



2015



Welcome to the CHIC 2015 leadership training. This training will help you thrive as an Adult Leader, providing you with critical information, to uphold the integrity of CHIC 2015.

Training Manual

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What is CHIC?

Welcome to CHIC 2015 Training.

Beginning in 1956, hundreds of high school age Covenanters gathered together as the Covenant High Congress. This event has morphed through the years moving from regional camps centered on small group Bible study, large group gatherings with speakers, music, and recreation to outgrowing such venues. This growth prompted a change and in 1972, the East and West Coast Congresses combined, necessitating a location that was more conducive to the nearly 1,500 students who attended.

This legacy has become what is now "Covenant High in Christ", best recognized as "CHIC" by the thousands who attend and tens of thousands who have attended, and continue to support this ministry.

From the time they arrive, CHICsters are stunned not only by the volume of the music but also by the sheer number of their peers who have intentionally gathered out of a desire to play, worship, learn, and grow in understanding and in faith with others from throughout the US, Canada, and abroad.

CHIC acts as a catalyst in students' lives, helping them see the big pictures of God's Kingdom and inspiring them to dive deeper in their faith - together. Through dynamic speakers, relevant messages, small groups, Base Camps, and worship CHIC Inspires students to live transformed lives - even giving of their time and resources to impact local communities and the world.

Through the years CHIC has been modified and diversified, innovated and revolutionized; however, a

few key elements remain; CHIC is a triennial event where thousands of youth gather for small group Bible study and devotion, large group gatherings with speakers and music, and outdoor recreation. Praise be to God, faithful throughout the ages.

We could not be more excited for all that God is going to throughout this incredible week. We are expecting God to grab a hold of students' hearts, instill in them their true identities, and empower them for ministry! As you spend this year preparing logistically for this event, may we also join together preparing our hearts and the hearts of our students so that we can all be ready for all that God longs to do in and through us.



Chic-Tionary

(A.K.A. The CHIC dictionary)

Group Leader- This is the one person who has the final say for your group. Typically this is a Youth Pastor or a key Volunteer Youth Leader for your group. The Group Leader is the one who will sign all your forms and correspond with the University of Tennessee as all the arrangements for your trip come together. Your Group Leader will be identified at CHIC on their name badge. Group leaders have a different color.

Adult Volunteer- This is an adult who comes with your group to help lead and participate with your students. Adult Volunteers are housed in the same dorms as the students but room with other Adult Volunteers. The more students you have coming to CHIC, the more Adult Volunteers you're going to need to bring with you.

Resident Supervisor- Each dorm is staffed with two CHIC Resident Supervisors who help facilitate CHIC from within your dorm. They'll be your first point of contact when you arrive at CHIC, they'll help you get situated and are around to answer any questions you might have. Each night, our Group Leaders will work with the Resident Supervisors to ensure that all our students are in their dorm rooms and accounted for. Think of Resident Supervisors like the worlds coolest parents and they're here to love on all the kids in the dorm.

Dorm Pastor- Each dorm has a "Dorm Pastor" who helps shepherd the dorm. The Dorm Pastor is selected from pool of Group Leaders and Youth Pastors housed within your dorm and is another go to person when questions arise. Dorm Pastors help facilitate your morning dorm meetings, step in when there's a problem within the dorm, and help to facilitate connection between all the churches living together in your dorm.

Youth Network Facilitator- Each Conference in the Evangelical Covenant Denomination has a Youth Network Facilitator whose primary responsibility is to connect Youth Pastors with other Youth Pastors and to help care for them. They'll be around at CHIC to help our new Group Leaders and Youth Pastors get to know some of our veteran youth workers and develop new connections. If you're coming to CHIC for the first time, it would be a great idea to give your Youth Network Facilitator a call before coming to CHIC. You can find a list of them at blogs.covchurch.org/ywupdate/ywnldescription

MainStage- Each night your group will head to Thompson-Boling Arena, also known as MainStage. During MainStage your students will hear some phenomenal bands play, be challenged by some great communicators, and leave to head back to their dorms for small group time. MainStage is always a huge highlight for our students and is the only time we're all together under one roof at CHIC. It's a good idea to get your entire group to MainStage together so your seats aren't spread out all over the arena.

(A.K.A. The CHIC dictionary)

Base Camp- Each morning your students will go through a series of hands-on experiences and seminars designed to challenge them to go deeper in their faith. Your dorm will travel together to experience Base Camp time and every day will be different.

Excursions- In the afternoons at CHIC, you have the opportunity to participate in some off site excursions. From white water rafting, to hiking, to horseback riding, there's a long list of excursions to choose from. Excursions cost additional money. Registration opens in March and is available for churches once they have registered for CHIC. Take a look at the list of excursions at chic2015.org/excursions to get an idea of what's offered. Consider doing at least one excursion together. Sharing an Excursion as a group provides great team building and memories.

CHIC App- Download the CHIC App for all the vital information you'll need while you're at CHIC including maps of the University of Tennessee, last minute changes, and who to call in case of an emergency.

Cumberland- There's a street on the North side of the University of Tennessee that is filled with fast food restaurants and...well...that's really the only reason students want to go over there. Cumberland is an area off of the University of Tennessee Campus where our students often go and must be accompanied by an adult at all times. In the evenings, CHIC security are stationed down on the street turning away students looking to grab a late night snack. While Cumberland can be a fun place for Adult Volunteers to take kids to treat them to a cheap meal, it's not a great place to venture at night.

CHIC Liaison- Each Conference in the Evangelical Covenant Church has someone appointed to be your CHIC Liaison. Their job is to be your personal source of information when it comes to all things CHIC. If you need help with fundraising ideas, booking travel, or you just need a new friend, the CHIC Liaison is here for you. It would be a good idea to give your CHIC Liaison a call if you have questions.

CHIC Council - This is the wonderful group of people whose job is to plan CHIC. They've divided up the event into bite sized responsibilities, recruited teams of their own and make everything you experience possible. When you see one of them, give them a huge hug!

Welcome and Registration

Welcome/ Check-in

When your group arrives at CHIC, go directly to your housing assignment. Each group leader will have received notification of their housing assignments and other final details in their confirmation packets, mailed by the University of Tennessee by the early of July.

Early Arrival Check-In

Early arrival check-in is available to those groups who have registered for early bird excursions, for those who have agreed to assist with set up, and for groups whose travel plans require a Saturday arrival. Early arrival check-in will begin at 2:00 pm on Saturday, July 11 (pre-registration required, \$30 per person). No meals are provided.

Regular Check-In

Regular check-in begins at 11:00 am on Sunday, July 12. The group leader is responsible for checking in their group. All other adults will remain outside with their students until the leader has finished. Once your group has moved their luggage into their rooms and everyone has placed their name badge around their neck and a meal band on their wrist, they are ready to join the welcome party, visit the CHIC store, or explore the campus! Volunteer staff should immediately head to an additional checkin for information. Location will be sent to Volunteers in the information pack in July.



Check-In Begins	11:00
CHIC Welcome Party	11:00-5:00 (Designated spots around campus.)
Dinner	5:00–7:00 pm (Assigned campus dining hall.)
Worship	8:00 pm (Thompson Boling Arena.)
Small Groups	following MainStage

Test

1. Where does your team leader check your group in?
A. The Knoxville Convention Center
B. Thompson Boling Arena
C. Pre-Assigned Housing Location
D. The University Center
2. Who is responsible for checking your group in?
A. Tim Ciccone
B. Our Group Leader
C. Our most responsible Freshman Guy
D. Any available adult leader
3. Is dinner available on the first night of CHIC?
A. Yes
B. No

Adult Leader Information:

As an Adult Leader at CHIC, you will often times be looked to as the “one with all the answers.” While this may be stressful to you, be assured that you are not alone. There are over 1000 other Adult Leaders at CHIC who are in the same boat as you. There are information booths around campus with individuals to help you. Over these next few months leading up to CHIC, please do all that you can to prepare yourself physically, emotionally, and spiritually for this ministry. When you get to CHIC, you will be the one offering direct leadership to your students...you will also offer spiritual guidance, discipline, and friendship. The Adult Leader Information Page is designed to give you a head start. Please read through it carefully and answer the test questions at the end of the chapter.



Text and Adult Leader information page:

- Breakfast is served daily from 7-9:00am in your assigned cafeteria. However, ALL Adult Leaders need to finish breakfast by 7:45am in order to get to your Adult Leader Meeting by 8:00am. You will receive information on your meeting location.
- Adult Leader Meetings are the day's most important meetings! The Adult Leader Meeting starts at 8:00am . You will receive important information such as location or schedule changes and general session logistics. You'll also have time to connect with other Adult Leaders, share your experiences, and problem solve with others.

Some Helpful Advice

- Stay flexible! Things change. Go with the flow. You are here to serve the students and your ability to flex as needed will benefit them.
- Have fun with students!
- Be positive! Your attitude affects others. Your reaction sets the example and tone your students will follow. Think before you react and consider how you might turn a challenging situation into a positive experience for you and those around you.
- Please resist the urge to compare this CHIC with previous ones. For most students this is a once-in-a-lifetime experience. Comparing your past experiences to their current one doesn't enhance what they're going through now.

Adult Leader Information (cont.)

How Can I be supported at CHIC?

On the first day of CHIC, every Adult Leader will come to a mandatory Adult Leaders meeting before dinner.

Participate in morning Adult Leader meetings to stay informed and connected with other Adult Leaders.

There are "Prayer and Counseling Teams" available for you and your students.

The CHIC Prayer Team is available around the clock to pray with you and for you .

Keep yourself and your group connected. Follow the CHIC schedule and make sure your kids are participating in Base Camps, small groups, and the evening worship sessions. This isn't a time to be a lone-ranger with your group.



What's expected of me while I'm at CHIC:

- Pray about your role at CHIC and your relationship with the students entrusted to your care.
- Attend morning Adult Leader meetings every morning.
- Know where your students are; be with them.

Adult Leaders, you know your students best. You are their most qualified security guard:

1) Set standards, boundaries, and consequences for your group before and at CHIC, using the CHIC standards of conduct as the "non-negotiables." You are their leader; confront behavior, give warnings, and if needed meet with Counseling Services for help. We need you to understand your role as a powerful frontline force with students, with CHIC Security Staff, Resident Assistants and CHIC Staff there to support you.

2) Address potential behavior problems before CHIC. Students must agree to the CHIC code of conduct, or they will suffer the consequences. CHIC may not be the right place for students who haven't earned their parents' or leaders' trust, or if they could be a danger to themselves or others. If you are uncertain about a situation, contact the CHIC Office for assistance.

3) Check each room at night to make sure each student is in his/her room. **You must physically see each student- you may not call their room to check.**

4) Alert Resident Assistants or CHIC security with any potential problems.

Adult Leader Information (cont.)

How Do I Care for students while at CHIC?



Pay attention to their spiritual needs. Watch, pray, and ask (see below).

Pay attention to their physical needs. Encourage students to sleep at night, drink water and take care of minor medical issues, including taking any prescription medications.

Pay attention to their emotional needs. Be aware of who the group isn't including. Don't let one student be alone all day.

Above all else, know that Jesus is preparing you for the important work you will do at CHIC!

Test

1. What time does the Adult Leader Meeting start each day?
 - A. 5:30am
 - B. 7:30am
 - C. Noon
 - D. 8:00am
2. How can I be cared for while at CHIC?
 - A. I can attend all Leaders Meetings
 - B. I can get to know my Base camp Pastor
 - C. I can connect with the Prayer Team
 - D. All of the above
3. Who is the most qualified security guard at CHIC?
 - A. Chuck Norris
 - B. Me



Important information for Staff at CHIC 2015

Adults who serve in non-Adult Leader roles at CHIC 2015 will be referred to as 'Staff'. There will be approximately 300 adults at CHIC who will serve as Staff in roles such as security, information booth staff, resident supervisors and assistants, excursion assistants, prayer team members and more.

1. *How much will I be expected to work?* The daily schedule is divided into 4-hour segments (morning, afternoon, evening, and night shift). Our plan is to schedule you for 2-3 segments each day. Please understand that about 90% of CHIC is accomplished by volunteers.

2. *Where am I staying?* In most cases, Staff will be housed in the same location as the youth from their church. Certain Staff, due to schedules, assignments or other factors, will be assigned housing in locations reserved for adults. Shuttles will be provided for Staff.



3. *What do I do when I arrive at the University of Tennessee in Knoxville?* Go to your assigned housing and check-in. Please then quickly make your way to the Staff Desk check-in where you will be greeted, registered as a Staff and given an updated schedule of your assignments for the week. If you are unsure of your housing location, please make the Staff Desk your first stop, and plan to take a shuttle to your housing location from there.

4. *Can I be with the youth group from my church during meetings, recreation time, or excursions?* We plan to give each Staff member time off during the day, but we're

unable to guarantee participation with your church on a regular basis.

5. *Where do I go when I need a break?* There will be a staff lounge (air conditioned) available to you. Look for a chance to greet other Staff members, relax a minute and grab a little snack.

6. *How will I know who is a student and who is a staff member at CHIC?* All students will wear lanyards for meal service and identification at CHIC. Staff (both Staff and Adult Leaders) will wear a different color lanyard that hangs around his/her neck, so they may be identified.

7. *What can I do in my free time when I'm not working in my Staff responsibility?* You are free to use the Staff lounge, sit in on any program activities (large group gathering, seminars, small group time), participate in recreation and excursion opportunities if space is available, or take a nap! Please note, we strongly suggest Staff pre-register for **no more than one** off-campus excursion with their church groups as we cannot guarantee your schedule will allow for two.

Base Camp

At CHIC 2015, each morning will hold a new experience for students, continuing to challenge and push them to understand God, and His work in the world through us.

Base Camps will be created by combining youth groups. You will get a chance to connect with the other churches that will be a part of your Base Camp. Our hope is each Base Camp will be made up of a variety of diverse people, adding to the richness of the CHIC experience. This large group will be assigned a Base Camp name which will be reflected on each participants name tag. Each Base Camp will also have a Base Camp Pastor who will help facilitate the group. The Base Camp Pastor will also serve as primary care giver for you as a leader at CHIC.

During the first three hours of the day, each Base Camp, will have a small focus group and one large interactive learning experience. Each group will have a different experience but will always include **two key elements**.

One of the elements will be an *interactive learning experience* highlighting how we relate to God, Self, Others and the World. These different experiences will lead the entire Base Camp through interactive stations or activities that will help bring to life different topics. During this time students might experience an interactive experience, participate in a compassion project, or put themselves in a world without clean water.

After each experience, students will have a time to debrief. This time is to allow students to immediately process what they have just experienced. These debriefing times will take on different forms, but will allow you as a leader to listen and ask important questions.



The other key element of Base Camps are *Focus Groups*. Base Camps will travel together to pre-assigned Focus Groups each day. This will allow for students to hear and discuss matters that relate to their specific learning experience that day.

Depending on your particular Base Camp rotation, you might start with the focus group element and move into the experience/debrief time, or it might be reversed. Although each student will walk through an experience and

participate in a Focus Group centering around the topics of God, Self, Others, and the World, each Base Camp will have different learning activities and Focus Group teachers, making each Base Camps experience unique to them.

Students will need to refer to their name tags each morning to know where their Base Camp will be meeting. Many of the mornings Base Camps will be held in or near the convention center, but some will meet in the arena or other locations on campus. Students should pay close attention to their name tag each morning!

Base Camp (Cont)

Test

Base Camps take place at what time?

- A. First thing in the morning, 9:30-12:30
- B. Right before worship
- C. During afternoon options
- D. After evening worship

As a leader, during Base Camps I should...

- A. talk to other leaders while students go through the Base Camp experience
- B. figure out where my students should go for their excursions that day
- C. go through, engage, and take notes throughout the Base Camp alongside of my students.

Base Camps meet...

- A. each day in the same place
- B. in different locations that will be marked on each students name tag
- C. in the Thomson Boling arena
- D. all over campus and students pick where they want to attend





Afternoon and Evening Options / Excursions

Welcome to afternoons and evenings at CHIC! This is a time to kick back and enjoy some free time with your students. Whether you've signed up for an off campus excursion or plan to hang out on campus, there's lots to explore and do. If you stick around campus you can find all the action at the Aquatic Center, and the Presidential Courtyard. Your options for the afternoon might include hanging out at the coffee house, walking a prayer



labyrinth, swimming at the aquatic center, playing some lawn games, hangin' at the skate park, and way more. Whatever your afternoon consists of make sure your students are experiencing all they can at CHIC. A complete list of on campus options and locations will be available to you. Information will also be available on the CHIC forums.

After dinner we will offer a variety of Early Evening Options, with a little something for everyone. These include special interest workshops and seminars, The Hub, Prayer Room, Coffee House, DJ, and more. Check the CHIC website forums for more detailed information as we get closer to CHIC.



FAQ'S about excursions...

Each student or Adult Leader can pre-register for up to 2 off-campus excursions (Staff may pre-register for one off-campus excursion).

There are no refunds or exchanges on excursions, if you are unable to use your ticket you are responsible for finding your own substitute.

To Register for your excursion go to the CHIC website or a separate form will be mailed to you after you have completed registration. Available in March 2015.

Afternoon and Evening Options / Excursions



Off campus excursions are another great afternoon option for you and your students to explore the area and have an adventure together! Each student or Adult Leaders can pre-register for up to two off-campus excursions. (Staff may pre-register for one off campus excursion.) Pre-registering will help ensure your group is able to participate in their first choice of activities. If an excursion is not sold out, you will be able to purchase

tickets upon arrival at CHIC. There will be no refunds or exchanges on excursions. If you are unable to use your ticket, you will be responsible for finding your own substitute. When registering your students for excursions, plan to attend excursions with your students. Many groups choose two excursions to do as a group. Other groups do their own thing. As you and your students make your plans, please make sure you are planning to send adults on the excursions where their presence will be most valuable. Back by popular demand, we expanded the early arrival excursions options to include other excursions besides rafting. The added excursions will give the ability to allow more students to participate in high demand excursions that often sell out. In order to participate in excursions on Sunday, your group needs to arrive at CHIC one day early on Saturday July 11th. Additional information is available in your confirmation packet.

Test

1) You need to register for your excursions before you come to CHIC.

T or F

2) Where is one of the places you can find all the afternoon options?

- a) Thompson Boling Arena
- b) Presidential Courtyard
- c) University Center
- d) Aquatic Center

3) Early arrival excursion options include more than whitewater rafting.

T or F



Evening Worship

Each evening Thompson-Boling Arena will transform into a house of worship as thousands of students and adults gather together from all over North America and the world. The general sessions are created with the intent to be highly powerful, ultimately transformational, and above all holy moments at CHIC.



With over 6,000 people trying to find a place to sit in Thompson-Boling Arena, it's next to impossible to meet up with others unless you have a well thought out plan. Many groups bring banners, designate a specific place to meet either inside or outside of the arena, or meet at their dorm and walk over to the arena together.

If you or someone you know who is attending CHIC is sensitive to loud atmospheres, please advise them to bring a pair of earplugs to worship.

Test



1. How do I find my group in the evening worship gatherings?
 - a. just go in and look
 - b. decide where you'll meet before hand
 - c. Meet at your dorm and walk over together
 - d. b&c
2. The evening worship is located in the-
 - a. University center
 - b. Neyland stadium
 - c. Knoxville Convention center
 - d. Thompson-Boling Arena
3. Can my group wait outside the Arena to get good seats for the band I really want to see?
 - a. yes
 - b. no
 - c. Adult Leaders will find out at their first Adult Leader meeting
 - d. none of the above

Church Group Time/Small Groups

A high value of CHIC is allowing you, as a leader, time and intentional space to process with your students what God is doing in their lives. AT CHIC 2015 small groups will be the last element of the day. Our hope is that you, as a leader, will be able to process all the elements of the day, especially evening Worship. We also know that it is important to have flexibility in how you can process the day with students, therefore you will have two options of how to use this time.



The first option will be return to your dorm area and break-up into small, gender specific groups and process in a dorm room or in the hallway of your dorm. The

second option is to take your entire group to a designated meeting area where you can meet as an entire group.



Similar to years past we will also have pizza available outside of the arena that can be purchased and then brought to the small group meeting.

Every day each leader will be given suggestion questions to guide your small group time, but please feel free to add or change questions based on your group's needs. We anticipate this hour of CHIC to be rich in depth and understanding of who God is and His impact on our lives. For this time to be a success we are leaning heavily on you as leaders to make this time as productive as possible.

Keys to Leading a Small Group

Do...

...**create a safe place**, where authenticity and confidentiality are valued. These values should be expressed during your first time together. Students will feel more comfortable sharing what they really think and feel if they have confidence that what is said in the group stays in the group.

...**ask questions** that require more than a one word answer (such as “What struck you the most about what the speaker said last night?” instead of “Did you guys like the speaker last night?”).

... **be patient**. Students need time to process what they are hearing and learning. Provide a safe atmosphere for students to ask real questions.

...**give encouraging words** to the students as they share, particularly those sharing for the first time or who don't share often. Your words of encouragement will make them feel more at ease and affirm that their contribution is valued.

...**be comfortable with moments of silence**. Students could be processing something that was just said.

...**turn difficult questions back to the group**. You might be surprised at how your students respond to the challenge.

... **set your goal for the students to speak 90% of the time**. That's right...you should only speak 10% of the time, with most of that time asking questions, not answering them.

...**listen actively** and watch for non-verbal communication. Is what they say consistent with facial expressions or body postures?

...**be flexible with your discussion**. Be sensitive to where the Spirit might take the group, while being mindful that if the time is too loose students will lose interest and your time will be less meaningful. This may even be a chance to process your Base Camp time earlier in the day.

...**end on time** being sensitive to those that have to stay awake until all students are back in their rooms.

...**know that you can do it!** Be encouraged! God has chosen you to walk beside these students in what we pray will be a significant time in their spiritual journey. That is something to be excited about!



Keys to Leading a Small Group

DON'T...

- ...**let one student monopolize discussion time.** Part of your role is to allow space for everyone's voice to be heard.
- ...**let humor get out of hand.** Cynicism and put-downs, even in jest, can cause deep, lasting wounds.
- ...**force students to pray aloud.** Model prayer that can be easily understood (short, simple, conversational) and encourage students to pray aloud if they wish.
- ...**see this as your personal mini teaching time.** Leader monologues are a sure way to destroy a discussion group.

Another key to success for small groups is to respect the allotted time in the schedule and our request is that you finish your discussion at the prescribed time and help students return to their rooms. This may seem inconvenient at times to you and your group, but please consider the hundreds of people on security and resident management that can't go to sleep until everyone is secured in their rooms.

Understanding and valuing Youth Culture

Sometimes today's adolescent world seems like a foreign culture, with thoughts, language, and behaviors completely so different from our own. These cultural barriers can easily cause misunderstandings or cause adults to draw unfair negative conclusions.

To brush up on this foreign culture, we highly recommend you visit the Center for Parent and Youth Understanding's website at www.cpyu.org. CPYU is a Christian based website dedicated to helping parents and youth leaders understand youth culture.



Confidentiality and Hard Conversations

The counseling services team is trained and experienced in handling situations that require counseling beyond what is appropriate for youth leaders to provide. During CHIC, Counseling Services is available 24 hours a day to any student or adult. Counseling Services is there to be a resource in urgent situations or to simply provide someone to listen outside an individual's church group.

What about confidential conversations? Trust and confidentiality are important to any relationship. However, you are required by law to report certain situations, regardless of confidentiality. These include situations where there is immediate risk of an individual inflicting harm to themselves or to others, or any reasonable suspicion of mental, physical, or sexual abuse.

Tennessee state law requires that anyone who has reason to believe that a child under 18 has been sexually or physically abused or is being neglected MUST report it to the proper authorities. You don't have to know any particulars about the abuse, nor do you need to have proof before reporting. Once you learn of abuse, you don't need to inquire further. (Failure to report abuse of which you have knowledge is a criminal offense in the State of Tennessee and punishable by law.)

What types of issues require reporting? You are required to report situations where there is immediate risk of an individual inflicting harm to themselves or to others and any reasonable suspicion of mental abuse, physical abuse, neglect (emotional or physical), or sexual child abuse. If you're not sure whether a situation should be reported, don't ignore it. Counseling Services is there to be your support network

Test

When will small groups happen?

- A. Every morning
- B. After evening worship
- C. In the afternoon
- D. Whenever you choose as a small group leader

How will be small groups divided and where will you meet?

- A. Your whole church will meet together in an assigned place
- B. Only as gender specific small groups in our dorms
- C. As a youth leader you can choose to meet as either a) or b) on any given night

Confidentiality should be maintained at all times.

- A. True
- B. False. Confidentiality should be maintained at all times except when required by law to report situations where there is an immediate risk of an individual inflicting harm to themselves or to others, or any reasonable suspicion of mental, physical or sexual abuse.

Other Legal & Important Information

Below is a list of random, yet very significant, tidbits for our time together at CHIC. Click on the links in the list below to review a particular subject. Please review each subject.

What can I do to before CHIC to make the most of my students' experience?

- Students are often overwhelmed when they first arrive at CHIC. It's helpful for most students to know what to expect. To help put students at ease, develop creative ways to communicate with students before you get to Tennessee. Some suggestions might be:
- Each week highlight a different element of CHIC at your regular youth gathering or during Sunday school.
- Encourage your students, parents, and other youth leaders to sign up for the CHIC-It List to receive email updates.
- Have a group of students create a brief newsletter that explains the week in a way that other students can understand.

Here are suggested items to include in your pre-CHIC communications. This information can also be found on the Chic website, www.chic2015.org:

- Excursion registration information
- On campus activities
- Meetings times for your whole group at CHIC
- What to pack. What not to pack.
- Transportation information

What can I do after CHIC to make the most of my students' experience?

For many students, their week at CHIC is a mountain-top experience in their spiritual journey. Students will look for opportunities to relive those experiences. It is a best to have some follow-up plans in place before you even go. Many students come to CHIC already expecting the Spirit to work in their lives, and God has proven faithful in doing so. We pray with a confident hope that once again God will stir the hearts of those at CHIC.

Here are few post CHIC suggestions:

- Schedule a post trip reunion where students can exchange pictures and memories.
- Use the CHIC follow-up materials made available to you (more details to come)
- Create a CHIC evaluation form for each student to capture their individual experiences.
- Set up times to process one on one with students. Talk through with them their next steps to continue growing closer to Jesus.

Other Legal & Important Information

Standards of Conduct.

Well here they are...the rules that will govern our time together. CHIC has enjoyed a history of very few disciplinary problems, with students and adults respecting the rules. Please review the standards expected of you and your students while at CHIC. Anyone who fails to comply will be sent home at their own expense.

- 1. Use and/or possession** of alcohol and/or other controlled substances, fireworks, firearms, or other dangerous weapons (e.g. knives, slingshots, laser pointers, etc.) during CHIC is prohibited.
- 2. No student or staff member may leave campus** without first obtaining permission from the Information Center (except during recreation and excursion hours, 12:15pm-5:30pm).
- 3. Evening dorm time**, check-in, and lights-out are strictly enforced.
- 4. Individuals are liable** (and will be billed) for any damage they intentionally or accidentally commit to the University of Tennessee or CHIC property.
- 5. Attendance is mandatory** for Base Camps, evening worship and small groups.
- 6. The CHIC identification provided must be worn** at all times.
- 7. All students are under the supervision of their respective Adult Leaders.** Adult Leaders and residence supervisors have the right to confiscate, for the duration of CHIC any items used abusively.
- 8. Male and female students may spend time together in residence hall lounges.** Under NO circumstances are males allowed in the residence hall rooms or on floors where females are housed, nor are females allowed in the residence hall rooms or on floors where males are housed.
- 9. Quiet hours** (12:30 AM – 6:30 AM) are to be observed in residence halls (no music, yelling, etc.).
- 10. Smoking is not permitted** in any of the residence halls, UT buildings, or the Knoxville Convention Center.
- 11. In-line skates, roller blades, roller-skates, scooters, and skateboards are not allowed** on the University of Tennessee campus. Students may bring skating gear to be used in the CHIC Skateboard Park only. Bicycles are allowed on designated walkways.
- 12. Throwing objects from residence hall windows is a federal offense.** Perpetrators will be sent home and the University of Tennessee may prosecute.
- 13. Please utilize all pedestrian crosswalks.** Do NOT jaywalk as it provides a significant risk to your safety given the amount of traffic that will be present during this event. Perpetrators can be fined and/or cited for refusal to use pedestrian crosswalks.

Other Legal & Important Information

How will these standards be enforced?

1. Use your best judgment. Stop minor infractions and explain the consequences of future infractions. (Minor infractions include jaywalking or visiting in the hallways past quiet hours.)
2. For repeat infractions or where there is damage to property or danger to another person, report the incident to the Resident Supervisors. If necessary, they will notify Security or Counseling Services.
3. You will be notified if one of your students has broken the code of conduct.
4. If warranted, CHIC Executive Council will determine if a student or adult must be sent home at their own expense. In such cases, student's parents and their youth leader will be notified of the situation.

CHIC Staff Dress Code.

At CHIC 2015, we as staff will be setting an example for the young people that we serve. We ask that while you are serving youth in this ministry setting, you follow these simple staff dress code requirements. Please note that there is no official dress code for students. As leadership at CHIC, we are modeling Christ's unconditional love to an audience that includes non-Christians and students at various places in their faith journey. We do not want to threaten their sense of self (appearance is often a huge part of youth identity), or ask students to 'clean up' their appearance before they will be welcomed and accepted by the family of God in this setting.

1. Do wear conservative (not revealing) swimsuits and other hot-weather clothing
2. Do wear clothing that you will be comfortable in and able to be active
3. No low-cut or revealing tops/shirts
4. No extremely low-cut or revealing/hanging pants
5. No noticeable midriff exposure
6. No clothing bearing potentially offensive/racist content (either text or graphics)

Other Legal & Important Information

Preventing Abuse and Law Suits.

Child physical and sexual abuse is occurring with more frequency in our society. As people involved with the care of children, we have an awesome and serious responsibility. Our own policies as well as government regulations require that we not only prevent child abuse but promptly report suspected abuse to the proper authorities.

Please use the following common sense guidelines. They will help protect you and your students from misunderstandings and inappropriate circumstances while at CHIC:

- 1.** Never put yourself in an unsupervised situation (i.e. where you cannot be observed by others) with a single student. Have one-on-one meetings in very public places where the meeting could be observed.
- 2.** Showing emotion or affection is not discouraged; however, touching students can be confusing and easily misinterpreted. Do not touch students inappropriately; this includes back rubs and prolonged hugs. Don't flirt with any student or give him/her the idea that you are attracted to him/her. Even though your motives are pure, your behavior will probably be misunderstood. Use side hugs!
- 3.** Be careful where you touch a student. For example, don't help a student of the opposite sex put on a life jacket and be careful with horseplay at the pool.
- 4.** A general rule of thumb is that men counsel boys and women counsel girls. You should always be wary of a student of the opposite sex who wants to talk about their problems constantly and attempts to isolate you. Spirituality is very intimate and the long history of the church has far too many examples of people who thought they could handle situations that they could not.
- 5.** Never touch a student or humiliate him/her when disciplining. Avoid all yelling, touching in an aggressive manner, physically disciplining, scaring, or hurting. Do not discipline if you are angry.
- 6.** Never joke around in a way that could be misunderstood by students. Avoid bathroom humor, crude joking, or nudity. We don't want students to focus on these kinds of things and we expect your actions and words to be above reproach. Be careful with your humor, avoid sarcasm, and always ask, "Would I appreciate a youth leader saying this to my own child?"
- 7.** Punishable sexual abuse includes fondling, descriptive sexual talk exhibiting, or allowing a minor to witness adult sexual activity.
- 8.** Never leave students unattended. Adult Leaders need to know where their students are.



Verification

Thank you so much for spending time reading through the CHIC training manual. In order for everyone to get the most out of this experience, it is vital that the adults in charge know what is going on, what to expect, and where to go for additional information, support, and help.

This training is both for you to have a better idea of what to expect, but it also a legal requirement from the University of Tennessee. You will not be able to participate in this event if every adult on your team has not read through this material and verified that they have completed it.

To verify that you have completed this training and have read through the legal section, click on this link and complete the google form: goo.gl/Mzmm2d

You must complete the background information as the last step in your adult training: <https://www.group.com/adult-ministry/chic>

You can also go to the CHIC 2015 website chic2015.org and click on the leader's section to find this manual, other vital information for you and your leaders, and a link to the verification form.

Congratulations!
See you in Tennessee!
CHIC Leadership Team