health Insurance Form
- Travel Arrangements Form
- Passport Information Form\*
- Scholarship Application Form (optional)

## PDF Forms

- Signature Verification Form
- Participant Authorization and Release Form
- Payment Contract

## Material Submissions

- Photocopies of passport and visa\*
- Primary Health Insurance Proof
- Vaccination Record
- Travel/Accident Insurance Proof\*\*

*\*Required for participants traveling from outside the USA*

*\*\*Required for participants traveling from outside the USA and highly recommended for participants from the USA*

If you have any questions about the forms, please contact your admissions counselor.



# TRAVEL INSURANCE

**Aetna International**  
[www.aetnainternational.com](http://www.aetnainternational.com)

**Atlas Travel Insurance**  
[www.hccmis.com](http://www.hccmis.com)

**Azimuth Risk Solutions**  
[www.azimuthrisk.com](http://www.azimuthrisk.com)

**Blue Cross**  
[www.geobluetravelinsurance.com](http://www.geobluetravelinsurance.com)

**Cigna**  
[www.cignaglobal.com](http://www.cignaglobal.com)

**Generali Global Assistance**  
[www.generalitravelinsurance.com](http://www.generalitravelinsurance.com)

**IMG Global Insurance**  
[www.imglobal.com](http://www.imglobal.com)

**Seven Corners Insurance**  
[www.sevencorners.com](http://www.sevencorners.com)

Traveling is an exciting experience, but unpredictable. Illness and accidents can happen and the resulting medical bills can be overwhelming. Your private medical insurance from home may not cover you while abroad, or your coverage may be limited.

UWP requires all program participants who are traveling internationally to have proof of International Travel Medical Insurance, and strongly recommends it for participants traveling to a program destination domestically.

Please purchase this insurance before traveling to your program and send a scanned copy of your insurance card and coverage details to your admissions counselor. Please note that you will be responsible for paying any medical expenses incurred including co-pays, office visits, and payments required in advance of insurance claims.

While we do not endorse any particular company, here is a shortlist of the many companies that provide the coverage that fulfills our requirement.



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## PROGRAM FEES

Deposit \$300  
+ Remainder of Program Fee \$1,500

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**Total: \$1,800**

### Payment Options

Program fees can be paid by check, money order, PayPal, or bank transfer. If you choose to pay by credit card, you will be charged a \$50 processing fee. All payments sent by check or money order should be made payable to *Up with People* and include the participant's name on the memo line.

*Please note that while Up with People is a registered 501(c)(3) non-profit, program fee payments are not tax-deductible.*



**Mail to: Up with People, Attn: Accounting**  
6800 Broadway, Suite 106, Denver, CO 80221



**Send deposit and fee to**  
"payments@upwithpeople.org"



**Instructions for Wire Transfer:**  
<https://upwithpeople.org/wiring-instructions/>



**Credit Card Payment Form:**  
<https://upwithpeople.org/payment-form/cupayment/>

### Payment Contract

You will receive a Payment Contract with your enrollment forms. This contract is a legal commitment to pay all program fees. This contract must be signed and returned to Up with People. If you are under 18 years of age, a parent, guardian or sponsor is required to cosign the document.





## Personal Expenses

The participant is responsible for all personal expenses, including, but not limited to, the following:

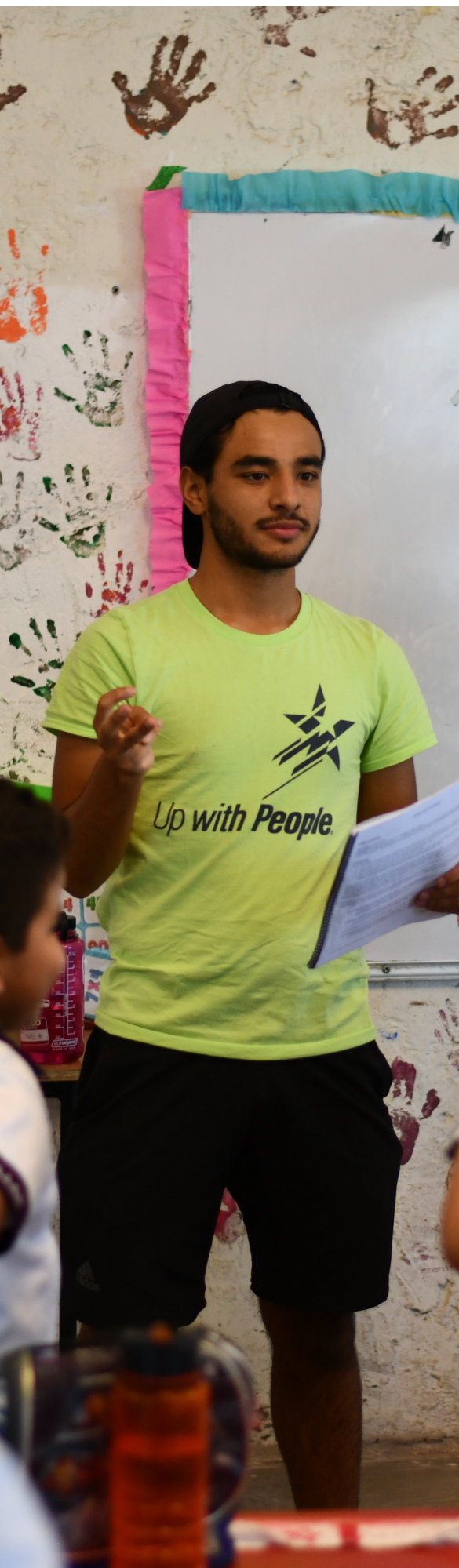
- Health insurance
- Medical expenses incurred by the participant during the program
- Personal expenses
- Cost of obtaining a passport and applicable visas
- Transportation to and from ChangemakerU at the start and end of the program

*If you have further questions about what to expect in this regard, please talk to your admissions counselor.*

## Refund Policy

- If a participant cancels more than one week prior to the start of the program, the deposit will be retained by Up with People and, to the extent it has been paid, the remainder of the program fee will be refunded to the participant.
- If a participant withdraws or is discharged within one week prior to the start of the program or any time after the start of the program, the deposit and program fee will be retained by Up with People, unless the withdrawal is pandemic-related. For purposes of this refund policy, pandemic-related is limited to the following circumstances: (1) the participant or an immediate family member (if prior to the participant's arrival) tests positive for or contracts COVID-19 or (2) governmental authorities impose travel restrictions that prevent the participant from traveling to the program. If the withdrawal is pandemic-related, all fees that have been paid will be returned to the participant.
- If Up with People cancels the program after it starts for any reason including health and safety reasons, participants will receive a refund of the pro-rated portion of their paid program fees minus the deposit.





# PLANNING AHEAD

## Your Health

UWP programs can be physically, mentally, and emotionally challenging. It is common to have long days with full schedules that require stamina, dedication, and self-discipline. You are expected to manage your personal health and maintain your well-being within the program design.

For this reason, it is important that you be in good health with no physical, mental, or emotional limitations that may keep you from participating fully. A review of each participant's Health Form will be conducted before you arrive. Up with People reserves the right to cancel or postpone the application for any participant who—in the judgment of the admission staff and professional health advisors—does not meet UWP health standards. Should your medical status change after you submit your Health Form, please notify UWP immediately.

During the program, UWP staff members make good health a priority for each individual and for the group as a whole. Part of this responsibility is to facilitate support for participants who get sick during the program. If your health prohibits you from participating fully in the program, if UWP's health advisor recommends you do not continue participating in the program, or if—in the judgment of the UWP staff and management—your physical or mental health condition places undue responsibility on UWP, your participation in the program will be terminated at the discretion of UWP. If you have any questions about this information, please contact your admissions counselor.



## Travel Arrangements

You are responsible for your transportation to and from the ChangemakerU campus in your program destination at the beginning and end of your program. We will recommend a program-specific international airport and provide transportation from that airport to campus at the start of the program and from campus to that airport at the end of the program. You will need to arrange your own transportation to and from campus if flying through other area airports.

## Visas

UWP is not an accredited academic institution by immigration standards. Therefore, if you are required to have a visa to enter a country for your program, you will need to apply for a visitor or tourist visa and not a student visa.

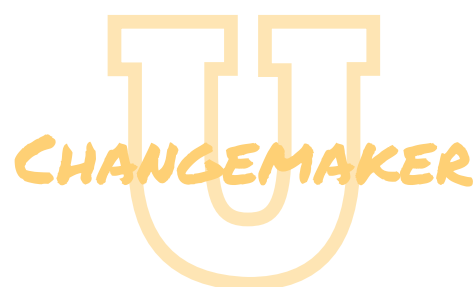
Your admissions counselor will provide further instructions regarding visa application(s) as well as all necessary invitational documents you may be required to provide when you apply for your visitor/tourist visa. Please note that you are responsible for applying, paying for, and obtaining your visa(s) through the appropriate embassy or consulate in your country or region.

## Important Documents

Before you depart your home to travel to the start of your program, be sure to make at least 2 photocopies/scans of all important documents. Leave one photocopy at home with your family or close friend and bring the originals AND one photocopy (or digital file/scan) with you. This will help in the unfortunate case that the original document is lost or stolen and you are required to show proof or documentation in order to be issued a replacement.

### List of Important Documents to Photocopy

- Passport (photo page and all critical document information)
- Tourist visa
- Credit /debit cards (front and back)
- Health insurance card/certificate (front and back)
- Driver's license or primary photo identification



## Clothing

We will be sharing space on campus with other youth programs in addition to sharing virtual space with guest speakers from around the world. Other cultures may have different values than your own regarding clothing, fashion, and what is considered appropriate. A comfortable and casual wardrobe will be appropriate for most of our activities at ChangemakerU. In order to provide a safe and respectful space for all, our expectation is that undergarments are covered and exposed skin is not excessive.

The key to packing smart is layering. The average temperatures in your destination may vary drastically. Indoor spaces may or may not be air-conditioned, so wearing layers will help you stay comfortable both while inside and outdoors.

## Laundry and Clothing Care

Only bring clothes that are easy to maintain (no special care instructions, easy to fold or roll and put away in your bag). You may have access to a washer/dryer in your program facility, or laundry will be collected weekly by a laundry service to be washed in a group load. You will be provided a mesh laundry bag to separate your clothing in the load. Do not bring clothing that requires dry cleaning or other extreme special care. You will also be able to wash garments by hand.

## Luggage

We will be sharing dorm rooms on campus at ChangemakerU. We recommend not exceeding one single suitcase and one backpack/duffel/tote bag. The suitcase will remain in your dorm room. The backpack, duffel, or tote bag is for excursions and daily use.

## Dress Code

Up with People uses a dress code number scale as outlined below:



### Formal

What you would wear to a special event.



### Business Casual

Semi-formal, what you would wear to a business meeting.



### Casual

Everyday wear.



### Athletic

Clothes made for exercising.



### Service

Clothes that can get dirty while still making a positive impression.

*We do not recommend bringing items that cannot be easily replaced, such as expensive jewelry or items with sentimental value.*



## Packing Checklist

- ☐ Clothing (see below)
- ☐ Swimsuit
- ☐ Rain jacket
- ☐ Sweatshirt/light jacket
- ☐ Undergarments (*socks, bras, underwear*)
- ☐ Pajamas
- ☐ Reusable water bottle
- ☐ Prescription glasses/contacts
- ☐ Medications/prescriptions you take regularly
- ☐ Important documents (*originals & photocopy*)
- ☐ Toiletries (*toothbrush/paste, shampoo, soap, deodorant, menstrual care products, makeup, sunscreen, bug spray, razor, brush*)

## Optional Items

- ☐ Camera and accessories
- ☐ Computer/tablet and accessories
- ☐ Phone and accessories
- ☐ Art supplies
- ☐ Musical instruments
- ☐ International voltage adaptors
- ☐ Hats, bandanas
- ☐ Sunglasses
- ☐ Beach towel
- ☐ Shower shoes (*you will share a shower with 1-3 other people*)

HOW MANY OUTFITS?		WHY?
1	optional	for final banquet
2	one	in case we have a more formal event or speaker
3	seven	we will be dressed casually for our retreat-style programming
4	three	for exercising - there may be crossover between your #3s/#4s
5	two	for service work that may involve painting, gardening, etc.



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## PROGRAM DETAILS

### Group Living

Your ChangemakerU cohort is a unique, intercultural community. Arrive ready to experience new ideas, ways of thinking, and ways of being. You will be representing not only yourself but also your friends, family, and community. During the first days of your program, you will participate in activities that will create your group's norms and expectations. The goal is to build a welcoming environment that values respect for self, group, community, culture, and Up with People.

### Program Facilitators

There will be staff members on campus for your ChangemakerU program. Each staff member acts as a coach and mentor to facilitate your experience. They are also responsible for maintaining a safe and respectful multicultural learning environment.

### Transportation and Group Travel

Traveling in a group is very different from traveling on your own. Meeting locations, time schedules, and attention to directions are critical as other people are depending on you. Lateness could result in you missing your UWP-provided transportation. In some cases, it could mean that you have to arrange and pay for your own transportation to the next destination.

### Emergencies

UWP has a 24-hour emergency contact person available if your family needs to reach you because of an emergency at home or if we need to reach your family because there is an emergency involving you during the program. Up with People will send all necessary emergency process information to the Emergency Contact you provide us within your enrollment forms. For non-emergencies, the UWP headquarters office staff is always happy to speak with your family and friends during normal business hours to determine the best way of contacting you.

## **Keeping in touch with home**

ChangemakerU is a retreat-style program and we want you to get the most out of the opportunity. We encourage you to find a balance between staying connected with family and friends at home and being present with your fellow program participants. We advise you to let your family and friends know in advance that you are attending ChangemakerU and that you may be in touch less frequently throughout the duration of the program.

## **Internet Access**

There is wireless internet (WIFI) access available in our dormitories and in most of the spaces we will occupy on campus.

## **Cell Phones**

You are welcome to bring a cell phone with you to ChangemakerU. There will be some activities where we ask you to leave your cell phones in your dormitories so that they do not get damaged or so that they do not distract from a particular experience. Keep in mind that not all cell phone plans work internationally and some will incur significant fees to make and receive calls/texts if you are traveling abroad. Check with your cell phone provider before starting your program to find out more about international usage and fees.

## **Laptop Computers/Tablets**

Electronic devices, including cell phones, are optional, but we encourage you to bring them if available. If you choose to bring your own device, you will be responsible for keeping it maintained and secure throughout the program. Up with People is not responsible for any damage to, or loss of, your personal devices.

## **Valuables**

We will provide a lockable space to contain valuables like electronics, passports, and car keys when we leave campus for an excursion. The key to the space will be held by an UWP staff member. You may also choose to leave materials in this space for the duration of the program.

## **Meals and Special Dietary Requirements**

All meals during scheduled program activities will be provided by UWP. Snacks will be available regularly as well. Please specify your dietary restrictions on your Health Form and we will be in touch if we cannot accommodate your specific need.





Up with People (UWP) abides by all local and national laws. All actions by Up with People participants and staff impact the program as well as the perception and reputation of Up with People, so we must operate in a way that is acceptable in a wide variety of cultures. The positive reputation and integrity of UWP is the primary reason that communities support and partner with our organization. You will be asked to adjust some behaviors to accommodate local traditions and cultures. You are expected to follow the UWP code of conduct at all times.

## **Attendance/Participation.**

You are expected to fully participate in all program activities. Regular lack of participation negatively affects the quality of your experience, as well as the group experience. If necessary for you to miss an activity, communicate your situation to your staff. Please know that they are committed to supporting you while also maintaining the integrity of the program. Personal time and resting time are designed into the program schedule. If you need more personal time during scheduled activities, please communicate with a staff member who will work with you to find a solution.

If you become ill, please inform a staff member in a timely manner. You may be asked to stay in your dorm room for the day or relocate to a designated facility for health concerns on campus.

## **Timeliness**

Although the value placed on time and timeliness varies widely across cultures, as adult leaders in the UWP program we ask that you take responsibility for arriving on time and being prepared to start each scheduled activity. Your punctuality ensures a quality experience for all participants.

## **Hazardous Activities**

As part of your Enrollment Forms, you are required to sign the Participant Authorization & Release Form. This releases and discharges UWP, their affiliates, representatives, officers, directors, staff, consultants, contractors, employees, agents, heirs, successors, assigns, and legal representatives from any and all claims of any kind or nature arising in any manner whatsoever (including, but not limited to, those arising from negligent behavior) from participation in, affiliation with, and any other involvement with or relation to the Up with People program.

Participation in any hazardous activity within the Up with People program is voluntary and always at the discretion of the participant.



## **Driving**

For safety and insurance reasons, you are not allowed to drive any motorized vehicle during your program, including your personal vehicle.

## **Alcohol, Drugs, and Illegal Activity**

If you are not of the legal drinking age in the country of your program, you are prohibited from consuming alcohol. Drunkenness or excessive consumption will not be tolerated at any time.

The use, possession, or distribution of drugs/illegal substances is prohibited at all times and may result in your immediate dismissal from the Up with People program.

Taking part in activities that are illegal in our program destination, such as (but not limited to) theft or acts of violence, will not be tolerated and may result in your immediate dismissal from the Up with People program.

## **Tobacco**

Out of consideration for fellow participants and the public, the use of tobacco is not permitted during Up with People functions. Smoking is allowed during breaks in designated smoking areas, and smokers are expected to follow all local laws and customs.

## **Curfew**

UWP may establish a curfew for your program depending on your destination and facility. This may be to respect local cultural norms, increase your safety, and/or adhere to requirements from hosting facilities. All participants are required to follow the curfew guidelines of their local program destination.





## Sexual Harassment

UWP is firmly committed to maintaining a positive learning environment that is free of inappropriate conduct. Offensive verbal and written communication of a sexual nature or unwanted physical contact is not allowed in any form and will not be tolerated.

Harassment is defined as conduct that is unwelcome and unreasonable. It interferes with the performance of duties and creates an intimidating, hostile, or offensive environment. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is appropriate in a social setting may not be appropriate during UWP activities. Examples of conduct that may constitute sexual harassment include:

- Request for sexual favors by a supervisor in exchange for benefits
- Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions
- Graphic or degrading comments about one's appearance, body, or sexual activity
- The display or circulation of sexually suggestive objectives, pictures, cartoons, or jokes
- Suggestive or insulting sounds
- Obscene gestures
- Unwelcome physical contact, including touching, pinching, fondling, brushing the body of another, kissing, hugging, or assault.

## Abstinence from Sex

ChangemakerU is hosted in a co-living facility that is not owned by UWP. Out of respect for fellow program participants, an intention to not disrupt the group learning environment, and an understanding of the public nature of our facility, UWP prohibits sexual activity with your fellow participants, staff, or local community members. Violation of this policy may result in dismissal from the program.





## **Fraternization Policy**

UWP prohibits any UWP staff member from an exclusive personal relationship with any UWP participant. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of sexual harassment.

## **Policy and Guideline Violations**

Any participant who is found in violation of any one of the UWP program policies or guidelines will be subject to a meeting with one or more staff members to determine the severity of the violation and the proper disciplinary action. In the most serious case, or if the potential result is dismissal from the program, UWP may contact/engage family members of the participant(s) involved.

If you withdraw or are dismissed at any point during the program, UWP may provide assistance with arrangements—however, your lodging and transportation cost to return home are solely your financial responsibility.





## CONTACT INFORMATION

### World Headquarters

#### Up with People

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Denver, Colorado 80221  
USA

**Telephone:** +1 303 460 7100

**Fax:** +1 303 255 4649

**Toll-Free:** +1 877 264 8856

**Email:** [info@upwithpeople.org](mailto:info@upwithpeople.org)

**Website:** [www.upwithpeople.org](http://www.upwithpeople.org)



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[@upwithpeople](https://www.twitter.com/upwithpeople)



[UWPonTour](https://www.youtube.com/UWPonTour)



