TO: Prospective Women Engineering Students in the College of Engineering  
FROM: Society of Women Engineers - Penn State Student Section  
SUBJECT: Emergency Procedure

In order to provide the best experience for all participants, we will require you to abide by the official rules for the Penn State SWE High School Stay-Over Program. With your parents, please carefully read through the rules listed below, as they will be strictly enforced. If you feel that you cannot abide by these regulations, please reconsider your attendance at this event.

1. Program participants must abide by all University regulations for the full duration of the program.
2. All participants must stay with their buddy and/or approved SWE volunteers at sponsored events at all times.
3. All participants are expected to arrive at Penn State on Sunday, April 3, 2016 by 11:30 AM and stay until the completion of the program on Monday, April 4, 2016 at 2:00 PM. Participants who wish to arrive/leave at other times must notify SWE in advance and obtain prior approval.
4. Attendance at all scheduled events is mandatory.
5. Participants are expected to attend all classes with their buddy and behave in a respectful and professional manner.
6. No high school participant is permitted to leave the campus boundaries.
7. A parent or guardian must be present to check out student Sunday night and again on Monday afternoon.
8. If a participant chooses to forgo participation in SWE events or refuses to remain with the buddy or SWE-approved volunteers, the participant’s parent/guardian will be notified immediately. If the participant is not responsive to phone calls or text messages within a reasonable period of time, local authorities will be contacted. 
9. The possession of alcohol and other drugs, fireworks, or guns and other weapons is prohibited.
10. The operation of a motor vehicle is prohibited while participating in the program.
11. Parking of staff and participant vehicles must be in accordance with University parking regulations.
12. Violence, including sexual harassment, will not be tolerated.
13. Theft, use of tobacco products (smoking is prohibited in all University buildings), or hazing of any kind will not be tolerated.
14. Misuse or damage of University property will not be tolerated. Charges will be assessed against any participants who damage or misuse University property.
15. Violation of any Pennsylvania law will not be tolerated and police will be notified.

For your information, all buddies and volunteers associated with the program will be informed of these rules. Please email swestayover@gmail.com if you have any questions or concerns about the aforementioned policies.

Sincerely,  
The Penn State SWE Recruitment Team
By signing below you agree to the rules stated above and understand that violations may result in immediate program expulsion.

Participant Name (Print) ______________________________________________________

Participant Signature ______________________________________________________

By signing below you, as a parent/guardian, agree to the rules stated above and understand that violations may result in immediate program expulsion.

Parent/Guardian Name (Print) ________________________________________________

Parent/Guardian Signature ___________________________________________________

Date ____________________

Please return signed agreement to:

Society of Women Engineers
Attn: Elena Gowdy
113 Hammond Building
University Park, PA 16802
Fax: 814-863-7496
E-mail: swestayover@gmail.com