GEORGIA TECH FASET LEADER LEADERSHIP CONTRACT

The following standards have been established to ensure the best possible experience for students, family members, and guests who attend our orientation programs and to promote a positive community of support amongst our FASET team.

I. Georgia Tech and New Student & Transition Policy
   a. Be an appropriate ambassador of Georgia Tech including upholding the mission of Georgia Tech and conducting myself in a professional manner including on campus, community wide, and digitally.
   b. To not violate any Georgia Tech policy including, but not limited to, those stated in the Student Code of Conduct and to maintain good judicial standing with Georgia Tech.
   c. Remain in good academic standing and maintain a minimum of a 2.30 cumulative G.P.A.
   d. To support all Georgia Tech entities respectfully and equally including, but not limited to: Campus Departments, Student Organizations, and Administrators.
   e. Treat any information that is divulged to me, due to my position, with confidentiality and respect. The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records and I will uphold those rights.
   f. To be disaffiliated while representing FASET, including adhering to all disaffiliation protocol set forth by Pro-Staff.

II. FASET Leader Responsibilities
   a. Refrain from the use, consumption, or service of alcohol or drugs, regardless of age, the night before or during any FASET or Cabinet activity. This includes orientation sessions, pre-session meetings, training, retreats, and social gatherings.
   b. Hold myself to a high professional behavior standard included, but not limited to: social opportunities, gossip, attitude, relationship boundaries, and overall work ethic.
   c. Serve as a mentor, role model, and resource to the FASET Leader Staff and all incoming students.
   d. Complete all assigned trainings by announced deadlines including, but not limited to: AlcoholEdu, Haven, FLOWBs, Mentor Team Training, Online Trainings, etc.
   e. Be an active and engaged participant within the FASET Leader Programming including involvement within the Cab Team Games, Leader Socials, and other opportunities.
   f. Complete at least one extended leader duty. (ex: Summer First Year Class Registration, R.A.T.S. Week, Convocation, Parent Surveys, etc.)

III. FASET Session Expectations
   a. Be available, visible, and approachable to program participants and fellow leaders, Cabinet and other staff members at any time I have been assigned a specific responsibility.
   b. Communicate effectively with professional staff, FASET Cabinet members, fellow FASET Leaders, and campus administrators including reading and responding (as appropriate) to all FASET related emails from professional staff, Cabinet, and Leader Staff.
   c. Avoid discussing staff concerns in the presence of program participants and to properly confront issues or problems with the appropriate individuals, in an appropriate manner.
   d. Comply with the required uniform for FASET Leader staff including, but not limited to, the appropriate colored FASET Leader polo and appropriate pants or shorts.
IV. Leader Conduct Amongst Others

a. Ensure the fair, objective and impartial treatment of all persons with whom I deal and will not condone or participate in behavior that demeans anyone or creates an intimidating, hostile or offensive environment.

b. Show respect for other individual beliefs, practices and thoughts.

c. Refrain from romantic and/or sexual relationships, until the end of my staff term, with:
   i. Other FASET Leaders
   ii. Cabinet Members
   iii. Incoming students
   iv. Families/guests of students

d. Share any records, background, or other information that applies to student performance and status with the professional staff for the purpose of making informed decisions and/or referrals.

V. Leader Attendance Policy

a. Attend and be on time to all training workshops, retreats, preparation sessions, pre-sessions, and staff meetings, unless given pre-approval. All unexcused absences and tardiness will result in removal consideration. Excessive excused absences or tardiness may also result in removal consideration.

b. Any absence requests must be submitted 48 hours prior to a FASET session, training, or meeting. Submission of the request must be made to their Cab Team Leader and the Assistant Director of the program. All requests will be responded to in 24 hours, unless made on weekends, in which case will be responded to on the next business day.

c. All leaders working during their FASET tenure (Co-Op, Internship, off campus or on campus job) must complete and return a “FASET Engagement” plan signed by their supervisor. This plan will outline the dates and times that each leader will be present during FASET and the times that they are expected to miss FASET.

d. FASET must be a priority of all leaders during their tenure on staff including FASET sessions, trainings, and other engagement opportunities.

e. Leaders missing any FASET Leader training are expected to schedule a review session with the Cab Team leader to review what they missed.

In accepting my position as a FASET Leader, I agree to all of the terms stated in this contract. I understand that by breaking any role on this contract, I may consequently lose my position as a member of the FASET Leader team.

I, __________________________________________, have read and understand the above responsibilities and expectations. My signature of this agreement signifies that I will be responsible for the above requirements.

____________________________________________________  ______________________________
Signature                                           Date