



2026 Participation Policy

We understand that life happens and can affect participant attendance. However, by signing up to this paid opportunity, you are agreeing to prioritize your responsibilities for being present to the best of your capacity. Emergencies happen, but last minute absences deeply affect program planning, group expectations, and the group's culture.

1. Definitions:

- Tardiness: Arriving at an Estuary Youth Council event later than the scheduled or agreed upon start time (including carpool meeting times).
- Unexcused Absence: Failure to report to an event without prior notification from the CBO host.
- Excused absences: Previously communicated absences from an event that were agreed upon with the CBO host. Excused absences include: illness (including Covid-19), school-related activities (meetings with teacher, college visits), medical leave of absence (major surgery), family needs (sibling care, etc).

2. Expectations:

- Estuary Youth Council members are expected to arrive on time and be prepared to participate in programming at the scheduled start time. CBO hosts will take attendance at each EYC event, including monthly all-group trips, check-ins, and other events.
- Estuary Youth Council members must notify their CBO host supervisor as soon as possible if they anticipate being late or absent.
 - Tardiness should be communicated as soon as possible.
 - Absences should be communicated with at least 48 hours advance notice via the agreed-upon communication method (e.g., phone, email).
 - *Communication is key for our program plan, the experience of your peers, and helping us understand how we can best support you to succeed during our time together.*

3. Support and Improvement:

CBO hosts will be taking attendance at each event and will do everything we can to help you get the most out of the Estuary Youth Council program.

As such we commit to:

- Sharing dates, times, and locations of in-person events as far in advance as possible
- Checking in with you at least biweekly through your preferred method of contact
- Working with you to the best of our ability to provide other resources/support that can help your attendance in the program.

We emphasize support & improvement – not punishment. However, like life, all actions have consequences, and we have outlined the consequences of each occurrence of tardiness or unexcused absences below.

- 1st Occurrence: Friendly reminder from CBO host to reinforce the importance of punctuality and attendance.
- 2nd Occurrence: Constructive feedback and a discussion with the CBO host to identify any underlying issues and provide support. Collaborative development of an action plan to improve attendance and punctuality, with regular check-ins for progress. **After this occurrence, payment may be withheld from the participant at the discretion of the CBO host until attendance and participation is improved.**
- 3rd Occurrence: Termination of the Estuary Youth Council working relationship.

By signing this form, I am acknowledging that I've read, understood, and will do the best of my ability to adhere to it.

Estuary Youth Council Member
Signature: _____
Full Name: _____
Date: _____

By signing this form, I am confirming that I have reviewed the following policy with the aforementioned participant.

CBO Host

Signature: _____

Full Name: _____

Date: _____