For Accepted Students Handbook
Brown Environmental Leadership Lab: Florida Keys
I. A Note to Parents, Guardians, and Students

Congratulations! We are looking forward to your participation in this unique and engaging program. We have compiled some important information for you; please review this carefully with your family and don’t hesitate to contact us with any questions. Please do NOT finalize travel arrangements or submit final payment for the program until you receive an email from Brown confirming this program.

II. Next Steps for BELL: Florida Keys

You will soon receive a personalized email outlining a checklist of items that need to be completed for you to attend the program. Included in the checklist are student account activation, electronic billing and payment access, travel itinerary request, forms completion via DocuSign, and an online tutorial that reviews Brown’s values and policies.

Forms will be submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign our required forms and waivers. Forms include sections for both students and parents to complete.

You can expect to complete the following forms:

- Off-Campus Programs Student Acceptance and Release and Waiver Form
- MarineLab Liability Release
- Paddle! Kayak Release
- Medical Authorization Form
- Medical and Immunization Medical Report—Requires a medical provider's signature
- Off Campus Dietary Form
If applicable:

**Disability, Medical, and Dietary Services Request Form** Students with significant food allergies or intolerance should complete a complete a Disability Accommodations or Services Request Form. Along with this form, students may need to submit documentation of their area of disability and needs. Please reference the [SEAS guidelines for documenting a disability](mailto:SEAS-SPS@brown.edu) and contact them if you have any questions or concerns: SEAS-SPS@brown.edu or 401-863-9588. More information can also be found on the [SEAS Website under School of Professional Studies (SPS) Programs](mailto:SEAS-SPS@brown.edu) or [401-863-9588](tel:401-863-9588).

**Online Program Orientation Webinar**

An online program orientation for you and a parent will be scheduled before your departure.

We will review important program information and give you an opportunity to ask questions. Even if you cannot attend the live event, [please register at this link](https://register.example.com) so that you can receive a recording of the webinar for review at your convenience. To participate in this orientation, you will need access to a computer or smartphone (download the GoToWebinar app). No webcam necessary.

DATE: Tuesday, May 15 at 7pm

[REGISTER HERE](https://register.example.com)

**Pre-program Assignments**

In mid-June, we will email you a few pre-program readings and videos. Our goal is to establish a similar foundation so we can launch into the program as soon as we arrive. The information ranges from videos to fact sheets to news articles.

**III. What to Bring**

**Tip #1:** Remember that there is limited space in the dorm rooms: bring only what you need. Soft-sided bags are best for fitting in small spaces. Students tend to over pack and a few versatile items are usually sufficient.

**Tip #2:** Weather can vary. Please check the weather in Key Largo (zipcode: 33037) prior to packing. Depending on where you live, it may seem strange packing a fleece and warm hat for Florida but nights can be cool near the water.

**Tip #3:** Rain gear is important. We will be spending time outdoors rain or shine.

**Required items**

- One large suitcase or duffle bag that will hold all of your packed belongings including sleeping bag/bedding. If you can’t lift or carry your luggage for short distances, you have packed too much!
- Sleeping bag
- Bath towel
- Beach towel
- Reusable water bottle (*MarineLab PROHIBITS single-use water bottles and does not provide drinking cups.*)
- Raincoat
- Long sleeve shirt (1-2 pieces) to wear in cooler weather or as sunburn protection
- Fleece jacket or warm hoodie (esp useful after exiting the water)
- T-shirts (4-5 pieces)
- Fast drying shorts (1-2 pairs)
- Sleep wear
- Underwear
- Socks
- Bathing Suits (2)
- Hat – preferably with a wide brim for good sun protection, particularly if you burn easily
- Sunglasses
- Watch (waterproof preferred)
- Day pack/back pack that can be used on hikes and as a carry-on for plane ride
- Water shoes (a closed-toe waterproof shoe, **not flip-flops**)
- Any prescribed medications in their original bottle and a copy of the prescription
- Government-issued photo ID
- Toothbrush and toiletries (we recommend using small sample sizes that can be purchased at drug stores or using items provided by hotels)
- Sun block – water-resistant, 30+ SPF, **NOT spray sunscreen** (highly recommend reef-safe sun block)

**Recommended items**
- Pillow (or to reduce bulk, bring a pillowcase and stuff it with your clothes)
- Skin/rash guard (strongly recommended if you are fair skinned and/or chill easily in the water)
- Flipflops/sandals for shower
- Blank journal
- Insect Repellent
- Phone charger
- Plastic bags to store wet or dirty items
- Camera

**What not to bring**
Students should not bring laptops, iPads, e-readers, or other valuable electronics as there will be no secure location to store them. Students are prohibited from bringing illegal drugs, alcohol, and weapons of any sort, including pocket or Swiss army knives.
Laundry Facilities
There are two coin operated laundry machines at MarineLab but we have very limited free time to use them. Please bring all the clothes you will need for the week.

Spending Money
Accommodations and meals are covered in the program fee as well as entry fees to various sites. You will only need money while you are traveling to and from Florida. We will have one or two occasions to purchase souvenirs, if you so choose.

IV. Arrival and Departure Day Details

Program Dates: Sunday, July 8 – Saturday, July 14, 2018

Airport: Fort Lauderdale-Hollywood International Airport (IATA: FLL)
Arrival – July 8 between 11:00am and 1:30pm Eastern Standard Time (EST)*

Departure – July 14 between 4:00pm and 8:00pm Eastern Standard Time (EST)*

*Please contact a program advisor at (401) 863–7900 or precollege@brown.edu before making a reservation if your flight falls outside of these time frames.

Airport Pick-Up and Drop-Off
Brown University staff will meet students in the Fort Lauderdale-Hollywood International Airport at the Outdoor Sitting Area, immediately outside baggage claim in Terminal 3. Since the airport has four terminals, students can collect their luggage at their respective baggage claim areas and make their way to the Sitting Area outside Terminal 3. It is a short walk from all terminals. Staff will be wearing “BROWN” t-shirts. Once everyone has arrived, the group will drive two hours to MarineLab in Key Largo. We will have dinner shortly after we arrive in Key Largo.

At the end of the program, we will transport the group back to the Fort Lauderdale-Hollywood International Airport. Staff will help students check-in to their flights and move through the security checkpoint. However, once students are through security, they are responsible for communicating with parents and managing their flight home.

If your flight is delayed
If you experience a delay while traveling to Anchorage, please call or text Brown’s On-site Director at 401-323-8326.
Please note: This number will not be active until a few days before the program starts.

Once you have confirmed your flights, please submit the travel itinerary form. This form will be sent to you in your checklist email.

Unaccompanied Minors
Airline, bus, and train company policies and services regarding unaccompanied minors vary. If you plan to use this service provided by your transportation carrier, please contact us in advance so we can discuss its feasibility. There may be instances when we are unable to fulfill the required protocols.

V. Program Information (FAQ)

Where do we stay?
Students will be staying in dormitory-style housing at the MarineLab. Students will be housed with 3-12 peers, separated by gender, and will sleep on mattresses in bunk beds. Students should bring a pillow, extra-long twin bed sheets and blanket, or sleeping bag. The rooms are carpeted and air-conditioned. Please note: MarineLab keeps a “no food, no drinks, no wet items in the rooms” policy to cut down on odors, insects and damage.

Students can expect three meals each day, mostly served in the cafeteria at the MarineLab.

What time is curfew?
Our days are busy, requiring the students’ energy and attention throughout the day. Curfew is at 10pm, at which point students are expected to be in their rooms and keeping noise to a minimum. This is to respect MarineLab’s policy. We encourage students to monitor their sleep requirements and to respect their roommates’ need for sleep. Evening supervision will be provided by program staff who also stay at MarineLab overnight. Staff are available for support and assistance 24 hours a day.

What leadership skills will I learn?
- Identification and analysis of personal leadership style
- Effective listening skills
- Group problem solving
- The role of diversity in leadership
- Public speaking
- Social Change Model of Leadership Development
How much homework should I expect?
There is no homework in this program.

How many students are there?
You can expect around 30 students at BELL, and there are usually slightly more females than males. BELL students come from all over the U.S. and the world, and range from 10th grade to graduated seniors.

How much money should I bring?
All your food and housing is covered in the program fee as well as entry fees to various sites. You will only need money while you are traveling to and from Alaska. We will have one or two occasions to purchase souvenirs, if you so choose.

How often can I use my cell phone?
As a general rule, we try to stay tuned in to each other and to our natural surroundings throughout the program, so we ask that the use of mobile devices (for phone calls, texting, social media, etc.) be limited to free time in the evening. Letting go of the frequent connection to our phones helps us form a community and adjust to a new environment more quickly.

To contact us in an emergency, parents may call the On-site Director at 401-323-8326.

Please note: this number will not be active until a few days before the program starts.

Throughout the program, the staff will try to send a few updates to the parents’ email addresses that we have on file.

Swim Assessment
BELL: Florida Keys includes significant amount of time walking, swimming, or snorkeling every day. We will conduct on-site swim evaluations to determine the level of assistance each students requires while snorkeling. Students may participate in all activities, independent of their ability to swim. We provide life jackets for beginning swimmers.

Health and Wellness

Dietary Restrictions and Medical Conditions
We will work with the staff to make accommodations for dietary restrictions and food allergies if we are notified in advance. Students must communicate significant food allergies that require meal accommodations (e.g. gluten, shellfish, soy, eggs, milk) on the Off-Campus Dietary Concerns Form. Please also indicate any dietary preferences, including vegetarians and vegans, to allow us to plan accordingly.
What if I take prescription medication or need medical attention?
Students’ prescription medications will be collected by the On-Site Director or his/her designee on the first day of the program. Students must be responsible for requesting and taking prescribed dosage. Students with life-saving asthma and anaphylaxis medications (e.g., epi-pens and inhalers) must keep them on their person at all times. All students who are taking prescription medications should bring prescribed medication in the original container, and a copy of their prescription and give it to the On-site Director. Having a copy of the original prescription will enable us to replace medication if needed.

The Florida Keys program is a physically taxing program involving significant exertion in the outdoors. For your safety and comfort during the program, we expect participants to fully disclose any and all pre-existing medical conditions in required medical forms.

In a medical emergency, you will be transported to the Mariners Hospital in Tavernier, a short 20 minute drive away. For minor problems, we have a well-equipped first aid kit and staff certified in first aid and lifeguarding.

VI. Policies

Code of Conduct
Please review the Brown Pre-College Code of Conduct.

Financial Information
The payment deadline for the program is Friday, May 25. Students must be paid in full PRIOR to the start of the program. Please review our financial policies, including payment and refund information.

Evaluation
There is no homework in the traditional sense. For the most part students will participate in experiential learning together with some reflective writing. Students will be required to present a short oral presentation related to their learning at the end of the program.

Students will receive a Course Performance Report, written by program staff and will also be asked to complete a course evaluation. Students who successfully complete the program will receive a Certificate of Completion. All completion materials including the evaluation will be sent 6 weeks after the program concludes. The certificate will be sent via US Mail but other items will be sent electronically to the student email we have on file.