

Fall Orientation Volunteer Contract

The Carleton University New Student Orientation Program provides new students with a holistic orientation experience – one that serves to both acclimate students to the institution and establish a strong foundation for their success. This is accomplished by empowering new students, promoting personal development, and building a stronger Carleton community.

**In consideration of my participation as a Fall Orientation Volunteer leading up to Carleton University Fall Orientation Week, I, the undersigned, endorse and will abide by the following Charter up until the commencement of the 2026 Fall Orientation Week volunteer commitments:
(Friday, September 4, 2026 at 6:00 am)**

1. In order to facilitate an inclusive and comfortable environment for first year new students, and Fall Orientation Volunteers and Staff **I shall respect:**
 - a) The right of ALL students to choose when, and if, they wish to participate in Orientation Week activities;
 - b) Differences of gender, ethnic origin, religious affiliation, sexual orientation, varying visible and invisible abilities, and other protected grounds as outlined in Carleton University's Human Rights Policy; c) The entitlement of ALL students to their own space and time;
 - c) All rights and responsibilities set by Carleton University under the Student Rights and Responsibilities Policy;
 - d) The Fall Orientation Respect, Safety, and Inclusivity Commitment (see below)

2. **Carleton's Sexual Violence Policy** (<https://carleton.ca/secretariat/wp-content/uploads/sites/158/Sexual-Violence-Policy-2025.pdf>): As a community, Carleton University supports and is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated and is treated with the seriousness it deserves. In order to facilitate an inclusive, safe, and comfortable environment for first year new students, and Fall Orientation Volunteers and, **it is my responsibility to:**
 - a) Continually fostering an environment where members of the University community can live, study, and work free of sexual violence.
 - b) Recognizing that anyone can be harmed by sexual violence and that it is a fundamental affront to an individual's rights, dignity and integrity.
 - c) Seeking first to prevent and then to redress sexual violence, by safely intervening and speaking out when the University sees it occurring.
 - d) Combating broader societal attitudes regarding gender, sex, and sexuality that normalize sexual violence and undermine equality.

3. In order to facilitate a safe and positive environment for first year, new students, and Fall Orientation Volunteers and Staff leading up to Fall Orientation Week, **I will not:**
 - Engage in any act, language, or behaviour that portrays academic endeavours or the learning environment at Carleton University in a negative light, at the discretion of the designated Orientation Advisory Committee; h) Engage in any language, act, or behaviour that is defined as sexist, racist, homophobic, or offensive as stipulated by Carleton's Human Rights Policy and Safe Space Policy;

4. Eligibility for this program requires maintaining an ACE decision of Eligible to Continue (EC) and passing a student judicial/conduct review. I grant the Student Experience Office permission to verify my academic and conduct status with the Faculty of Engineering and Design and the Office of Student Affairs at the start of and throughout the volunteer term. Should I fail to pass the initial review or no longer receive Eligible to Continue during my term with Fall Orientation, I will be immediately released from my volunteer duties to allow myself to focus on my academic and personal responsibilities.

5. I understand that I will be required to submit a Vulnerable Records Check (also referred to as a Police Record Check) in order to remain eligible to volunteer.

***A violation of any item identified above can result in immediate removal of participation in Fall Orientation Week**

activities. In addition, a violation may require further follow-up with their designated planning group (CUSA/RRRA/SEO or EngFrosh) and/or a judicial meeting with the Manager of Student Conduct and Harm Reduction and/or Equity Services.

Failure to abide by this Charter of Responsibilities: Fall Orientation Volunteer Contract, or breach of any of its sections or sub-sections will be considered a serious violation and can result in immediate removal from all Orientation Week activities.

Please note I further understand and consent to being photographed for the purposes of university related promotional materials.

The Student Experience Office (SEO), the Carleton University Students' Association Inc. (CUSA), the Rideau River Residence Association Inc. (RRRA), EngFrosh, Carleton University, their representatives, and all others who are involved, shall not be liable for any injury to my person or loss or damage to my personal property arising from, or in any way resulting from my participation in Fall Orientation Week 2026 and/or the activities associated with it. I understand that there are potential risks inherent in my participation in Fall Orientation Week 2026, including injuries resulting from my own personal actions, the actions or inaction of others and/or a combination of both. My participation in Fall Orientation Week 2026 serves as my acknowledgement of these risks and my willingness to assume those risks. I hereby release Carleton University, The Student Experience Office, the Carleton University Students' Association Inc., the Rideau River Residence Association Inc., EngFrosh and their agents, and all others who are involved from all actions, claims, and demands that I may at any time have now or in the future for liability of any kind arising from my participation in Fall Orientation Week 2026 and the activities associated with it.

Charter of Responsibilities: Fall Orientation Volunteer Agreement 2026

Name (please print): _____ Signature: _____

Witness (please print): _____ Signature: _____ Date: ___/___/ 2026

“All of the information collected and used on or pursuant to this form is done so in accordance with s.38(2) and s.41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information provided will not be used for any other purposes than those stated. Should you have any questions concerning your personal information please contact The Student Experience Office. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.”

Respect, Safety, and Inclusivity Commitment (2026)

This intentional Respect, Safety, and Inclusivity commitment compliments the Fall Orientation mission statement which focuses on the holistic development of all students and facilitation of the transition process which includes the integration of all students intellectually, culturally, and socially into the Carleton community.

This commitment ensures that all students, faculty, community members and guests will be fully included and accepted, without any fear of discrimination, prejudice, or harassment, regardless of their sex, race, sexual orientation, gender identity or expression, age, religious, varying visible and invisible disabilities culture and/or other protected grounds as outlined in the Carleton University’s Human Rights Policy. Fall Orientation serves to provide a successful transition for all students. The commitment, when upheld by volunteers and staff, serves and protects individuals from hurtful or disrespectful language, coercion, violence or threats of violence to create an environment that is safe and comfortable for all.

Outcomes:

- No fear of discrimination, prejudice, or harassment, regardless of their sex, race, sexual orientation, gender identity or expression, age, religious, varying visible and invisible disabilities, culture, and/or other protected grounds.
- Intervenes when there are disrespectful comments, personal attacks, coercion, violence or threats of violence to ensure an environment that is safe and comfortable for all.
- Upheld while on campus, off campus, and in a virtual setting and shall extend to members of the Carleton community in their relations with the university leading up to Fall Orientation week.

Adopted by the Fall Orientation Planning Team 2026

I, _____ have read the Respect, Safety & Inclusivity Commitment for Fall Orientation Week

Signature: _____ Date: _____