2020
Leadership Training Program
Program Guide
Thank you for choosing to attend ESU’s Leadership Training Program. We invite you to get involved, ask questions, and enjoy learning while you are at Queen’s University.

This document provides you with important information about the program. If you have any questions, please feel free to contact us.

**Session Dates**

<table>
<thead>
<tr>
<th>Session</th>
<th>Grades</th>
<th>Program Date</th>
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<tbody>
<tr>
<td>L1 Core Leadership Skills</td>
<td>7-8</td>
<td>August 11-14, 2020</td>
</tr>
<tr>
<td>L2 Intermediate Leadership Skills</td>
<td>8-9</td>
<td>August 10-14, 2020</td>
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<tr>
<td>L3 Advanced Leadership Skills</td>
<td>9-10</td>
<td>August 9-14, 2020</td>
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**Arrival & Departure**

<table>
<thead>
<tr>
<th>L1 Core Leadership Skills</th>
<th>L2 Intermediate Leadership Skills</th>
<th>L3 Advanced Leadership Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arrival</strong></td>
<td><strong>Departure</strong></td>
<td><strong>Arrival</strong></td>
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<tr>
<td>August Session</td>
<td></td>
<td>3:00-4:00pm</td>
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<tr>
<td>Brant House</td>
<td>Brant House</td>
<td>3:00-4:00pm</td>
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<tr>
<td>28 Albert Street</td>
<td>28 Albert Street</td>
<td>Monday Aug 10</td>
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<tr>
<td>Kingston ON</td>
<td>Kingston ON</td>
<td>Brant House</td>
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<tr>
<td>K7L 0E6</td>
<td>K7L 0E6</td>
<td>28 Albert Street</td>
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A detailed campus map is available online at: [Queen’s University Campus Map](#)

**Late Arrivals & Early Departures**

Any participants who will be arriving late or leaving early must let the office know as soon as possible. ESU reserves the right to have students arriving late wait until an appropriate time (morning break or after lunch break) to enter class to minimize disruption to the instructor’s lesson and other participant’s experience.

**Residence Information**

Residence placements are released upon arrival and will remain firm. Roommate requests are not guaranteed. All participants enrolled will be placed in a premium (climate controlled) residence room. Each evening, participants must be in their own room with lights out by 10:30pm.

**Some things that you may want to bring to the program:**

- Clothing: appropriate clothes for classroom (including labs, theaters, gyms, etc.), and activities (dance, sports, etc.). Long pants and close toe shoes are required in labs and some activities
- Writing tools (pencil case)
- Sunscreen, sunglasses and hat
- Raincoat and rain boots
- Water Bottle (that may be refilled)
- Camera
- Toiletries (toothbrush, toothpaste, soap, shampoo, washcloth) and Bath towel
• Alarm clock and flash light
• Favorite pillow and blanket - not required as standard bedding is provided
• Ear plugs (for residence if you are a light sleeper)
• Bathing suit
• Snacks (not requiring fridge or microwave)
• Anything additional mentioned in your confirmation email

**Code of Conduct**
All registrants reviewed the ESU Code of Conduct during the registration process and will be required to adhere to it during the entire program.

**Drugs & Alcohol**
Program participants are not permitted to possess/consume drugs or possess/consume alcohol. The Enrichment Studies Unit has a “Zero Tolerance” policy for drugs and alcohol and students found to be in violation of this policy will be sent home immediately at their own expense.

**Meals**
As Queen's University is NOT a nut free environment. As a courtesy to participants with allergies, please refrain from bringing nut products to campus. The dining hall will accommodate participants based on the medical information provided in your online profile. Vegetarian, gluten-free, and halal options are available.

**Residence Option |** Breakfast, lunch, and dinner will be served in the Leonard Dining Hall and participants will have a wide range of foods from which to choose. Dinner in the Leonard Dining Hall will be provided to participants arriving during the regular arrival period, once registration is complete.

For more information or for a list of ingredients or products used in the Leonard Hall cafeteria, please contact Events Services at 613-533-2223, or visit the Food Services website at [Food Services](#). We recommend that students bring snacks with them if they want to eat outside of regular meal times.

**Supervision**
All Student Supervisors are Queen's students who have been specially selected for their enthusiasm for working with students. All of our Student Supervisors are trained in First Aid & CPR. Two specially selected first aid coordinators work closely with Campus Security to ensure the safety and well-being of participants. All participants will attend an orientation with their supervisor and group, and are given a Campus tour. Supervisors live in residence with students.

**Spending Money**
Participants may wish to purchase Tuck Shop items during their online registration process which they can collect when arriving to campus. Participants may wish to bring additional money to purchase ESU merchandise on site or keepsakes from the Campus Bookstore.

**Cancellations & Refunds**
All registrants reviewed and accepted the terms and conditions of the Cancellation & Refund Policy when completing their registration. Any withdrawals must be made in writing and any refunds will be made in accordance with the policy.
Photography
Occasionally photographs and filming will occur for use in marketing ESU. All registrants reviewed and accepted or declined the terms and conditions of the Photo Waiver when completing their registration.

Special Accommodations
Queen's University is committed to facilitating the integration of persons with disabilities into the University community. If you require any special accommodations to attend our programs, please contact the ESU and we would be happy to assist you.

Additional Notes
- Queen’s University charges a replacement fee of $150.00 per residence key lost. You will be invoiced for any lost key. Each student will be provided with a neck lanyard that they can use for their room key
- Skateboards/Rollerblades are not permitted on Queen’s property

Lost and Found
Any items collected as lost and found will be held at the ESU office for 15 days from program completion date. Please contact us if you suspect you may have lost something during your visit to Queen’s University. After 15 days, all lost and found items will be donated to charitable organizations or otherwise disposed of. The Enrichment Studies Unit cannot accept responsibility for loss or damage to personal possessions