For Accepted Students Handbook
Brown Environmental Leadership Lab: Alaska
Table of Contents

I. A Note to Parents, Guardians, and Students ................................................................. 3
II. Next Steps for BELL: Alaska ......................................................................................... 3
III. What to Bring .............................................................................................................. 4
IV. Arrival and Departure Day Details .............................................................................. 6
V. Program Information (FAQ) ......................................................................................... 7
VI. Policies ....................................................................................................................... 9
I. A Note to Parents, Guardians, and Students

Congratulations! We are looking forward to your participation in this unique and engaging program. We have compiled some important information for you; please review this carefully with your family and don’t hesitate to contact us with any questions.

II. Next Steps for BELL: Alaska

You will soon receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. Included in the checklist are student account activation, electronic billing and payment access, travel itinerary request, forms completion via DocuSign, and an online tutorial that reviews Brown’s values and policies. As you work through the steps, it is recommended that students and parents write down all usernames and passwords.

Forms will be submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign our required forms and waivers. Forms include sections for both students and parents to complete.

You can expect to complete the following forms:

- Pre-College Off-Campus Programs Student Acceptance and Release and Waiver Form
- Medical Authorization Form
- Physician’s Immunization and Medical Report — Requires a medical provider’s signature
- Off Campus Dietary Concerns Form

If applicable

- Disability, Medical, and Dietary Services Request Form Students may indicate a need for academic, housing, dietary and/or transportation accommodations when completing the Disability, Medical and Dietary Services Request section of the Medical Authorization and Health History Form. Students will then be sent the link to complete the form which will be submitted to Student and Employee Accessibility Services (SEAS). Please reference the SEAS guidelines for documenting a disability and contact them if you have any questions or concerns: seas@brown.edu or 401-863-9588. Students should request accommodations with as much notice as possible to ensure accommodations can be arranged.

You can also expect to receive emails with instructions for how to activate your Brown account, pay your balance online, and complete an online tutorial that reviews Brown’s values and policies.
Online Program Orientation
An online program orientation for you and a parent is scheduled for **Thursday, June 8 at 8:00pm EST**.

We will review important program information and give you an opportunity to ask questions. Even if you cannot attend the live event, **please register at the link below** so that you can receive a recording of the webinar for review at your convenience. To participate in this orientation, you will need access to a computer or smartphone (download the GoToWebinar app). No webcam necessary.

**Thursday, June 8 @ 8:00pm EST**
**REGISTER HERE:** [https://attendee.gotowebinar.com/register/8649453734584886276](https://attendee.gotowebinar.com/register/8649453734584886276)

Pre-program Assignments
Around July 1, we will email you a few pre-program readings and videos. Our goal is to establish a similar foundation so we can launch into the program as soon as we arrive. The information ranges from videos to fact sheets to news articles.

III. What to Bring
**Tip #1:** Remember that there is limited space in the dorm rooms: bring only what you need. Soft-sided bags are best for fitting in small spaces. Also, most airlines charge extra for luggage weighing over 50 lbs.

**Tip #2:** Weather can vary. Please check the weather in Anchorage and Soldotna (zip codes: 99508 & 99669) prior to packing. Depending on where you live, it may seem strange packing a fleece hat and gloves in July, but some evenings during the program may dip into the 40s.

**Tip #3:** Rain gear is important because it will almost certainly rain during the program. Our outdoor activities will continue, rain or shine.

**Required items**
- 1 suitcase or duffle bag that will hold all of your packed belongings, including sleeping bag. If you can’t carry it, it is too big and/or too heavy!
- 1 sleeping bag
- 1 bath towel
- Reusable Water Bottle (It is very important that you stay hydrated)
- Small bowl and utensils (example: spork, in order to reduce waste at breakfast)
- Small day/backpack that can be used on hikes and as a carry-on for airplane
- Sturdy, closed toe shoes, like sneakers, that can be worn for hiking (hiking boots not
required)
• Sweatshirts/polar fleece
• Long sleeve shirts
• T-shirts
• Pants
• Sleepwear
• Underwear
• Socks
• Sunglasses
• Sunblock
• Any prescribed medications and a copy of original prescription
• Government-issued photo ID (for airplane)
• Blank journal
• Small flashlight
• Toothbrush and toiletries (we recommend using small sample sizes that can be purchased at drug stores or using items provided by hotels)

Required, specifically for Alaska
• Mosquito nets (such as ones pictured here)
• Antihistamines (such as calamine lotion, Zyrtec, Claritin, Benadryl for inevitable mosquito bites)
• Good rain gear (both rain jacket and rain pants)
• Warm coat
• Warm hat
• Light gloves

Other recommended items
• Pillow (or to reduce bulk, bring a pillow case and stuff it with your clothes)
• Bug Repellant
• Sleeping Mask since there are only several hours of darkness
• Phone charger
• Plastic bags to store wet or dirty items
• Camera

What not to bring
Students should not bring laptops, iPads, e-readers, or other valuable electronics as there will be no secure location to store them. Students are prohibited from bringing illegal drugs, alcohol, and weapons of any sort, including pocket or Swiss Army knives.
Will I be able to do laundry?
Laundry machines will be available at Kenai Peninsula College. However, there will be little time to use these facilities. Students should pack enough clothing for all days of the program.

IV. Arrival and Departure Day Details

Program Dates: Sunday, July 30 – Saturday, August 12, 2017

Airport: Anchorage International Airport (ANC)
Arrival – July 30 between 10:00am and 3:00pm Alaska Standard Time (AKST)*

Departure – August 12 between 12 Noon and 4:00pm Alaska Standard Time (AKST)*

*Please contact a program advisor at (401) 863–7900 or precollege@brown.edu before making a reservation if your flight falls outside of these time frames.

Airport Pick-Up and Drop-Off
Brown University staff will meet students in the Anchorage airport at baggage claim. Staff will be wearing “BROWN” t-shirts. Once everyone has arrived, the group will drive to the University of Alaska Anchorage (UAA). We will check into rooms at UAA and then have dinner together.

At the end of the program, we will transport the group back to the Anchorage airport. Staff will help students check-in to their flights and move through the security checkpoint. However, once students are through security, they are responsible for communicating with parents and managing their flight home.

If your flight is delayed
If you experience a delay while traveling to Anchorage, please call or text Brown’s On-site Director at (401) 323–8498 with your new arrival time.

Please note: This number will not be active until a few days before the program starts.

Once you have confirmed your flights, please submit the travel itinerary form. This form will be sent to you in your checklist email.
Unaccompanied Minors
Airline, bus, and train company policies and services regarding unaccompanied minors vary. If you plan to use this service provided by your transportation carrier, please contact us in advance so we can discuss its feasibility. There may be instances when we are unable to fulfill the required protocols.

V. Program Information (FAQ)

Where do we stay?
We will be sleeping in college dorms most nights where students will be housed with 1 to 3 other students of the same gender. Our hosts will be University of Alaska Anchorage, Kenai Peninsula College–Kenai River Campus, and Prince William Sound Community College. Students will have access to communal showers and toilets.

For three days at the Peterson Bay Field Station, we will be sleeping in yurts without running water or electricity. However, there is a permanent lodge visible and in walking distance of the yurts with electricity, running water, composting toilets, and a group space in case of bad weather. This facility does not have showers.

Can you accommodate food preferences and allergies?
In Anchorage and on the Kenai Peninsula, students will eat in a college cafeteria with multiple meal choices. However, at the Peterson Bay Field Station, only one meal will be provided for the group. We will be glad to make accommodations for dietary restrictions and allergies, but please let us know well in advance of the program’s start date so that we can inform all relevant parties.

Students that require meal accommodations due to significant food allergies (e.g. nuts, gluten, shellfish, soy, eggs, milk) must inform us of these needs on the Disability, Medical, and Dietary Services Request Form. Otherwise, please indicate dietary preferences, including vegetarians and vegans, on the Dietary Concerns Form in order to allow us to plan accordingly.

What time is curfew?
Our days are busy, requiring the students’ energy and attention throughout the day. Although we ask students to be in their rooms by curfew at 10:00pm, we respect the students’ ability to choose when to go to sleep. For some students, this will be a new experience! We encourage students to monitor their sleep requirements and to respect their roommates’ need for sleep.

Due to the proximity to the Arctic Circle, it will be light until midnight with only 2 to 3 hours of darkness before dawn. You may choose to bring a sleeping mask to create a darker environment if you have trouble sleeping in light.
What leadership skills will I learn?

- Identification and analysis of personal leadership style
- Effective listening skills
- Group problem solving
- The role of diversity in leadership
- Public speaking
- Social Change Model of Leadership Development

What is the Action Plan?

At the Leadership Institute, we help our students define the issues that they are passionate about and construct an Action Plan to address them. We work with you to set realistic goals, identify mentors and resource people, and anticipate challenges.

We encourage you to think about some potential Action Plan topics before you come to BELL, but most students don’t actually know what their Action Plan will be until they start working on it at BELL. Your instructors will help you design an Action Plan that fits your interests and skills.

Examples of BELL Student Action Plans:

- Received a grant to install solar panels on a High School
- Developed composting systems or recycling programs
- Constructed a wind turbine at school
- Eliminated Styrofoam in county buildings
- Published an educational article in an online teen magazine
- Coordinated an e-waste collection
- Implemented Meatless Mondays in a school cafeteria

How much homework should I expect?

There is no homework in this program.

How many students are there?

You can expect around 30 students at BELL, and there are usually slightly more females than males. BELL students come from all over the U.S. and the world, and range from 10th grade to graduated seniors.

How much money should I bring?

All your food and housing is covered in the program fee as well as entry fees to various sites. You will only need money while you are traveling to and from Alaska. We will have one or two occasions to purchase souvenirs, if you so choose.
How often can I use my cell phone?
As a general rule, we try to stay tuned in to each other and to our natural surroundings throughout the program, so we ask that the use of mobile devices (for phone calls, texting, social media, etc) be limited to free time in the evening. Letting go of the frequent connection to our phones helps us form a community and adjust to a new environment more quickly.

To contact us in an emergency, parents may call the On-site Director, at (401) 323–8498. Please note: this number will not be active until a few days before the program starts.

Throughout the program, the staff will try to send a few updates to the parents’ email addresses that we have on file.

What if I take prescription medication or need medical attention?
Students’ prescription medications will be collected by the On-Site Director or his/her designee on the first day of the program. Students must be responsible for requesting and taking prescribed dosage. Students with life-saving asthma and anaphylaxis medications (eg. inhalers and Epi-pens) must keep them on their person at all times. All students who are taking prescription medications should bring prescribed medication in the original container, and a copy of their prescription and give it to the On-site Director. Having a copy of the original prescription will enable us to replace medication if needed.

The BELL Alaska program is a physically taxing program involving significant exertion in the outdoors. For your safety and comfort during the program, we expect participants to fully disclose any and all pre-existing medical conditions on required medical forms.

In a medical emergency, you will be transported to a nearby hospital. All of our activities take place within 2 hours from a hospital. For minor problems, we have a well-equipped first aid kit with all staff certified in first aid, as well as a wilderness first responder (WFR).

VI. Policies
Code of Conduct
Please review the Brown Pre-College Code of Conduct.

Financial
The payment deadline for the program is Thursday, May 25. Students must be paid in full PRIOR to the start of the program. Please review our financial policies, including payment and refund information.
Evaluation
There is no homework in the traditional sense. For the most part students will participate in experiential learning together with some reflective writing. Students will be required to present a short oral presentation related to their learning at the end of the program.

Students will receive a Course Performance Report, written by program staff and will also be asked to complete a course evaluation. Students who successfully complete the program will receive a Certificate of Completion. All completion materials, including the evaluation, will be sent 6 weeks after the program concludes. The certificate will be sent via US Mail, but other items will be sent electronically to the email we have on file.