



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



CHECK LIST

Welcome to FOCUS! In this packet you will find a number of important letters and forms. Please take the time to read all of them carefully. This packet includes:

- Acceptance Letter
- Frequently Asked Questions (FAQs)
- Safety and Security Facts
- Packing List
- Waiver
- Emergency Contact Information Form
- Arrival Information Form
- Food Preference Form
- 'Getting to Know You' Form
- Program Fee

Please complete and return the following items to:

Tufts FOCUS
Mayer Campus Center
Tufts University
Medford MA, 02155

- Waiver
- Emergency Contact Information Form
- Arrival Information Form
- Food Preference Form
- 'Getting to Know You' Form
- Check made payable to Trustees of Tufts College

If you have any questions or concerns, please feel free to contact us at TUFTSFOCUS@gmail.com – we will get back to you within 48 hours.



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



ACCEPTANCE LETTER TO F.O.C.U.S.

Dear FOCUSer,

Congratulations on being accepted into FOCUS 2009! We are so excited for this year's program and to meet you. We guarantee a wonderful week of bonding with new friends, lots of laughter, and a little hard work before your move-in date on September 2. We would like to take care of any concerns you may have and answer all of your questions. We can always reliably be reached via our email account, [TuftsFOCUS@gmail.com](mailto:TUFTSFOCUS@gmail.com) and we have more information on our website, <http://ase.tufts.edu/lcs/focus>.

This year's program will run from the afternoon of August 27 until the morning of September 2. As your group begins to arrive, you will meet your fellow group members and two upperclassmen leaders; spending the day getting to know one another and taking tours of the Tufts Camps and nearby Davis Square. During the program you will spend four days volunteering in the Boston area and one day exploring the city. On the last day, FOCUS Staff will be available to help you find your dorm and/or parents to move into your new dorm.

In order to secure your place in the program, please send a confirmation email to [TuftsFOCUS@gmail.com](mailto:TUFTSFOCUS@gmail.com). As well, please fill out the following forms and return them with a check made payable to Trustees of Tufts College. All acceptance forms and checks must be postmarked no later than Friday, July 31. Please read the acceptance packet carefully as it contains very important information for you. All forms are required to be filled out completely prior to receiving your group assignment and additional information about your individual trip.

As the days draw closer to this year's program, we're working hard in Boston to make sure that this trip is just as wonderful as ever. Again, please do not hesitate to ask any questions or express any concerns to us via email. If we are unable to answer your question, we will work with our advisor, Barbara Rubel, the Director of Community Relations at Tufts, to find the answer. We hope that you enjoy the rest of your summer as you prepare for college. We are looking forward to meeting you in August!

Cheers,

Julia Carlson, Joel Greenberg, Gina Sultan
FOCUS Coordinators 2009



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



FREQUENTLY ASKED QUESTIONS

What is a typical day during FOCUS?

You will begin your day waking up in your church or community center between 8:00-10:00 A.M. After breakfast, you will travel to your volunteer site either by the T (subway and busses) or by van. After volunteering at your work site, you will return to your lodging for the night. Your group will make dinner, hang out, and play some amazingly fantastic games as you get to know each other.

Don't we have a free day to explore Boston?

Why yes, you do! Your group will decide how you spend this day. A few examples may include: visiting the Boston Common, Quincy Market, North End, Museum of Fine Arts, and the New England Aquarium.

What do I do with my non-FOCUS luggage?

Well, there are a few options:

1. Ship your belongings to the University. Address all packages to yourself at your Tufts address that you will receive in the mid-August Residential Life mailing. If you do not know your address by the time you need to mail your packages, address them to yourself, c/o Tufts University, Hill Hall package room, Medford, MA 02155. Packages should be sturdy and less than 70 pounds each. On September 2, you can go to the mail-room and sign for your packages. The university offers a shuttle service to help you move your packages. You should insure anything you mail this way so that you are protected in case of loss or theft.
2. You may bring one other bag (duffle, trunk, or suitcase) in addition to your FOCUS luggage that we will safely store for you during the week. This bag must be clearly labeled with your full name, and will not be accessible during the program.
3. If your parents are coming to move you in, have them bring the rest of your belongings either by car or in extra suitcases.

What if I am flying or taking a bus/train to Tufts?

You must arrive either at Logan Airport or South Station, where FOCUS Staff will be waiting to bring you back to campus. Please make sure to send us all of your arrival information so that we can arrange to pick you up. All participants must arrive in the Boston area by 5:00 PM on August 27; however, FOCUS staff (in FOCUS t-shirts) will be available for pick-up throughout the day.

Where do I sleep during FOCUS? (I like sleep!)

You will sleep with your group in a local church or community center in the Medford/Somerville area that is within walking distance of Tufts campus. There will be two or three groups staying in each location. Please make sure to bring a sleeping bag and pillow as they are not provided by the program. Each location is equipped with a kitchen and bathrooms for our use.



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



FREQUENTLY ASKED QUESTIONS (CTD.)

Can I use cash to pay for the program?

Mailing cash is not advisable. If writing a check is not possible, please send a money order instead.

How much extra money should I bring?

\$50 should be plenty for the week - THINK: coffee, ice cream, etc.

What if I am vegetarian, vegan, or keep Kosher?

We do our best to accommodate all dietary preferences. Leaders buy food for their group individually and so are able to take into account the requirements of their group.

Should I bring my camera/iPod/computer to FOCUS?

It is not recommended to bring anything expensive to FOCUS because we cannot guarantee its safety for the whole trip. This is an opportunity to be immersed in a program with very special people; technologies can take away from the overall experience.

When do I find out who my leaders are and what trip I am on?

You will be notified in early August with your leaders names, email addresses, and a brief letter from them. At this time you will also find out your assigned group for the trip and receive any additional information or forms specific to your site(s). This is contingent upon all forms and your fee being received by July 31.

Is there a way for me to observe the Sabbath while on FOCUS?

While there may be work sites scheduled for either day of the Sabbath, we will work with you to find an appropriate service if you desire to attend one during the trip.

Can I be on the Tufts Wilderness Orientation Waitlist and accept my place in FOCUS at the same time?

We ask that if you accept your place in FOCUS that you take your name off of the TWO waitlist. The last day your acceptance packet can be post-marked is for July 31; after this you cannot be on both lists.

Please let us know if you have any other questions--TuftsFOCUS@gmail.com.



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



SAFETY AND SECURITY FACTS

- Drugs and alcohol are strictly prohibited from the FOCUS trip. Being found in the possession or consumption of drugs or alcohol are grounds for immediate expulsion from the trip and strict disciplinary action from the University.
- All FOCUS trip leaders will be properly trained and equipped with a standard first aid kit.
- All of the leaders will also participate in an intensive three-day training program prior the beginning of the trip. This prepares them for the responsibility of leading a FOCUS trip on their own.
- The FOCUS Coordinators, Julia, Joel, and Gina, will be checking in with each FOCUS group throughout the week. In addition, they will be available throughout the duration of the week by their cell phones for any emergencies. If anything does occur, we also have Tufts Community Relations Director, Barbara Rubel, to assist us.
- Coordinator contact information will be sent out to all participants with their group assignments.
- All leaders will be in possession of an emergency action plan as well as a list of contact phone numbers to call in case of an emergency.
- Parents and/or emergency contacts will be notified as soon as possible if an accident does occur.



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



PACKING LIST FOR F.O.C.U.S.

Here is a basic packing list to give you a general idea of the items you will need for the week of FOCUS. **PACK LIGHTLY!** One duffel and a daypack should be plenty to fit all you need. Leave all valuables at home--and remember that FOCUS is only five days! (Pack lightly, pack lightly, pack lightly...)

Sleep is Good

- 1 sleeping bag
- 1 pillow
- Pajamas (Warning: churches can get a little warm at night)

Work Clothes = Dirty Clothes

- 1 pair of sneakers (or other comfortable walking, closed-toe shoes - some sites require them).
- Socks
- 4 t-shirts (they WILL get gross)
- Jeans/comfortable pants
- Shorts
- Raincoat (never can predict that lovely New England weather...)
- Water bottle (you definitely want this--don't forget!)

Yay for Showers

- 1 pair of shower sandals
- Change of clothes for after work
- Underwear
- Toiletries
- Towel
- Toothbrush, Toothpaste
- Soap
- Shampoo
- Other grooming essentials
- Medications you need (hospitals = NO FUN)

Fun Fun Fun

- Frisbee
- Cards
- Camera
- Spending money
- Sunscreen (sunburn = NO FUN)



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



LIABILITY RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE

Release executed by _____, whose
[Full printed legal name of Participant]

(permanent) address is _____, to Tufts University ("Tufts").

1. I desire to participate in the following activity/trip: Freshman Orientation Community Service (F.O.C.U.S.), to be held at Tufts University. I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, and in any independent excursion or task I undertake as an adjunct to the Activity, where dangers include but are not limited to various risks associated with individual volunteer sites, travel provided by the program, and lodging at churches and community centers, and which also could include serious or even mortal injuries and property damage.

2. Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation to and from, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue Tufts, its governing board, officers, agents, employees, and any student organization and students acting as employees (hereafter called the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or to any property belonging to me, whether caused by the negligence or carelessness of the Releasees or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted.

3. I understand and agree that Releasees will not have medical personnel available during the Activity. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

4. It is my express intent that this Agreement shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity.

5. In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that Tufts does not require me to participate in this activity, but I want to do so, despite the possible dangers and risks and despite this Release. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement (or have obtained the signature of my parent or legal guardian to this Agreement) and that I execute this Agreement for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in the Activity

[Waiver continued on other side.]



F.O.C.U.S.
 Freshman Orientation Community Service
 Tufts University
 Summer 2009



[Waiver continued from other side.]

and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of sickness or injury to me and that Releasees shall have no responsibility for the payment of same.

6. I further agree that this Release shall be construed in accordance with the laws of the Commonwealth of Massachusetts. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected thereby.

7. I agree that my signature denotes my affirmation that I will abide by all state, local and federal laws as well as all Tufts policies and procedures.

8. I understand that, from time to time, Tufts' publicity materials may include statements by and/or photographs of participants in the Activity and I hereby consent to such use of my comments and photographic likeness.

IN WITNESS WHEREOF, I have executed this release this _____ day of _____, 2009.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

PARTICIPANT: IF PARTICIPANT IS UNDER 18:

 (Signature)

 (Signature of parent or guardian)

I have sickness and accident insurance with _____
 insurance company, or Tufts Student Health Insurance.
 The policy number is _____.

Name of Parent or Guardian (if over 18 and not provided above):

Home Address:

Phone Number (inc. area code):

Name and Phone Number of Emergency Contact (if other than parent):

Name: _____ Phone: _____



F.O.C.U.S.
 Freshman Orientation Community Service
 Tufts University
 Summer 2009



EMERGENCY CONTACT INFORMATION

NAME _____ AGE _____

ALLERGIES: Please use the following space to list any allergies you may have.

IMPORTANT: Are you allergic to cats? Yes No

We have several groups that work around cats and it is a risky situation if there is a known allergy.

MEDICAL CONDITIONS: Please use the following space to list any medical conditions that the FOCUS leaders and coordinators should be aware of and how they may affect you on during the program.

DAILY MEDICATIONS: Please use the following space to list any daily medications you will be taking during this time period. If they involve any special requirements (such as refrigeration) please note that as well.

EMERGENCY CONTACT

NAME: _____ RELATIONSHIP: _____

HOME PHONE: _____ CELL PHONE: _____

ADDRESS: _____



F.O.C.U.S.
 Freshman Orientation CommUnity Service
 Tufts University
 Summer 2009



ARRIVAL INFORMATION

Name: _____

I will be arriving by:

Car

Please arrive between 11:00 A.M.-5:00 P.M. on August 27. FOCUS staff will be at the front of the the Gantcher Center on College Avenue at Tufts University (there's a map on our site under "Info") to meet you. Please see directions to Tufts on our website and follow signs once you arrive on campus.

Estimated time of Arrival: _____

Notes: _____

Bus

We will be available to meet any FOCUSers arriving by bus throughout the day of August 27 at South Station. All arrivals must be before 5:00 p.m. Please include your bus company, schedule and arrival time information with this packet.

Bus Company: _____ *Schedule:* _____

Arrival time at South Station: _____

Notes: _____

Train

We will be available to meet any FOCUSers arriving by train throughout the day of August 27 at South Station. All arrivals must be before 5:00 p.m. Please include your train company, schedule and arrival time information with this packet.

Train Company: _____ *Schedule:* _____

Arrival time at South Station: _____

Notes: _____

Plane

We will be available to meet any FOCUSers arriving by plane throughout the day of August 27 at Logan Airport. All arrivals must be before 5:00 p.m. Please include all of your flight information including your airline, flight number, and arrival terminal and arrival time.

Airline: _____ *Flight #* _____ *from* _____ *to* **BOS (Logan Int'l Airport)**

Arrival terminal: _____ *Arrival time (scheduled):* _____

Notes: _____



F.O.C.U.S.
 Freshman Orientation Community Service
 Tufts University
 Summer 2009



FOOD PREFERENCES

Name: _____

This form will help your leaders decide what kind of food to buy for the week. Please be honest, open and as least picky as possible.

Please list any dietary restraints we should be aware of (Kosher, Vegetarian, Allergies, etc.):

Please check food that you normally eat, or would be willing to chow down on during FOCUS. (This list is not all encompassing, but will give us a basic idea...)

- | | |
|--|---|
| <p>Breakfast</p> <p><input type="checkbox"/> Cereal</p> <p><input type="checkbox"/> Eggs</p> <p><input type="checkbox"/> Granola</p> <p><input type="checkbox"/> Yogurt</p> <p><input type="checkbox"/> Orange Juice</p> <p><input type="checkbox"/> Apple Juice</p> <p><input type="checkbox"/> Milk</p> <p><input type="checkbox"/> Skim</p> <p><input type="checkbox"/> 2%</p> | <p>Dinner</p> <p><input type="checkbox"/> Pasta</p> <p><input type="checkbox"/> Tacos</p> <p><input type="checkbox"/> Breakfast for dinner (THINK: pancakes, waffles, etc.)</p> <p><input type="checkbox"/> Soup</p> <p><input type="checkbox"/> Stir-Fry</p> <p><input type="checkbox"/> Salad</p> <p><input type="checkbox"/> Grilled Cheese</p> |
| <p>Lunch</p> <p><input type="checkbox"/> Peanut Butter and Jelly</p> <p><input type="checkbox"/> Tuna Fish</p> <p><input type="checkbox"/> Hummus</p> <p><input type="checkbox"/> Cheese</p> <p><input type="checkbox"/> Turkey</p> | <p>Snacks</p> <p><input type="checkbox"/> Trail Mix</p> <p><input type="checkbox"/> Oranges</p> <p><input type="checkbox"/> Apples</p> <p><input type="checkbox"/> Bananas</p> <p><input type="checkbox"/> Pretzels</p> <p><input type="checkbox"/> Chips</p> <p><input type="checkbox"/> Goldfish</p> |

Last of all: Any special requests? Favorite items we left out? Nifty ideas for a great meal?



F.O.C.U.S.
Freshman Orientation Community Service
Tufts University
Summer 2009



GETTING TO KNOW YOU!

1. Name: _____ (nickname, if you have one: _____)
2. Hometown: _____
3. Intended Major: _____
4. Favorite Sports Team (if you say the Yankees, we can't be associated with you): _____

5. Favorite Hobby/Hobbies: _____

6. Favorite HP Book (if you have to ask, you are a lost cause): _____
7. If you could have one superpower, what would it be? _____
8. Rock, Paper, Scissors - SHOOT: _____
9. Paper or Plastic? _____
10. Jennifer Aniston or Angelina Jolie? _____
11. Stop or Go? _____
12. A MAN A PLAN A CANAL PANAMA. (Name this linguistic phenomenon for extra FOCUS points):

13. Favorite movie: _____
14. What kitchen utensil are YOU? _____
15. Favorite Disney character: _____