

PARTICIPATION AGREEMENT – ONLINE PROGRAMS



BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE AND AGREE TO THE CONDITIONS, RIGHTS, AND OBLIGATIONS RELATING TO YOUR PARTICIPATION IN THIS PROGRAM.

PLEASE READ CAREFULLY

In consideration for the opportunity to participate in The Salvation Army Correctional & Justice Service’s activities described as follows:
_____, every participant must read, sign, and deliver this form before beginning the program.

As a participant in the _____, I, _____, understand, acknowledge, and agree to the following:

Conditions:

- In order to participate in the Program, I am required to sign this Participation Agreement which details my rights and responsibilities relating to this activity.
- To attend the full-day or all sessions of the Program and to be on time. I understand that this is a requirement of successful completion and obtaining my certificate.

My responsibilities:

1. To attend each full session, to be on screen, be alert, actively participate in group exercises, and complete the assignments.
2. To arrive on time and before program start time. Further, I understand that, to avoid interruptions and disruptions to the instruction, late comers will not be allowed entry to the virtual classroom.
3. To conduct myself in a cooperative way with my instructor(s) and fellow students. I understand that I must respect other participants in the virtual meeting. Demonstrating respect includes raising my hand if I have a thought to share or a question to ask. It also includes allowing others to ask questions and share comments without interrupting.
4. To ensure you have reliable internet connection, audio & video activated at all times, unless asked to mute or on a scheduled program break.
5. To not use or have your cell phone on or visible in program (unless using it for the program).
6. **To not record the session or Program.**
7. To have a pen and notepad at the start of Program.
8. To have a full charge and a charger for my device at the start of the session.
9. **To be in a private, quiet, and confidential space with no interruptions by people or pets, unless approved by your facilitator. I understand that The Salvation Army is compelled to enforce this rule in order to protect all program participant’s privacy.**
10. I understand that no other people can be in my space unless approved by the program facilitator (i.e. support persons or interpreters are allowed with prior authorization).

I further acknowledge that:

1. Failure to meet the above expectations in a reasonable manner may result in my removal from the Program. I understand that if I’m asked to leave the Program, I can connect with the Intake Worker to discuss my options.
2. If I am disrespectful, disruptive, or interfere in a persistent manner with anyone’s teaching or learning (including my own), I may be removed from the meeting or in person session before the end of the class.
3. If you have questions about the program, you may contact our intake worker at 416-304-1974 x 209 or by email at deleone.downes@salvationarmy.ca, during our regular working hours of Monday to Friday 9:00 am to 4:30 pm Eastern, excluding weekends and holidays. (We cannot receive texts!)”
4. No refunds are issued.
5. I understand that it is my sole responsibility (not The Salvation Army’s) to confirm and ensure that this online Program option is acceptable to my criminal justice process.
6. If I have any questions about the Program, I can contact: Mary Ann Branje, Director of Community Programs, at 416-659-0669 or maryann.branje@salvationarmy.ca.
7. I acknowledge that the only information the program facilitator can share without my written consent is information regarding my attendance and completion status. Specific details about my progress or information shared in the Program will require my prior written consent.
8. I also understand that, while everything I communicate in this Program is strictly confidential, the facilitator has a legal obligation to report the following: child abuse of any kind; risk clear and immediate harm to myself or to someone else; an intention to commit a crime.

I acknowledge that I have read and understood the above, and I am knowingly and voluntarily signing this Participation Agreement.

Participant’s Name: _____ Signature: _____ Date: _____