

Attendance Policy

Being able to serve on Teen Trust is a privilege, and the benefits of the program are fully realized when this group of young people work and learn together. However, we recognize that today's teens are very busy with many demands. This policy tries to balance a strong commitment to your fellow Trustees while allowing for some flexibility.



Absence Policy:

- We understand that there are many situations such as family-related commitments (e.g., wedding, vacation, death of a family member, etc.), school-related events (e.g., travel for a team event, play rehearsals, etc.), or job commitments that may warrant an absence.
- **Trustees are allowed up to 2 absences.**
- After your second absence, you will receive a reminder from the Student Director or Officer Ambassador that you have reached your absence limit.
- If there is a third absence, you must complete a check-in with the Student Director.
- Failure to complete the required check-in and/or if a fourth absence occurs, you will be dismissed from Teen Trust.

What to do if you will be absent:

- Email the Student Director, Grace (ggerleman@cfneia.org) as soon as you know you will be absent.
- Ensure any work/items that were due at the meeting are turned in via email.
- Follow up with your committee to understand what you missed/may need to complete for the next meeting.
- Complete the required alternate program materials (watching a video, reading an article, writing a reflection, etc.) that will be sent to you by the Student Director. Due prior to the next meeting.

- *Failure to complete absent related work may result in participation restrictions for other program components.*

Virtual Attendance:

- While in-person attendance is preferred, if a trustee is sick or out of town and cannot attend in person, joining a meeting remotely is an option.
- Virtual attendance will count only if the following requirements are met:
 - Trustee is on-time to the meeting
 - Trustee actively contributes in activities and discussions
 - Trustee's camera is on for the duration of the meeting
 - Trustee completes any follow up work prior to the next meeting
- Please let the student director know as soon as possible if you would like to join a meeting virtually

Other Expectations:

- Please be on time for meetings unless unavoidable. If a Trustee is late consistently, you will receive a warning email from the Student Director
- Trustees may not miss back-to-back meetings
- Absences from first semester cannot be carried into the second semester

I understand the above policies and expectations. As a member of the Teen Trust Program, I commit to following the above policies and expectations. I understand that if I do not follow the above expectations and policies, the appropriate consequences will be enforced.

Trustee Signature: _____

Trustee E-mail: _____