

March 16, 2021

Dear SSP Liaison, Parent, or Participant:

We are excited you or your group will be joining us in building community online!

Please read this packet thoroughly. It includes detailed information vital to getting participants ready for this experience. Outside this packet, you can find current information about the summer on our website at SierraServiceProject.org. Visit SierraServiceProject.org/Summer-2021 for the most updated details.

Our hope this year is to make the SSP experience as accessible as possible. This means whether you or your group wants to partake for the full week, mornings only, afternoons only, or even just songtime...there's a space for you! We know many groups will organize in-person local service projects in their own communities, and we have designed our online summer program with this type of flexible engagement in mind.

Your group can also stay current with what's going on at SSP by following us on Facebook ([Sierra Service Project](https://SierraServiceProject.org)) and Instagram ([@SierraServiceProject](https://SierraServiceProject.org)). Each summer staff team will also have its own Instagram, where staff post updates. We will announce these on SSP's main Instagram account when they are available.

If you have additional questions, don't hesitate to reach out. We want to help you prepare as best as possible! We are grateful to be on this journey of building community and growing in faith with you.

All the best,



Veronica Russell

Director of Engagement and Impact

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Sierra Service Project



Preparation Packet Online Summer 2021

Important Information for:

Liaisons
Adult Participants
Youth Participants
Parents

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❖ Section One: Program Logistics

Liaison Timeline & Checklist

March 15

- ❑ **Registration opens for online summer 2021**
 - o Select your week preference
 - o Select your daily schedule preference
 - o Identify age range of participants
 - o No minimum or maximum number of participants required
 - If you are uncertain of your number, register low and add as you go
 - o Determine tiered pricing preference (“pay what you can” - see fee details page)
 - o Per person deposits due upon registration
 - Credits can be used for any program payment. Check [MySSP](#) for your credit amount.
 - Deposits can be bypassed for anyone wishing to apply for scholarships

April 2

- ❑ **Staff team live reveal event**
 - o Join us on Zoom or [Facebook](#) for a live reveal of the summer staff teams, followed by social time to get to know each other!
 - o Each team will have its own **thematic connection to our site community partners**. This might include a focus on indigenous sovereignty, environmental justice, etc.
 - o Liaisons and individual participants will be asked to complete a **form identifying their preferred placement**, once team thematic connections are announced.

Early May

- ❑ **May 3: Groups and individual participants are placed with staff teams**
- ❑ **Due May 4: Enter participant details to [MySSP](#) roster**
 - o **Young adult and adult participants:** Name, email address
 - Anyone 18 or older by the start of the SSP program they are participating in should be entered to the roster as an adult.
 - o **Youth participants:** Name, parent/guardian name, parent/guardian email address
 - o **Participant paperwork information** will be sent directly to parents and adults at this time.
 - Please ensure the emails you provide on the roster are spelled correctly.
 - These emails come from admin@sierraserviceproject.org. Advise your group to check spam/junk folders and add this email address to safe sender lists if it does not come directly to their inbox.
- ❑ **Meet virtually with group participants this month to discuss logistics and questions**

June 1

- Final payments due**
- Participant paperwork due**
 - o **Step 1:** Roster details
 - o **Step 2:** Electronic participant forms
- Physical program materials will be mailed directly to participants**
 - o We are only able to send SSP in a Box materials to participants with completed rosters (step 1 of paperwork), starting on this date.
 - o T-shirt sizes will be pulled from all completed rosters to place a bulk order June 2nd

Two Weeks Prior to Session

- The liaison will receive an email to schedule an orientation call with your SSP Site Director.

One Week Prior to Session

- Review any missing participant paperwork:**
 - o Verify the completion of all participant forms, and other needs on the roster on [MySSP](#). Confirm all participant information is correct and complete.
 - o Liaisons can view and download each participant's electronic forms directly from the roster page.
- The SSP Site Director will connect with the liaison to confirm:**
 - o All roster information & discuss any missing forms
 - o Adult participants have completed pre-session training
 - o Share specific information concerning your week with SSP
 - o Be sure your contact information on [MySSP](#) is accurate
 - o If the liaison is not participating during the week, communicate which adult participant should be the main contact for the SSP Site Director.
- Watch for an email with week-specific information, including:**
 - o Zoom links
 - o Participant webpage

Monday of your SSP Week

Your week begins **Monday at 10:30am PDT** with a welcome orientation to SSP's online program. You will meet your staff team, other participants, and go over the week's schedule and activities.

Your SSP Week

Fellowship, learn, reflect, pray, and play!

Participation Survey

At the end of each week, participants will receive an email with a link to an online evaluation survey. We will send a 2021 theme sticker to each person who completes the anonymous survey.

Online Daily Schedule

The program begins at **10:30am Mondays** and runs through **6pm Fridays**. All times are **Pacific Daylight Time (PDT)**. This year's daily schedule is designed for flexibility. **Join when you can** and communicate with staff as needed!

Time	Activity & Description	Gathering type: Platform
10:30-11am	Drop-In Breakfast Club Start your day slowly and casually with friends! Gather for informal social time in breakout rooms, with an optional breakout for Spiritual Awakening to focus spirit and mind, getting ready for the day.	<i>Team-specific: Zoom meeting with breakouts</i>
11-11:45am	Community Crossing Come ready to learn! In collaboration with various community leaders, SSP staff will lead participants in learning from our site partners, engaging in service, and fostering cultural humility.	<i>Team-specific: Zoom meeting</i>
12:30-1:30pm	Lunch & Spiritual Sandwich Grab your lunch and share in small group reflection! 'Spiritual Sandwich' is designed for personal reflection and growing in faith together. One participant guides the conversation, with staff available to support facilitation as needed.	<i>Team-specific: Zoom meeting with breakouts</i>
2-3pm	Choose An SSP Adventure Everyone has three options for staff-led freetime activities to choose from. These include hands-on activities like crafts or cooking, discussion-based gatherings, and outdoor time away from screens. <i>Optional: Spiritual Program Time Slot</i>	<i>All teams: Zoom meeting with breakouts</i>
3:30-4:30pm	Choose An SSP Adventure Three new freetime activities this hour! See above description for details. <i>Optional: Spiritual Program Time Slot</i>	<i>All teams: Zoom meeting with breakouts</i>
5-5:45pm	Spiritual Program Reflect on your community learning experiences and faith journey! The Spiritual Life Coordinator will open and close the group as a whole, with staff leading breakout groups in the middle.	<i>Team-specific: Zoom meeting with breakouts</i>
5:45-6pm	Wrap-Up & Social Time We'll end our day with time together to check in, debrief, and transition into our evenings at home.	<i>Team-specific: Zoom meeting with breakouts</i>
Evening:	Songtime Get silly with SSP songtime! We will explore various formats so everyone can easily participate.	<i>All teams: Streamed on social media</i>
8pm	Bedtime story A light-hearted way to end the day. Every night a summer staff member will read a bedtime story or other short message for the entire SSP family to tune into on Instagram .	<i>All teams: Instagram</i>

Session Expenses

There are several expenses associated with running the online program, some of which are unique from in-person SSP experiences. These include:

- “SSP in a Box” materials for each participant, including:
 - Program journal
 - 2021 T-shirt
- Community partner and program planner honoraria
- Zoom credentials
- Summer staff pay, leadership training, and overhead costs

The total expense SSP will incur to run this program is \$580 per person. However, our goal is to make the program as accessible as possible through **tiered “pay what you can” pricing**, as well as **scholarships**. See the **registration and fee details** section below for additional information. Groups with the ability to financially support the program’s expenses are encouraged to make a tax-deductible donation of any amount along with their fee payments.

T-Shirts

Every year, SSP produces a custom-designed T-shirt based on the summer’s theme. This will be included in the “SSP in a Box” package mailed directly to participants, at no extra cost beyond participant fees. The sizes will be pulled from the roster and the bulk order will be placed June 2nd.

Other supporters can also pre-order additional T-shirts on our [online store](#) once the design is released. Each shirt costs \$15 plus tax and shipping, and free shipping is available for orders over \$100.

Registration & Fee Details

Registration Timeline

- **March 15 - May 2:** Groups and individuals register on [MySSP](#) for their summer **week of preference**.
- **May 3:** Registered groups and individuals are **placed with one of two SSP staff teams**. Each team will have its own thematic connection to our site community partners. This might include a focus on indigenous sovereignty, environmental justice, etc. Team “themes” will be announced in early April and liaisons will have an opportunity to communicate their team placement preference to the SSP office.
- **May 4 - Program Start:** Groups and individual participants can register with the **team and week of their choice** as space is available.

Registration Process

- **Sign-ups are completed on [MySSP](#), our online portal.**
 - If you represent a new group or are registering as an individual, complete a [New Login Request](#).
 - If you are a new liaison for an existing account, email info@SierraServiceProject.org with updates.
- **To register, you’ll need:**

- The age ranges in your group (youth, young adults, adults)
- Total participant numbers (all group sizes welcome, with any ratio of youth and adult participants)
- Choice of week dates
- Daily schedule preference (full or partial day participation)
- Tiered pricing level preference

Tiered Pricing, Payment Schedule, & Financial Assistance

- **Tiered Pricing:**
 - Designed to be a “pay what you can” system, we are asking participants to self-identify which level best suits their financial needs (see table).
 - Groups or individual participants with financial needs are encouraged to select either the “seed” or “sprout” level to apply for [scholarships](#) for the experience.
 - You are welcome to make a supplemental donation at any time to support program costs!
 - Pay once, come freely: Anyone who wants to partake in multiple weeks just pays the fee once!

Tiered Pricing Options	Total Fee	Deposit	Final Payment (June 1)
Seed: Full or substantial scholarship level	\$100 per participant	\$60 per participant	\$40 per participant
Sprout: Partial scholarship level	\$175 per participant		\$115 per participant
Tree: Program support level	\$275 per participant		\$215 per participant

- **Payment Schedule:**
 - Deposits: \$60 per participant for all levels. Due upon registration.
 - Final payment: Amount varies by level (see table). Due June 1.
 - You have the option to change pricing levels at any point before June 1.
- **Scholarships:**
 - Anyone who opts in to the “seed” or “sprout” pricing levels above must complete a [scholarship form](#) to self-identify the group or individual’s need.
 - We are grateful to our scholarship funders who partner with us to make programs accessible to all!

Terms and Conditions

- **Communication Expectations:**
 - Communication between SSP and participants happens via email and phone. Liaisons, parents, and participants should check email regularly and respond accordingly.
- **Payment Policies:**
 - SSP credits may be used for *any* of the payment installments.
 - Payments are non-refundable and non-transferable, including credits applied to the balance.
 - Deposits are *always* nonrefundable and non-transferable.
 - Final payments made *before* June 1 are able to roll over to cover remaining balances if a drop in participant numbers occurs.
 - Credit/debit cards, checks, or SSP credits can all be used for payment.

Frequently Asked Questions

What is SSP's [mission](#)?

"Building faith and strengthening communities through service to others."

Who can attend?

As an [ecumenical Christian service program](#), SSP encourages middle and high school, adult, and young adult groups and individuals, as well as families, to participate. SSP fosters affirming spaces and welcomes participants of all backgrounds, races, ethnicities, genders, sexual orientations, religions, and abilities. *The only requirements to attend SSP are a willingness to grow and openness to new experiences.*

Who is in charge of SSP?

SSP is a 501(c)(3) nonprofit organization, ultimately run by a board of directors and full-time office staff. During the summer, each SSP [program staff](#) team is operated by five to six energetic and welcoming young adults, who are eager to spend a week with you!

Who are SSP's community partners?

Nonprofit organizations, tribes, and churches local to our [partner communities](#) collaborate with SSP. Participants can expect to connect with and hear from various partners in our Community Crossing sessions. SSP is also developing a Community Advisory Council (CAC) to incorporate voices from each partner community into SSP's organizational decisions.

Will my group have direct interaction with site community partners?

Yes! Although we are not physically present, we have still collaborated with local speakers from our partner communities to share about their work. Valuable connections will be formed as participants learn how to [advocate](#) for and support these communities.

Can I choose what online activities I participate in?

To accommodate scheduling needs, groups and individuals can opt to participate in whatever capacity they're able. We have options for morning-only,

afternoon-only, or full day participation. All participants are encouraged to engage with as many online activities as they're able during their [scheduled week](#) to foster a tight-knit community. Participants can even sign up for multiple weeks at no extra cost!

What does online adult participation look like?

We cherish our intergenerational experiences, and want both young adults and older adults to know they are welcome to participate. In the online program, adults are encouraged to participate for their own personal benefit and self-reflection as they are to be role models to youth. To maintain [SSP's safety policies](#) and protect youth, two staff or more will be present in all online activities, decreasing the reliance of adult participants to be leaders.

How are breakout rooms used?

Depending on each session's size, SSP staff may utilize Zoom breakout rooms to provide small group spaces conducive to conversation and community building. At minimum, there will be three people in each breakout room where youth are present to follow SSP's "Rule of Threes." This rule states a single adult (staff or participant 18 years or older) will not be alone with a single youth without another youth or adult present.

How can I use my SSP credit?

SSP credits can be applied toward any SSP program fee through September 2022. This includes deposits, any online program, in-person programs (once safe), and affinity programs such as [Camino de San Diego](#). Once applied towards a fee balance, the credit is subject to the payment policies for that program. Check your group's credit on [MySSP](#), or [contact us](#) if you are an individual with a credit.

I have a question that hasn't been answered...

Feel free to contact the SSP office if you have further questions or concerns. Call us at 916-488-6441, or email Info@SierraServiceProject.org.

Section Two: Community Norms

Accessibility & Participant Needs

SSP is committed to making our programs **accessible** for anyone who wants to participate. To that end, we do our best to accommodate all disabilities, neuro atypicalities, or other needs.

We ask participants to notify SSP in advance of **any disabilities or other needs** by entering pertinent information on their **electronic participant forms** in [MySSP](#). We ask group liaisons to be aware of these and any other relevant needs, and confirm them with the Site Director prior to the session to ensure we can provide adequate accommodations.

SSP's Inclusion Statement

SSP is an affirming and welcoming community that celebrates the lives and love of all people. We welcome LGBTQ+ individuals and people of color who have too often been excluded from leadership and full participation within traditional communities of faith. We are rooted in the unique experiences and identities of all members of our community, which form the foundation of our work.

As people of faith, we strive to live in tandem with creation, rather than in opposition to it. To do so means welcoming all people to be a part of our community as their authentic selves, regardless of race, socio-economic status, gender and its expression, sexual orientation, or ability. Our passion for justice, love, and equality has no limits. Together we seek to be bearers of goodness, so we might truly open minds, hearts, and doors.

Community Partners

Despite being physically distant from our partner communities, there are many ways to engage with and learn from local nonprofits and leaders. Throughout the week, participants will hear from community members to more deeply understand the current and historical challenges and strengths unique to their communities. These leaders are actively engaged in their communities, working to improve the lives of all living things (including plants and animals!) and are very enthusiastic about bringing new people into their work.

Many of these community leaders are part of our inaugural **Community Advisory Council**, which is designed to bring partners into our decision-making process and prioritize local initiatives. This is an important step to fortify our relationships, engage with cultural humility, and work towards becoming more equitable partners.

[Advocacy](#) is a form of service, requires actively listening, and lifting up local voices. Participants will end their week with greater knowledge and appreciation for our partner communities. Staff will equip participants with the resources and empathy to live out their faith through advocacy. Examples of issues discussed by community partners might include:

- Racism
- Colonialism
- Food insecurity
- Housing inequality
- Environmental justice
- Indigenous sovereignty
- Immigration and border issues
- Public health and resource access
- Access to services for aging individuals
- Communities living at or below the poverty line
- Return to traditions, including language and culture

Expectations & Rules for Being in Community

Each week, SSP becomes an intentional and invitational Christian community, composed of participants, staff, and our community partners. The following rules and guidelines help us meet the needs of everyone in our community, and will be reiterated throughout the program experience.

- All participants are expected to be emotionally and mentally present to the best of their ability for the duration of their participation. By actively engaging as we are able, we can minimize distractions and create welcoming, safe, and brave community space together.
- Be ready to reflect on your own life and be challenged to grow in new ways!
- Honor the integrity of safe space/brave space. In SSP programs, participants often share personal and potentially sensitive information from their lives. Engage with compassion and respect.
- Adult participants are responsible for ensuring the emotional, spiritual, and physical safety of the youth in their breakout rooms. If the safety of minors is in question, staff will contact the group liaison and parents as appropriate.
- Taking screenshots, photos, or recording video or audio of community partner representatives or other participants may be done only with their permission. Always ask in advance.
- The SSP summer staff has overall responsibility for all activities of the session. Please show respect and cooperate with all instructions and requests from staff.
- SSP does not tolerate harassment, abusive language or behavior, or discrimination of any type. See our [Safe Community Policy](#) for a list of prohibited behavior. Staff will provide training during orientation the first morning.
- SSP has the right to remove any participant who does not adhere to SSP's rules from online activities.
- To ensure a safe environment, unregistered participants are not invited to any online activities. Please do not share video access instructions with others outside registered participants.

Technology & Sacred Space

The SSP week at in-person sessions is normally free from electronics to encourage being mentally present with one another. Although we are relying on technology to bring us together this summer, it can also be a distraction or barrier to building relationships as a community. We ask that all participants in the online program focus on the activities at hand, minimizing multitasking online or other devices.

To this end, staff will prepare participants for how to create sacred space during your week with SSP.

Participants are encouraged to follow SSP's Instagram accounts and use the hashtags **#SSP2k21** and **#SierraServiceProject** to follow pictures from the summer, as well as when posting their own!

❖ Section Three: Program Preparation

Adult Participant Requirements

Who should serve as an adult participant at SSP? The short answer is: all are welcome! We cherish our intergenerational experiences, and want both young adults and older adults to know they are welcome to participate online for their own personal benefit and self-reflection.

With that in mind, we also ask adult participants to step up to be role models and even lead discussions and activities with youth. Adults might facilitate group conversations on faith and social justice, help enforce rules and guidelines, and motivate youth to learn and practice social skills. With all this said, youth are also encouraged to lead discussions and activities, so be ready to follow their lead! They should be suitable to work with youth in general, have a clear picture of what they are signing up for, and be prepared to participate in all aspects of their SSP online experience.

Forms and Community Safety

Forms: In order to protect the youth we serve, we require adult participants to complete a set of electronic forms, which are sent to the email address provided by the liaison in [MySSP](#). **Be sure all electronic participant forms are completed before your session begins.**

Liaisons should enter adult information to the [MySSP](#) roster as soon as possible so they can complete their electronic forms. Anyone 18 or older by the start of the SSP program they are participating in should be entered to the roster as an adult. There will be an opportunity for the participant to indicate whether they are a young adult (18-23) or 23 or older, so our staff can coordinate age-specific cohorts as needed.

Background Screenings: While staff have undergone background screenings, these will not be required for adult participants in our online program.

Safe Community Policy: Safety of youth and adult participants, staff, and community members is equally important to us in our online format as it is in-person. Please share our [Safe Community Policy](#) with all participants. Main points of this policy will be outlined in the first gathering of the session.

Participant & Parent Online Meeting

Communicating with all participants and parents is essential to ensuring everyone is well informed and prepared for the online program. To that end, we encourage you to gather your group for a virtual **pre-session logistical meeting** (see timeline). At these meetings, you should plan to do the following:

1. **Notify parents and adults they will receive an email link to complete all required forms electronically.** Show an example of this process if necessary using an adult participant's roster entry and email. The emails will be sent directly to anyone entered on the [MySSP](#) roster.
2. Discuss the SSP online experience, daily schedule, and components of the program.
3. Go over expectations for being in community online and interacting with community partners.
4. Be open to questions. You may not have all the answers, but are welcome to bring questions to SSP staff on your group's behalf.

You are also invited to **office hours with staff** each Sunday (see [calendar](#)) before program weeks begin.

Adult Participant Instructions

Dear Adult Participants,

Thank you for signing up as an adult participant with [Sierra Service Project](#). We are so excited to go on a journey of building community with you! Following are some expectations from our [Safe Community Policy](#) we have for you while participating with SSP:

- Model respectful behavior and language
- Participate in all SSP activities, and encourage youth to do so as well
- Build an affirming environment that promotes healthy risks and trying on new ideas
- Respect the authority of SSP's young adult staff
- Be safety conscious
- No prior convictions of:
 - Sexual assault or harassment
 - Physical abuse
 - Any crime against children
- Within the last seven years:
 - No drug-related convictions

Prior to Participating:

- **Complete adult participant training**
 - To best prepare you with tools for building community and engaging with youth participants, we ask all adult participants to complete a brief training prior to the session. Details will be sent directly to you using the email address entered in the roster by your liaison.
- **Complete your electronic forms**
 - These are **due June 1** in order for our staff to send program materials to you (including a T-shirt!). If you register after this point, please complete the forms at least **one week prior to your session** so we can prepare.
 - Only SSP staff and group liaisons will have access to these forms. We use secure transmission protocol to ensure your personal data is protected.
 - Participant forms can be **accessed on the [MySSP](#) portal** starting in May, after your group liaison adds you to the group roster. Please confirm your preferred email address with your liaison.
 - We will send a **link to access your forms** to the email your liaison provides. If you are unable to locate the email, please search your **inbox and spam folder** for an email from Admin@SierraServiceProject.org (add this to your safe senders list).
 - If you are a **liaison attending as an adult participant**, you can access your personal forms **directly from the roster page** using the "update" link next to your name.
 - Once completed, the forms entry should read "**roster updated**" and "**forms received**." Anything else indicates the forms are still incomplete.
 - If you would like to retain a copy of these forms for your records, you may download them after completion directly from [MySSP](#) page.

While Participating:

- Participate as an active member of the SSP community! This means having fun, and growing closer in your relationship with God and others.
- Be a positive role model. You are expected to set a positive and mature example for youth. Participating in all SSP activities, and encouraging others to do so as well, is a part of this! Activities include games, devotions, and participating in and leading discussions.

- Work together with SSP staff. Your leadership may also be needed, whether to maintain online safety, follow direction from staff, or help facilitate activities.
- Remember each person is on their own journey. When participating or facilitating conversations about faith and other topics, be respectful to all participants – cultivating community means working *well* alongside people who are different from ourselves!
- Above all, we ask that you be flexible. Our staff works hard to plan and help facilitate the online program. Although SSP office and summer staff schedule the week in great detail, it's inevitable for challenges and unexpected circumstances to arise. Remember to be open-minded, go with the flow, support the staff, and enjoy yourself.

Sharing Feedback:

- Your Site Director will be glad to work with you to ensure your needs are met. Please don't hesitate to ask questions or share constructive feedback with them throughout the week.
- At the end of the week, everyone will be asked to complete an online evaluation. Any participants who complete the survey will be mailed a sticker featuring our 2021 theme.
- We also welcome and value any additional feedback you may want to share with us after you've completed your session! To do so, please email Veronica.Russell@SierraServiceProject.org.

We look forward to building faith and strengthening community alongside you!



Veronica Russell

Director of Impact and Engagement

Veronica.Russell@SierraServiceProject.org

Parent/Guardian Instructions

Dear Parents/Guardians,

We are excited your child will be joining the [Sierra Service Project](#) for a week of growth and reflection this summer! There are a few things we ask of you as you prepare:

Due June 1:

- **Complete your child's electronic participation forms.**
 - Participant forms can be **accessed on the [MySSP](#) portal** starting in May, after your group liaison adds your child to the group roster. Please confirm your preferred email address with your liaison.
 - These are **due June 1** in order for our staff to send program materials to you (including a T-shirt!). If you register after this point, please complete the forms at least **one week prior to your session** so we can prepare.
 - Only SSP staff and group liaisons will have access to these forms. We use secure transmission protocol to ensure your personal data is protected.
 - Forms must be **completed and signed by the parent/guardian**, with youth present to review the details. We will send a link to access your forms to the email your liaison provides.
 - Only youth 17 and younger must have their forms completed by a parent/guardian. Youth who are 18 should be entered as a young adult participant, and will have a separate set of forms they can complete themselves.
 - If you are unable to locate the paperwork email, please search your **inbox and spam folder** for an email from Admin@SierraServiceProject.org (add this to your safe senders list).
 - Once completed, the forms entry should read "**roster updated**" and "**forms received.**" Anything else indicates the forms are still incomplete.
 - If you would like to retain a copy of these forms for your records, you may download them after completion directly from your child's [MySSP](#) page.

Prior to Participating:

- Learn about the history and culture of our partner communities
- Be ready for change and a new challenge! Have a positive attitude, an open mind, and make new friends.

Ways Parents Can Support:

- Be ready for transformation! We hope your youth have a reflective and energizing week with SSP.
- Stay current with SSP on Facebook ([Sierra Service Project](#)) and Instagram: [@SierraServiceProject](#)

We look forward to growing with you this summer!



Veronica Russell

Director of Impact and Engagement

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❖ Glossary: Term Descriptions

- **Participants:** Youth and adults from registered groups and individuals engaging in SSP's week-long online summer 2021 program.
- **Liaison:** The person coordinating between a group of participants and the SSP office. The [MySSP](#) portal allows for a primary liaison (who has group login access) and a secondary liaison (copied on emails with group registration details). This includes a leader/parent/guardian of a group of youth, designated coordinator for a group of adults, or the parent of a registered individual.
- **Session:** A week engaging with SSP online activities led by summer staff.
- **Session types:** All sessions are intergenerational and will be open to all ages of participants. When possible, we will use breakout rooms to divide participants into age-specific cohorts to facilitate conversation and activities.
- **Team:** Each team will have its own thematic connection to our site community partners. This might include a focus on indigenous sovereignty, environmental justice, etc. Activities throughout the week will highlight multiple site community partners in various regions, providing meaningful ways for participants to connect with our community partners' ongoing local efforts.
- **Summer staff:** Sessions are designed and led by young adult staff teams. They provide a fun, engaging, and relational space for all participants to explore their faith and the partner communities they are collaborating with.
- **Zoom meeting:** All program activities will be hosted through private Zoom meetings. Links will be sent directly to all participants and will not be accessible by the public. Each activity will begin in a full group Zoom meeting where the staff will gather the group and provide context and instructions, then participants will be separated into breakout rooms as needed. All Zoom meetings will have at least two staff present.
- **Songtime:** Various formats will be used throughout the summer for songtime including Zoom meetings with lyrics screenshared and streamed to Facebook, as well as Instagram Live, so everyone can easily participate.
- **Facebook:** Songtime and other summer community-wide celebrations will be live-streamed to Facebook. Updates about program and community partners are also shared regularly.
- **Instagram:** Songtime and bedtime stories will be live-streamed on Instagram. Updates about program and community partners are also shared regularly. See cover letter for account details, including site-specific accounts run by summer staff.