

Youth Code of Conduct

CMF Goals and Expectations

Council of Michigan Foundations (CMF) is committed to creating a safe environment for our youth, employees and volunteers so that youth can grow, learn and have fun while participating in CMF-sponsored activities. The purpose of these guidelines is to:

1. Outline expectations and code of conduct standards
2. Identify permissible and strictly prohibited behaviors
3. Offer insight to create a safe environment for both adults and youth
4. Provide information on reporting abuse or neglect.

All youth and parents of youth engaged or participating in any CMF event are expected to read/understand, agree to and abide by these guidelines and other CMF or individual organization policies, procedures and training.

Code of Conduct and Expectations

As a youth participant, CMF and individual organizations expect that you will do the following:

- Be dependable and engage in all activities to the best of your ability
- Be honest and trustworthy
- Treat fellow participants, volunteers, staff and other adults with respect, courtesy and dignity
- Display positive behavior and attitude
- Follow staff and volunteer instructions
- Raise concerns or questions respectfully
- Be your own best advocate, including requesting help or accommodation when needed
- Do what you can to help others or find help as needed
- Plan for your personal needs so that you can arrive on time and participate in all scheduled activities
- Dress appropriately for the particular activity; wear clothing that is not disruptive or distracting to activities
- Communicate with your individual organization and/or volunteer mentor if you are unable to participate or attend a program activity
- Promptly report any bullying, abusive or inappropriate behavior to a trusted adult or program leader
- Be the best you

Actions and Behaviors: Prohibited VS. Discouraged

The following chart lists behaviors and actions that are strictly prohibited and those that are discouraged. The lists are illustrative and not all-inclusive; other behaviors may be identified.

Discouraged

CMF youth are discouraged from these behaviors and actions toward another CMF adult or youth:

- Touching any parts of the body without consent
- Frontal hugs and bear hugs

- Physical interaction involving potential for inappropriate touching or other risk of injury (e.g. tickling, wrestling, swinging minors by ankles or wrists, massages)
- Roughhousing (aggressive physical contact, often for fun, youth not in control of body)
- Lifting, carrying, piggy-back or arm-chair rides (exceptions could be for challenge course activities, group games, moving an injured youth)
- Emotionally abusive language (e.g., sarcasm, harsh or abusive words; rejecting or stating you do not like someone)
- Non-program related communications with adults via any type of social media (Facebook, Twitter, Instagram, Snapchat), internet, email, text, cell phone calls
- Crossing boundaries of appropriate and inappropriate interaction with adults and youth (including telling stories of personal relationships, illegal activity)
- Off-hours contact with adults and/or contact without consent of your parent (e.g. babysitting, attending movies or sports)
- Failing to report suspicion of abuse or neglect

Prohibited

These actions and behaviors are prohibited by CMF youth toward another CMF adult or youth:

- Physically abusive acts (e.g. use of physical force, striking, kicking, slapping, etc.)
- Bullying, harassing or using derogatory language (e.g. yelling in aggressive or threatening manner; belittling, including making fun of another's family, national origin, religion, sexuality, ethnicity, disabilities, sexual orientation; threatening bodily harm to the individual or individual's family/friends)
- Physical interaction involving intimate touching (e.g. caressing, sitting on lap, patting on bottom, kissing or affectionate gestures, engaging in sexual activity)
- Using any recording device in showers, bathrooms, locker rooms and other areas where there is an expectation of privacy
- Being under the influence of, using, selling or providing alcohol or illegal drugs to youth; selling or providing over-the-counter drugs to youth
- Taunting; intimidation of physical force
- Bringing or having in your possession or in your vehicle any weapon
- Telling or asking a minor not to tell an adult or parent of words or actions of staff or volunteers
- Illegal activity during volunteer time
- Leaving the program without permission from a staff member or adult volunteer
- Repeated absences or failure to meet program requirements after being warned about expectations

Consequences for Failing to Meet Program or Code of Conduct Expectations

- Staff and adult volunteers will provide constructive feedback regarding youth performance expectations; adult staff and volunteers will work with youth to meet expectations
- Staff and adult volunteers will give verbal warnings regarding behaviors and actions that are not allowed, and, in most cases give the opportunity to correct behavior; youth may also be asked to sign a corrective action plan
- In the case of prohibited behaviors, individual organization leaders will determine whether corrective actions will be allowed or whether youth will be removed from program activities
- Some behaviors may result in immediate suspension from program activities

- In all cases, individual organizations will determine whether parents will be contacted regarding behavior or performance

Reporting Concerns

CMF wants all youth to feel safe reporting any concerns they may have whether it is with the program, problems at home or school, or concerns with friends or family. CMF has a zero-tolerance policy of abusive, threatening or neglectful behavior and actions toward our youth. Please speak with any trusted adult within your individual organization or CMF if you have concerns regarding any of these topics. There will be no negative consequences for you when you honestly report any concerning behavior.

Confirmation of Understanding of Code of Conduct

Signature of the overall waiver form confirms I have received and read the Youth Code of Conduct, and I agree to follow these rules and guidelines. I understand that CMF and my individual organization have performance and behavioral expectations of me, which are outlined in this Code of Conduct. If I engage in behavior or actions that violate this Code, I may be removed from the program.