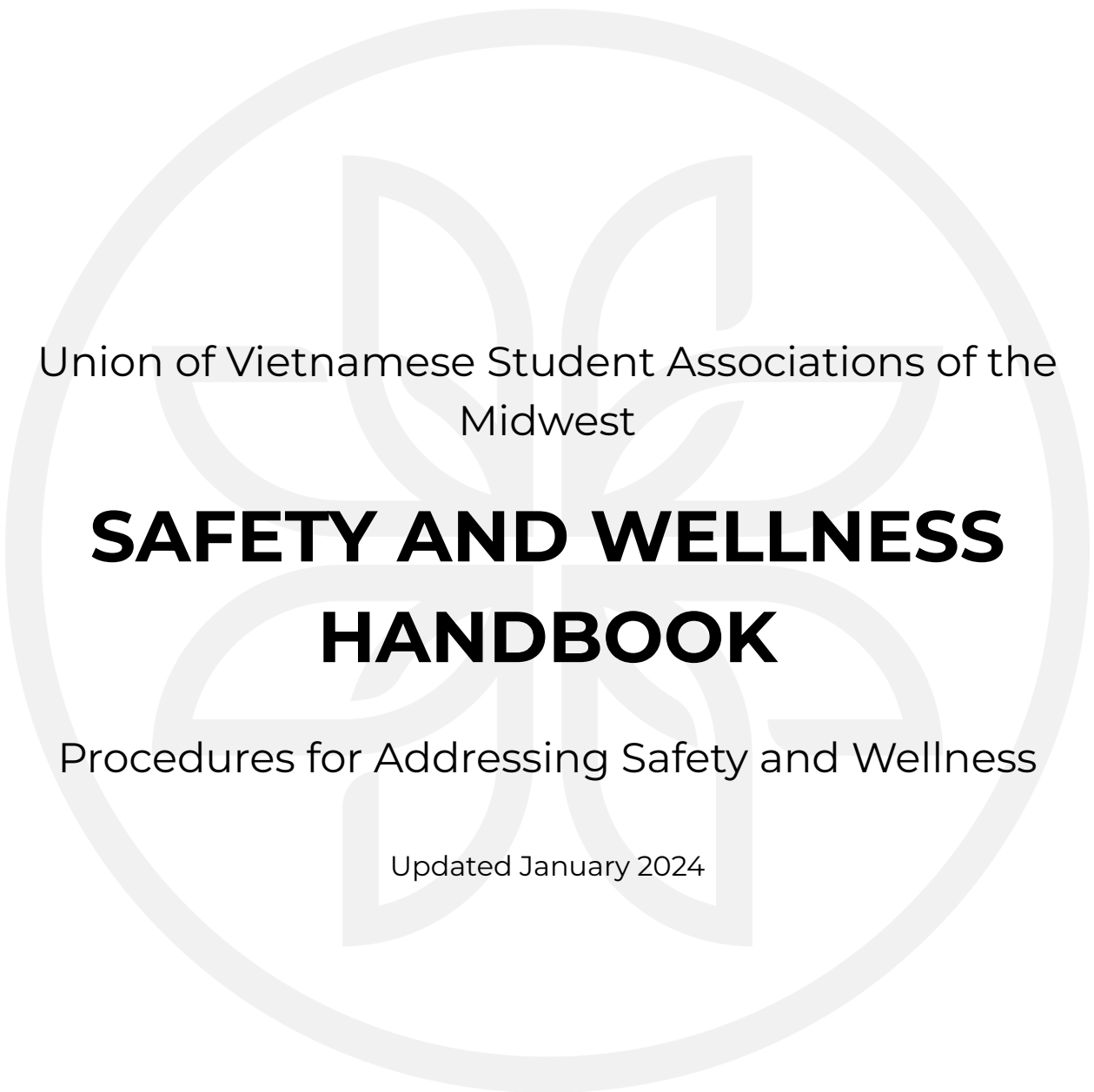




Union of Vietnamese Student Associations of the
Midwest

SAFETY AND WELLNESS HANDBOOK

Procedures for Addressing Safety and Wellness

Updated January 2024

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ABOUT THIS HANDBOOK

Content Warning

This document contains sensitive topics that can be triggering or be reminders of specific traumas, such as medical emergencies, crisis management, and more. Please proceed through this document with caution and practice the self care you need to protect yourself and your mental/emotional health.

This Handbook was created to guide our community towards promoting a safe and empowering community for the Union of Vietnamese Student Associations of the Midwest (UVSA-Midwest). It provides clear policies of how UVSA-Midwest addresses safety concerns as a reference for UVSA-Midwest staff and members to answer questions that may arise in the course of the engagement. There is an appendix section to reference other artifacts UVSA-Midwest uses to ensure a safe and empowering community.

Please read this material thoroughly and retain it for future reference. This Handbook represents an informational guide by UVSA-Midwest.

Disclaimer

UVSA-Midwest reserves the right to make changes, additions, or deletions, from time to time, with or without prior notice, to the policies and practices described in this Handbook. Because it is impossible to anticipate every situation that may arise, UVSA-Midwest also reserves the right to address a situation in a manner different from that described herein if, in leadership's discretion, the circumstances so warrant. If revisions, additions, deletions, or changes of any kind are necessary, UVSA-Midwest will notify all members of such changes as soon as possible.

The Union of Vietnamese Student Associations of the Midwest's Safety and Wellness Handbook was crafted to only have jurisdiction within UVSA-Midwest, including UVSA-Midwest flagship events, internal staff retreats, internal staff meetings, and any other functions facilitated by UVSA-Midwest. As such, this document is a living document and will continue to change to best serve only the needs of UVSA-Midwest at the time of edit.

Individuals, outside of our organization, must develop their own community guidelines and protocols since this document is crafted to serve only one audience - UVSA-Midwest. Therefore, this organization cannot be held responsible for any other community guidelines and protocol handbook that uses past, current, and future renditions of this specific document for inspiration, guidance, or any other type of plagiarism.

Purpose & Intent

The purpose of this safety policy and resource guide is to establish guidelines and procedures to ensure the safety and well-being of all participants, attendees, and staff at events organized by the Union of Vietnamese Students of the Midwest. The commitment to providing a safe and secure environment is of paramount importance to us.

- **Safety Awareness:** The primary intent of this policy is to raise safety awareness among all stakeholders involved in our conferences. By providing comprehensive safety guidelines and resources, we aim to empower participants, attendees, and staff to take proactive measures to mitigate potential risks and ensure their own safety.
- **Risk Mitigation:** This policy aims to identify potential risks and outline appropriate measures to mitigate them. By promoting safety-conscious behaviors, proactive planning, and risk assessment, we strive to minimize the occurrence of accidents, injuries, or any harm that could negatively impact conference attendees.
- **Compliance with Applicable Regulations:** Our intent is to ensure compliance with all relevant laws, regulations, and industry standards pertaining to conference safety. We will regularly review and update our safety policies to align with the latest legal requirements, best practices, and recommendations from relevant authorities.

By following the safety guidelines and utilizing the resources provided in this guide, participants, attendees, and staff can actively contribute to maintaining a safe conference environment. It is our firm belief that by working together and adopting a safety-first mindset, we can create an enriching and secure experience for all.

Resources Referenced

This safety policy and resource guide has been developed by UVSA-Midwest through extensive research and consultation with reputable sources in the field of conference safety. Resource material was identified, reviewed, discussed, and gleaned from with the following considerations in mind:

- **Industry Best Practices:** We have incorporated established industry best practices for conference safety, drawing upon the expertise and knowledge of leading event management organizations and industry professionals.
- **Government Guidelines and Regulations:** Our safety policy aligns with relevant guidelines and regulations set forth by local, regional, and national authorities responsible for event management and safety standards.
- **Academic Research:** We have consulted scholarly articles, studies, and research papers focusing on conference safety to incorporate evidence-based recommendations and practices.
- **Safety Experts and Consultants:** We have sought guidance from experienced safety experts and consultants who specialize in event safety management. Their insights and expertise have played a crucial role in shaping this resource guide.
- **Collaborative Efforts:** We have collaborated with other nonprofit organizations, conference organizers, and safety professionals to share knowledge, experiences, and best practices in conference safety.
- **Internal Expertise:** Our dedicated team at UVSA-Midwest has contributed their expertise in event planning, safety management, and risk assessment to develop this comprehensive resource guide.

By utilizing a diverse range of resources, we have strived to ensure that this safety policy and resource guide reflects the latest and most reliable information available in the field of conference safety. We remain committed to regularly reviewing and updating these resources to maintain the highest standards of safety and wellness for all our conference attendees. Below is a list of the resources leveraged during the development of this document:

- [University of Denver | Emergency Preparedness](#)
- [Highline College | Emergency Procedures](#)

- [British Broadcasting Corporation | What to Do If Someone Collapses in Front of You](#)
- [U.S Legal | Good Samaritan Law](#)
- [CPR Select | Life Skills Everyone Should Know](#)
- [American Addiction Centers | Marijuana Overdose Symptoms, Signs, & Treatments](#)
- [The University of Texas at Austin University Health Services | Alcohol Overdose and the Recovery Position](#)
- [Baptist Health | Knowing the Recovery Position and CPR Could Help You Save a Life](#)
- [Carman-Ainsworth Community Schools | Student Safety Tips](#)

Liability Limitation

It is important to note that this safety policy and resource guide is designed to provide general guidance and support, but it does not absolve individuals of their personal responsibility for their own safety. While UVSA-Midwest strives to create a safe environment, individuals attending and participating in our events are ultimately responsible for their own actions and well-being.

Considering this, UVSA-Midwest facilitators and other leaders are not trained professionals. We do, however, aim to make the most appropriate decisions for our community based on the most updated information provided to us. Our leaders strive to make decisions that we believe is best for our community within the power of our jurisdiction.

Acknowledgment of Limited Expertise

While this booklet is designed to provide comprehensive guidelines and protocols to ensure safety at UVSA-Midwest events, it is essential to acknowledge certain situations that are beyond the scope of this handbook. Acute medical emergencies, such as heart attacks, seizures, and other life-threatening incidents, require immediate and specialized medical attention. In such instances, time is of the essence, and professional medical personnel should be contacted immediately. It is crucial that all internal/event staff and participants be aware of the location of the nearest medical facilities and emergency contact numbers.

We strongly emphasize that this booklet does not serve as a substitute for professional emergency training, including medical treatment training, nor can it cover every possible emergency scenario. Instead, it aims to equip participants with preventive measures, general safety guidelines, and protocols for common situations that may arise during UVSA-Midwest events. In the event of any emergency, quick and decisive action is necessary. Therefore, all UVSA-Midwest staff members and volunteers must be familiar with the organization's emergency procedures, including whom to contact and how to access emergency medical services. By adhering to these guidelines, we can create an environment that promotes well-being and minimizes potential risks during UVSA-Midwest programming.

Informed Consent Clause

If an individual is unable to make decisions due to a cognitive or medical state (incapacitated, unconscious, etc.), a UVSA-Midwest Executive Board Member, Board of Directors Member, or other contracted staff members may serve as their authorized representative in decision making for medical support until the impacted individual is able to do so due to the Informed Consent Clause. For more information, please refer to the [U.S Department of Health and Human Services](#).

Safety and Wellness Guidelines

The below guidelines will cover various situations and events that may develop at future UVSA-Midwest events; however, UVSA-Midwest wants to acknowledge that the best form of action during any emergency is to contact professional emergency help including local law enforcement agencies and medical personnel via 9-1-1.

Medical Emergencies - SEE, CALL, STAY (UNTIL HELP ARRIVES)

Medical emergencies are serious and unexpected instances of harm or injury to oneself or someone nearby. These may range from higher level medical emergencies (i.e heart attack, stroke, etc.) or lower level emergencies (i.e a small cut, nose bleed, etc.). For the purpose of this handbook, medical emergencies are categorized into two categories: psychological and physical medical emergencies.

- Physical medical emergencies consist of serious and unexpected injuries to the body. This may include, but not limited to, seizures, broken bones, strained muscles, and heart attacks.
- Psychological medical emergencies consist of serious and unexpected conditions related to the psychological well-being of a person or their mental health. This may include, but not limited to, panic attacks, and anxiety attacks.

In the event of a medical emergency, individuals are encouraged to:

1. Remain calm
2. Call 9-1-1 to explain the situation and location
3. Either yourself or someone else stay with the affected individual and do not attempt to move them unless needed for safety purposes
4. Either yourself or someone else remain on standby until emergency personnel arrive to direct them where the affected individual is
5. When emergency personnel arrive, help clear out the area for emergency personnel
6. Inform an Executive Board Member or a Board of Directors Member of the situation when possible

In the case that an individual declines medical assistance, support, or advisory from UVSA-Midwest staff members, including, but not limited to Executive Board Members, Board of Director Members, contracted staff members, conference attendees, and contracted event vendors, they withdraw any legal liability held against UVSA-Midwest and any associated members of UVSA-Midwest or the event.

If an individual declines a 9-1-1 call due to a result of an ambulance arriving, a UVSA-Midwest facilitator or other leader may transport the individual if both the UVSA-Midwest facilitator/leader and impacted individual agree.

Substance Use Emergencies

Alcohol Intoxication - M.U.S.T. H.E.L.P.

Alcohol overdose is dangerous and can lead to clinical complications and other severe consequences. It is important to follow responsible steps when drinking alcohol to ensure physical safety.

Overconsumption of alcohol can lead to alcohol overdose and poisoning. According to the Centers for Disease Control and Prevention (CDC), daily limits for men are 2 drinks or less. For women, daily limits for alcohol consumption are 1 drink or less. Overconsumption of alcohol can be defined in two of the following ways:

1. Binge drinking: During an occasion, consuming 4 or more drinks for a woman and 5 or more drinks for a man
2. Heavy drinking: Across a week, consuming 8 or more drinks for a woman and 15 or more drinks for a man.

The following signs can indicate if someone is suffering from alcohol overdose and can be remembered by the acronym, M.U.S.T. H.E.L.P.:

- **M**ental Confusion
- **U**nresponsiveness
- **S**noring/Gasping for Air (Breathing is slow - 10 or fewer breaths per minute)
- **T**hrowing Up
- **H**ypothermia (May appear as cold, bluish, and clammy skin)
- **E**rratic Breathing (Big gaps between breaths)
- **L**oss of Consciousness
- **P**aleness

Other physical signs include seizures, convulsions, and rigid spasms.

If these symptoms persist, it is important to call 9-1-1 for immediate medical help and to stay with the affected individual until help arrives. In the meantime, it is important to:

1. Do not leave them at any time.
2. Remember that there is a chance that a person who has passed out may not ever regain consciousness and there is a serious risk that death could occur.
3. According to the University Health Services at the University of Texas at Austin, gently turn the person over onto their sides into the recovery position regardless of whether the person is conscious or unconscious. This is to help prevent choking on their own vomit. Illustration below detailing the recovery position:

The Recovery Position

1. Raise the arm that is closest to you above their head. Prepare to roll them towards you.



2. Gently roll them toward you, guarding their head from hitting the floor. The head should rest in front of the arm, not on it.



3. Tilt the head up to maintain airway. Tuck their nearest hand under the cheek to help maintain head tilt and raise the face off the floor.



4. Check on them often.

More information can be found [here](#).

If the person suffering from alcohol is conscious and responsive:

- Check often to make sure they are still conscious and responsive.
- Make certain that they stay on their side, not their back. Gently turn them onto their side and into the recovery position.
- Before you touch them, explain exactly what you are going to do. Be aware of any signs of aggression. Do not ridicule, judge, threaten or try to counsel them.
 - If the individual is incapacitated (incoherent, inability to make decisions, or unconscious), please refer to Informed Consent Clause in this handbook..
- Remain calm and be firm. Avoid communicating feelings of anxiety or anger.
- Keep them quiet and comfortable. If they are in the sun, move them to the shade. If cold, move them to a warm place and offer a blanket.

- Be cautious of providing the affected individual with food, drink, or medication due to risk of aspiration. Exception for water or liquids with electrolytes.
- Remember that only time will sober up a drunk person. Walking, showering or drinking coffee will not help and may actually cause harm.

Opioid Overdose

Opioid overdoses, whether intentional or unintentional, are life threatening which is why quick identification of signs and symptoms in an affected individual are critical. Being high risk in nature both psychologically and physically, these substances are closely monitored by the Drug Enforcement Administration (DEA) to ensure safe use and minimize detrimental adverse events. Some common examples of opioids are painkillers such as oxycodone, fentanyl, hydrocodone, and morphine.

Clinical signs of an opioid overdose include:

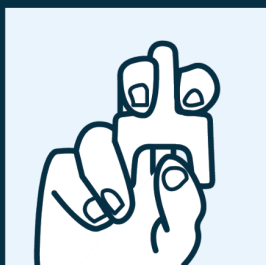
- Pale, cyanotic, blue-purple fingernails or lips
- Altered mental status, unarousable
- Pinpoint pupils
- Nausea, vomiting
- Slow respiratory rate, choking or gasping for air
- Slow heart rate

If you suspect someone is experiencing an opioid overdose,

- If available, administer 1st dose of intranasal naloxone (Narcan)
 - To administer Narcan, please review the following graphic as provided by Winnebago County Government of Wisconsin. To learn more, you can visit their website [here](#).

PREVENTING OPIOID OVERDOSES**How to Administer Narcan**

Remove Narcan from box

Hold with your thumb,
first and middle fingerInsert tip into
either nostril

Press the plunger firmly

If you suspect an overdose is occurring, **call 911**. Administer rescue breathing and naloxone (Narcan).

- Call 911
- If symptoms do not improve after 2-3 minutes, give 2nd dose of Narcan
- If Narcan is unavailable or after giving doses of Narcan, roll the person on their side and place them in a fetal-like position.
- If breathing or heart rate ceases, begin CPR if certified or locate someone who can.

Naloxone is a medication approved by the Food and Drug Administration (FDA) to prevent opioid overdose. This is now available nationally over-the-counter and can be obtained at your local pharmacy.

Cannabis Intoxication

Though they are rare, overdosing on marijuana is still possible in some cases. Overdosing can affect an individual's mental cognition and cause clinical complications including:

1. Altered mental states (extreme anxiety, panic attacks)
2. Psychotic reactions, like losing touch with reality, paranoia, hallucinations, delusions, or loss of identity
3. Impaired judgment, perception, and coordination leading to injuries or death

4. Fast heart rate or heart attack
5. Chest pain (can be serious for regular users)
6. Increased breathing rate (those with asthma should be encouraged to use their inhaler)
7. Increased blood pressure
8. Dilated pupils
9. Uncontrollable shaking or seizures
10. Pale skin
11. Unresponsiveness or slurred speech
12. Sudden high blood pressure with headache

If you or someone you know is presenting with the above symptoms, it is important to seek immediate medical attention help (like calling 9-1-1) or go to the nearest emergency room. As a bystander, monitor airway, breathing, circulation. Please also be cautious and consider your own safety measures against episodes of possible increased agitation from the person you are supporting.

The effects of smoking marijuana can last between one to three hours, whereas the effects following oral consumption can extend past several hours.

Suspicious Activity

If you observe suspicious behavior or activity within a UVSA-Midwest space by someone who is not a part of the organization or even by someone you know, please report this activity immediately to the nearest staff member who will then alert UVSA-Midwest and event leadership.

Some additional guidelines and tips to ensure your safety:

- Don't talk to unidentifiable individuals.
- Don't take anything from unidentifiable individuals.
- Don't go anywhere with unidentifiable individuals.
- Trust your instincts, if you feel you are being followed or something is not right, seek help immediately.

- When seeking help, always go to a trusted individual – UVSA-Midwest leadership, staff, Family Leaders, etc.
- Report any suspicious activity as immediately as possible to any UVSA-Midwest staff member or leadership, no matter how small the matter may be.

Active Shooter & Crisis Situations

We can never predict when an active shooter or a crisis like situation can occur, especially with the public spaces that we occupy at our events. Anything can happen, even when we think it won't. For situations that are beyond our comprehension, it's natural for us to go into a state of panic and there is no single answer on what to do, but a survival mindset can increase the odds of surviving while we await for local law enforcement to arrive.

Making sure the staff knows how to respond and instruct their peers/attendees/guests can help prevent and reduce the loss of life. When you are approached with a situation such as an Active Shooter, attempt to remember these steps known as **RUN HIDE FIGHT**:

RUN: If it is safe to do so for yourself and those in your care, the first course of action that should be taken is to run out of the building and far away until you are in a safe location.

- Leave personal belongings behind;
- Visualize possible escape routes, including physically accessible routes for students and staff with disabilities as well as persons with access and functional needs;
- Avoid escalators and elevators;
- Take others with them, but not to stay behind because others will not go;
- Let a responsible adult or person of authority know where they are; and
- Run to a location that is far enough from the armed person, don't look back.

HIDE: If running is not a safe option, hide in as safe a place as possible.

- Lock the doors;
- Barricade the doors with heavy furniture;
- Close and lock windows and close blinds or cover windows;
- Turn off lights;
- Silence all electronic devices;
- Remain silent;
- Hide along the wall closest to the exit but out of the view from the hallway (allowing for an ambush of the shooter and for possible escape if the shooter enters the room);
- Use strategies to silently communicate with first responders if possible, for example, in rooms with exterior windows make signs to silently signal law enforcement officers and emergency responders to indicate the status of the room's occupants; and
- Remain in place until given an all clear by identifiable law enforcement officers.

FIGHT: As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.

- Attempt to incapacitate or disrupt the actions of the shooter;
- Act with physical aggression toward the shooter;
- Use items in your area such as fire extinguishers or chairs;
- Throw items at the shooter if possible; and
- Call 9-1-1 when it is safe to do so.

Evacuation Protocols & Natural Disaster

Weather is something that we can never control, but we can be proactive and know what to do should it occur, especially since we travel to numerous states that exhibit different types of weather conditions and host different natural disasters. Here are protocols that you can follow for the common natural disasters and general preparedness:

Stay Informed

- Monitor weather alerts, emergency notifications, and updates from authorities.
- Be aware of where an emergency kit(s) are, if available.
- Know the location of emergency exits and assembly points.
 - Note that all buildings, and areas may have different instructions but familiar yourself with the exits, emergency routes, and shelters.

Earthquakes

- "Drop, Cover, and Hold On" during shaking.



- Stay indoors away from windows and heavy objects.
- Once shaking stops or someone of authority directs you to do so, exit the building calmly, watch for hazards, and gather at a safe meeting point.

Fire Safety

- Activate the fire alarm if not already sounding.
- Exit the building using the nearest safe exit route.
- Crawl low if there is smoke, cover mouth/nose, and feel doors for heat before opening.
- Do not use elevators.
- Campfire Safety (Applicable to Camp Events)
 - Always build campfires in designated fire rings or areas.
 - Keep a bucket of water, a shovel, and a fire extinguisher nearby for quick response to any flames that may spread.
 - Never leave a campfire unattended, and ensure it's fully extinguished before leaving the site.
 - Use only local firewood to prevent the spread of pests and diseases.
 - Avoid using accelerants like gasoline or lighter fluid to start a fire, as they can lead to dangerous flare-ups. Instead, use kindling and firestarters.
- When in doubt, remember to **R.A.C.E**
 - **R**emove
 - **A**larm
 - **C**onfine
 - **E**vacuate or **E**xtinguish

Hurricane/Tornado

- Seek shelter in a designated safe area or basement.
- Stay away from windows and glass.
- Follow local evacuation orders if issued.

Evacuation/Shelter Procedures

- Follow evacuation orders & directions from authorities promptly. (Conference/Camp Directors, Hospitality Team, Executives, Security, Police, etc.)
- Remain calm and help others, especially those with disabilities or special needs.

- Leave the area in an orderly fashion, avoiding panic.
- Should a person of authority ask you to stay in place/shelter in place, do the following
 - Lock all doors and windows, if possible.
 - Close blinds or curtains to block visibility from the outside.
 - Seal any gaps or cracks that may allow outside air or contaminants to enter.
 - Await to hear back from someone to provide the all clear.

Infection Illnesses Procedures:

UVSA-Midwest is committed to implementing preventive measures to minimize the risk of illness transmission. However, UVSA-Midwest cannot provide an assurance that attendees will not be susceptible to the mentioned health concern or any similar conditions. Participation in the event may potentially increase the risk of contracting illnesses. Participation in any UVSA-Midwest event is an acknowledgement of the contagious nature of any illnesses, voluntary assumption of associated risks, and accepted sole responsibility for any resulting consequences. This includes personal injury, illness, disability, death, damage, loss, claim, liability, or expense incurred in connection with participation in any UVSA-Midwest event. Through registration, attendees release, covenant not to sue, discharge, and hold harmless the organizing entities, including their officers, directors, employees, attorneys, and representatives, from any such claims, regardless of when a health-related incident may occur in relation to your participation in the event.

However, UVSA-Midwest will continue to promote best practices to ensure the safety and wellness of all attendees within its events:

Personal Hygiene:

- Wash your hands regularly with soap and water for at least 20 seconds. Hand sanitizer stations are available throughout the venue.
- Avoid touching your face, especially your eyes, nose, and mouth.

Symptoms and Reporting:

- Monitor your health throughout the event. If you experience any symptoms such as cough, fever, or difficulty breathing, report it to event staff immediately.
- Report health concerns or seek assistance through the appropriate channels, including 911 or by informing organization and event staff.

Respect Signage and Instructions:

- Adhere to all posted signage and follow instructions from event staff regarding safety protocols and guidelines.
- Be mindful of floor markings indicating safe distances in queues and common areas.

Food and Beverage Practices:

- Follow designated paths and maintain distancing while waiting in lines for food and beverages.
- Dispose of single-use items in provided bins to minimize contact with surfaces.

Appendix A: Staff Contract Template

Terms

This contract is between _____ and the Union of Vietnamese Student Associations of the Midwest (UVSA-Midwest). The active dates of this contract are from _____ to _____. This contract is for the position of _____.

Summary

You have an opportunity to significantly impact our members through your leadership and creative ideas. Understanding your responsibilities will allow you to leverage your position to create the most meaningful experience for yourself and our members. Through all of your initiatives, you'll be challenged to think critically and develop your personal and professional skills even further. As a staff member, you have the responsibility to uphold your position, its duties, and benefit the greater good of the organization.

Agreements

This agreement is to ensure the following:

- I understand the duties and responsibilities that I have applied for.
- I will perform these duties to the best of my ability.
- If I do not uphold my position or perform as expected, I understand that I may be removed from the role.
- I understand the Community Guidelines, Safe Community Initiative, and Safety and Wellness Handbook by UVSA-Midwest.

Role and Responsibilities

[Insert Job Description for each role]

Payment Arrangements

I understand that I will receive a total of zero dollars (\$0) in monetary compensation for my voluntary services as a staff member.

Indemnification

I agree to compensate UVSA-Midwest for all expenses incurred by damages, claims, and legal costs as a result of my own personal actions.

Limited Liability

The acknowledgment of this agreement will be an automatic consideration of my voluntary participation in all events associated with the Union of Vietnamese Student Associations of the Midwest (UVSA-Midwest) and hereby waive UVSA-Midwest from any and all liability for damage to or loss of personal property/money, sickness or injury from any source, legal entanglements, imprisonment, or death, which might occur while participating in this event. I further understand that UVSA-Midwest does not provide medical coverage for me. I verify that I will be responsible for any medical costs I incur as a result of my participation. I will assume any risk, and take full responsibility for any and all claims associated with the event's activities and events organized by UVSA-Midwest's officers, directors, staff, volunteers, agents, and any other people officially connected with the activity or event.

Repercussions

For any incidents that I am involved with, I understand that if I am in violation of organizational policies or laws, I will face the appropriate consequences for my actions. Such consequences could include, but are not limited to:

- Being blacklisted from the organization
- Subjected to payment that satisfies all parties
- A temporary or permanent relief from the organization
- Removed recognition for any previous positions held or any achievements made

By signing below, I understand and agree with the terms and conditions stated in this contract.

Signature of Staff Member

Date

Signature of UVSA-Midwest Representative

Date