

ISLC Required Forms Check List

Part 1

Due January 10, 2020

- Signed Registration Agreement
- Signed Assumption of Risks and Indemnification

Please email the Registration Agreement and Assumption of Risks and Indemnification forms as a one PDF to islc@operationsmile.org. Student Programs will confirm receipt of the paperwork or reach out for additional resources.

ISLC TERMS, CONDITIONS, RESPONSIBILITIES, AND CONDUCT POLICIES

Registration Fee to cover increased costs, tariffs, taxes, and fuel charges at any time prior to
REGISTRATION FEE: Operation Smile, Inc. (OSI) reserves the right to increase the February 1, 2020.

ITEMS INCLUDED IN CONFERENCE REGISTRATION FEE

ACCOMMODATIONS: Lodging will be provided at El Pueblo Resort from the evening of Monday, July 13, 2020 until the morning of Sunday, July 19, 2020. Participant rooms and roommate assignments are based on availability. Roommate requests are not accepted.

TRANSPORTATION: Participants must book their own travel to and from Lima, Peru. Those traveling via airplane should fly through Lima Airport (LIM). For participants arriving at the airport on Monday, July 13, 2020, OSI will provide ground transportation from LIM to the El Pueblo Resort during a specified timeframe. OSI will also provide return transportation to the airports on Sunday, July 19, 2020 for a specified timeframe. Furthermore, OSI will also provide ground transportation to and from scheduled events. Please review the conference information packet for additional information. If you have trouble finding flights around the ground transportation provided, please email islc@operationsmile.org before you book your travel.

BAGGAGE: Participants are responsible for handling their own luggage, and OSI has no responsibility with respect to the contents thereof. Please check with your transportation provider regarding baggage restrictions.

MEALS: OSI will provide scheduled meals to participants starting with the evening meal on Monday, July 13, 2020 and ending with breakfast the morning of Sunday, July 19, 2020. Three meals will be scheduled daily.

MISCELLANEOUS ITEMS: Registration fee includes participation in ISLC sessions and social activities, educational materials, 24-hour adult oversight and all conference fees.

EXCURSIONS: Transportation and admission to offsite activities and excursions scheduled by OSI are included in the Registration Fee.

ITEMS NOT INCLUDED IN CONFERENCE REGISTRATION FEE

PASSPORT/VISA FEES: Fees associated with passport and visa applications are not included in the program cost.

INSURANCE: Health insurance is not included in the ISLC registration fee. If needed, participants may check with insurance providers for inexpensive temporary health coverage as well as travel insurance.

MISC ITEMS: In addition to the above items, ISLC registration fee does not include: any costs incurred by participants as a result of early arrival or late departure; beverages not included as part of a meal; telephone service, laundry, or any other additional lodging fee not included in the accommodation package; gratuities; or any other items of a personal nature.

CANCELLATIONS/DISMISSALS: If circumstances necessitate a participant's cancellation from the ISLC, a written notice must be sent to islc@operationsmile.org on or before February 1, 2020. Requests given verbally (via telephone) will not be considered. Notices received on or before February 1, 2020 will receive a full refund less the non-refundable deposit of \$250. Because the program requires extensive planning, costs are incurred long before departure. No refunds will be issued for cancellations received on or after February 1, 2020. Please allow 2-4 weeks for your refund to process.

OSI has the right to dismiss participants from the conference who, for any reason, including illness, infirmity or conduct, are deemed by OSI in its sole discretion to pose a serious risk to the health, rights, welfare or successful participation of themselves or others or to the efficient operation of the conference. If a participant is dismissed,

he/she will be returned to the city of origin on the first available flight which OSI can coordinate. OSI will not refund ISLC tuition to students who are dismissed for disciplinary or medical reasons.

OSI will make two attempts to rectify missing payment or payments. First, via email to participant and parent (if applicable) and second, via phone numbers provided. If a participant is missing the required forms or has an outstanding balance, OSI will cancel registration on March 1, 2020 with no refund.

ISLC PARTICIPANT RESPONSIBILITIES

INSURANCE: All students must provide proof of health insurance to OSI prior to participation. OSI will not cover medical expenses incurred in the event of an illness or accident.

PASSPORT/VISA: Each international participant must have a currently valid passport and a visa (if applicable) permitting them to travel to this country. Participants are solely responsible for obtaining all necessary passport, visas, and/or necessary documentation in advance of the conference. For visa information, search the internet for the United States Embassy in your country and click the link for the consulate in your country where you can obtain a visa. Allow up to 10-12 weeks for visa and passport requests. Participants should make photocopies of their passports to leave at home and carry to the conference.

MEDICAL NEEDS/RISKS OF INJURY: Participants of the 2020 ISLC must be able to care for their recurring medical treatments without supervision or assistance. All medications, injections or other treatments must be monitored and administered solely by the participant. Also, although OSI will endeavor to coordinate the meeting of participant's dietary needs upon request, special dietary needs are ultimately the responsibility of the participant. By enrolling in the conference, authorization and full consent is given to OSI or its representatives to seek prompt medical attention in the case of illness or injury of a participant. All medical expenses incurred in connection with the medical treatment of a participant's illness or injury are not the responsibility of OSI and shall solely be the responsibility of the participant, the participant's parents or legal guardians, and/or the participant's health insurer; any and all expenses incurred by OSI in connection with the medical treatment of a participant shall be reimbursed upon demand by the participant or where the participant is under the age of 18, the participant's parents or legal guardians. The ISLC may include planned activities, challenges, and obstacles of a physical nature. These activities all have some danger inherent in them, but OSI endeavors to provide an appropriate level of safety for such activities. Nevertheless, participants and their parents/legal guardians assume all risks of injury and loss, and the consequences thereof, by participating in such activities, and completion of the registration process for the ISLC thereby grants permission to OSI to include the participant in such activities.

EXCLUSIONS: OSI undertakes no responsibility for any "Act of Nature," "Act of God" or other incident that might occur from the time the student leaves home until the student returns home. OSI shall not be liable or responsible for any injury, loss, damage or delay resulting from any act or neglect of any person or company whose services are retained by OSI for the benefit of ISLC participants. These services include but are not limited to: El Pueblo Resort housing, restaurants, tour agencies, or transportation/travel companies. Furthermore, OSI cannot be held responsible for any act, error or omission on the part of any participant that results in additional costs not included in ISLC registration fee. Additional expenses, including medical expenses or damages to property, if incurred under these circumstances, must be borne by the participant and/or the participant's parents or legal guardians.

Neither OSI nor any member of its Board of Directors, Board of Governors or staff can be responsible for any discipline problem encountered with a participant. A participant dismissed for disciplinary reasons or upon the advice of a medical doctor for illness or injury will be returned to the city of origin, and any expenses associated with changing the pre-established round-trip travel arrangements for the participant which OSI incurs shall be reimbursed by the participant or, in the case of participants under the age of 18, the participant's parents or legal guardian upon demand by OSI. For the health and safety of every participant, OSI reserves the right throughout the ISLC to conduct room inspections to ensure compliance with ISLC Terms, Conditions, Policies and Responsibilities.

Adult volunteers traveling to the ISLC may volunteer without compensation to allow participants with overlapping travel plans to accompany them; however, neither the volunteers nor OSI undertake any responsibility for the safety and welfare of participants during travel to and from the ISLC.

MEDIA RELEASE INFORMATION: By completing the registration process each participant (or the participant's parent or legal guardian where the participant is under the age of 18) thereby grants permission for OSI or its agents to record student participation and appearance on video tape, audio tape, film, photograph or any other medium for use without restriction or limitation for any educational or promotional purpose unless a participant indicates in writing otherwise and grants permission for Operation Smile to provide participant contact information to media outlets, only upon request.

FORMS SUBMISSION: Operation Smile is not responsible for problems resulting from participant's failure to provide requested forms or from inaccurate information.

ADULT CHAPERONES: Operation Smile is implementing a Screening Policy/Background Check for all adults involved with Student Programs. Even though chaperones/student sponsors may have been involved in the past, we will still include them in our roll out of background checks. Operation Smile will absorb the costs for those who are involved in our programs from September 2020 through July 2020. Starting August 2020, all new chaperones/sponsors will have to cover the cost of this process. Operation Smile is committed to ensuring a safe and secure environment for our employees, volunteers, patients and stakeholders. To reduce the risk to all those involved with Operation Smile, we employ an application and screening process for medical and non-medical volunteers participating in our programs. Operation Smile uses GoodHire (<https://www.goodhire.com/>) to retrieve background checks.

CONDUCT POLICIES

International Student Leadership Conference policies are uniformly set and enforced for all students, regardless of age. For the safety and protection of our participants, participants either directly or, in the case of minors, through their parents or legal guardians agree to comply with and to be subject to the following policies:

- Attendance by all participants at all lectures, activities, and lessons is mandatory.
- Participants must stay on campus at all times, except during scheduled off-site events. Under no circumstances may participants leave the premises at which the ISLC is being conducted except in the company of OSI staff and assigned volunteers.
- Each participant must abide by the nightly curfew and remain in the participant's assigned room from curfew until morning activities resume. Curfew is 10:30 p.m. unless otherwise stated by authorized OSI staff.
- Participants are required to wear appropriate clothing that is tasteful and modest for the time, activity, and standards of the host country's culture. Dress should be conservative at all times; although casual wear is acceptable, tube tops, sweat pants, short shorts, and miniskirts are never acceptable. Clothing must be clean and neat. Operation Smile staff retains the right to require students to change attire deemed inappropriate at any time.
- Male participants are not permitted in dorm rooms assigned to female participants, and female participants are not permitted in dorm rooms assigned to male participants. There is a zero tolerance policy for sexual relations among participants and for a participant being in a dorm room with a member of the opposite sex. Violation of this policy will result in immediate dismissal from the ISLC and immediate return to the participant's travel point of origin.
- There is a zero tolerance policy regarding possession and/or use of recreational drugs and alcohol by participants, irrespective of age. Any participant found in the possession of or under the influence of any recreational drug, including but not limited to alcohol, will be immediately dismissed and returned to the participant's travel point of origin. Participants are not permitted to possess, smoke, or use any tobacco products during the ISLC.
- No weapons of any kind are permitted during the ISLC.
- Participants will comply fully with all lawful directions given by adult chaperones and OSI staff and conference leaders attending the ISLC. Participants must follow all safety rules and procedures in connection with physical activities and challenges offered to participants.
- In the event OSI determines in its sole discretion to dismiss a participant from the ISLC and to return the participant to the participant's travel point of origin, the participant or, in the case of a participant under the age of 18, the participant's parent or legal guardian shall reimburse OSI upon OSI's demand for all additional expenses incurred by OSI in connection therewith. Additionally, depending upon the conduct in question, participants may be subject to legal proceedings, including criminal prosecution, in the host country or elsewhere.

ASSUMPTION OF RISKS & INDEMNIFICATION

To be completed fully by every participant or their parent/legal guardian

The undersigned is either a participant who will participate in the 2020 International Student Leadership Conference sponsored by Operation Smile, Inc. (OSI) or, in the case of participants under the age of 18, the parent or legal guardian of the participant. The undersigned has read and understood the description of the ISLC, including without limitation, the extent of the supervision of attending youth by OSI staff.

For parents and legal guardians of participants who are under the age of 18:

I, the undersigned, am the parent or legal guardian of _____ (the Participant), a person under the age of 18, and hereby give my permission for the Participant to attend the 2020 International Student Leadership Conference (ISLC). I acknowledge that travel to, from, in, and among foreign and domestic countries, staying in and at accommodations in foreign and domestic countries with other participants, and participating in activities and excursions arranged by OSI include risks of illness, injury, and other harm and damage generally and to minors in particular and that although OSI endeavors to provide for the safety of its ISLC participants, OSI as a non-profit charitable corporation is not able to, and does not, assume any liability for injuries or damages which arise from or relate in any way to attendance at the ISLC.

Accordingly, in consideration of the agreement by OSI to allow the Participant to attend the ISLC, and to the greatest extent permitted by Virginia law, which shall govern this document, I hereby agree on behalf of myself and my successors and assigns to indemnify OSI, as well as its directors, officers, employees, agencies and volunteers (collectively “the Additional Indemnitees”), jointly and severally, and to hold each of them harmless, for, from, and against any and all losses, damages, attorneys fees, expenses, and liabilities which are suffered or incurred by or awarded against OSI or the Additional Indemnitees and which arise from or relate in any way to Participant’s attendance at the ISLC and/or any claims or causes of action arising therefrom.

For participants who are aged 18 or older:

I, the undersigned, am aged 18 or older and wish to attend and to participate in the 2020 International Student Leadership Conference (ISLC). I acknowledge that travel to, from, in, and among foreign countries, staying in and at accommodations in foreign countries with other participants, and participating in activities and excursions arranged by OSI include risks of illness, injury, and other harm and damage and that although OSI endeavors to provide for the safety of its ISLC participants, OSI as a non-profit charitable corporation is not able to, and does not, assume any liability for injuries or damages which arise from or relate in any way to attendance at the ISLC.

Accordingly, in consideration of the agreement by OSI to allow me to attend the ISLC, and to the greatest extent permitted by Virginia law, which shall govern this document, I hereby agree on behalf of myself and my successors and assigns to indemnify OSI, as well as its directors, officers, employees, agencies and volunteers (collectively “the Additional Indemnitees”), jointly and severally, and to hold each of them harmless, for, from, and against any and all losses, damages, attorneys fees, expenses, and liabilities which are suffered or incurred by or awarded against OSI or the Additional Indemnitees and which arise from or relate in any way to attendance at the ISLC and/or any claims or causes of action arising therefrom.

Signature of Parent/Legal Guardian for
Participant Under the Age of 18

Printed Name of Parent/Legal Guardian for
Participant Under the Age of 18

Signature of Participant Aged 18 or Older

Printed Name of Participant Aged 18 or Older