

[BSD2 C.A.R.E. Procedures for College Students](#)



- Be punctual and consistent. If you cannot make your session, please inform your CARE Facilitator with a **24-hour notice**. When 3 sessions are missed without proper notification your CARE placement will come to an end.
- **All communication needs to go through the CARE Facilitator:** absences, changes in schedule, extra time, assignments needed for class, etc... Ask questions and discuss concerns with your CARE facilitator. Please see her before or after your session.
- **Commitment is through the end of the semester**
- Sign in & out at the designated C.A.R.E. area; Obtain a badge to wear and scan out before leaving.
- Motivate students to do their best. Help them to stay on task.
- Stay positive, contributing to a friendly and supportive environment. Begin and end on a positive note!
- **Keep information about students and/or families confidential.**
- Appropriate attire is required (business casual); Cell phones silenced during C.A.R.E. sessions..
- Staff interviews with questions sent ahead of time to the Facilitator. (No more than 5-10)
- College students need to keep track of their own hours! The CARE Facilitator will verify them to sign the FEV form or logging tool. Completed forms submitted *at least* one week prior to last session.
- Apply at tinyurl.com/bsd2care

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www.bsd2.org

