



NEW ENGLAND
YEARLY MEETING
OF FRIENDS

GUIDE TO YEARLY MEETING ANNUAL SESSIONS

(Your Portable Information Desk)

Where ~ What ~ How

Please keep this handy for reference

What's included in this guide:

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Internet Connection on Campus

There is WiFi throughout the campus. The login information will be in this guide closer to Sessions and in your welcome letter from the university.

Yearly Meeting Office at Sessions

Sat–Tues, 1–5 p.m., in Woodruff 228; tel. 508-754-6760

Office Manager, Sara Hubner

Volunteers Needed!

Volunteers are the backbone of NEYM Sessions. Help in the bookstore, carry a tray at a meal for someone in need, play with kids under the tent in the afternoon. Find something to do and volunteer!

Handicap Parking on campus is for state-issued permits only. Other cars will be towed.

Lost & Found is located at NEYM Info Desk. *The Yearly Meeting Office is not responsible for items left at the end of Sessions. **Please be sure to label your belongings.***

Housing or Facilities Concerns: Bring any concerns related to Sessions arrangements to the Events Coordinator at 740-478-2537

Castleton Store hours: The store located in the Campus Center has basic office supplies, chargers, cables, snacks, and hygiene products as well as a variety of other items.

Pool hours: Check the *Yearly Meeting News* for the week's schedule.

Photocopies: The Sessions Office will make copies *only for items coming to business sessions*. If you need copies for other purposes, the Castleton library has copying machines.

The Sessions Attenders List will be on sale at the Bookstore on Monday.

Hang on to your keys! Lost/unreturned keys or key cards are \$50 each.

Check-Out and Key Return

You must return your key to a person or in the designated drop box outside the college's Conferences & Events Office in Hoff Hall.

Early Check Out: There is a key dropbox outside of Conference Services, Hoff Hall, when staff are not available.

Wednesday Check Out: **We must be out of our rooms by 1:00 p.m.!** Castleton staff will be in Huden Dining Hall to accept keys.

If you need to check out when Hoff Hall is closed, please call the Events Coordinator (740-478-2537) to arrange to meet someone.

If you rented linens, leave them bundled up on your bed. It's that simple!

First Aid & Medical Emergencies

A first aid kit and directions to hospitals are available at the Info Desk (*Fine Arts Ctr*).

- In the case of a life-threatening medical emergency please **call 911** and then the Events Coordinator at 740-478-2537.
- In case of COVID symptoms contact the COVID Safety Coordinator at: 207-632-7764.

The Yearly Meeting News

This one-page newsletter is printed daily, Saturday through Tuesday. It will contain announcements, changes to the schedule and other important information. Submit announcements at the Info Desk or by email to ymnews@neym.org by 1 p.m. for the next edition.

Access Resources

Access Needs: Closer to Sessions you will be contacted about any food allergies or access needs on your registration. If you have concerns in the interim, please contact the Events Coordinator at events@neym.org.

Golf Cart Shuttles *for mobility challenged folks* will be available from Saturday lunch through Wednesday lunch at major transition times between dorms, dining hall, and program spaces. Primary stops will be located at Hoff/Pavilion, Castleton/Family Neighborhood, Huden Dining Hall/Campus Center, Stafford/Jeffords/Leavenworth, and Fine Arts Ctr. Information will be on the Info Desk.

Dining Hall

Special Dietary Needs: If you have medical dietary needs that you did not indicate at the time of registration, you should seek out the Sessions Access Needs coordinator, Jana Noyes-Dakota, as early as possible to see whether they can be accommodated.

The college has a limited number of trays for those with young children and mobility challenges. Compostable “clamshell” containers may be available to carry food to distant locations for mealtime meetings.

Regular dining hall dishes can be used in the tents outside and a bussing station will be available for dirty dishes by the entrance.

Do not bring your own food containers into the dining room. (Travel mugs and water bottles are okay.)

Encourage parents with small children to go to the head of food lines and offer to help. Likewise, be alert to offer assistance to others.

No Running Zone Please, no running in the cafeteria and other high traffic areas! Please be careful not to bump into Friends. All of us can remind Friends who forget.

Care and Concerns

This is a tobacco-free campus. This includes, but is not limited to, e-cigarettes and smokeless tobacco. Though cannabis is strictly prohibited at the University. The full policy can be found at

<https://www.castleton.edu/campus-life/student-resources/university-handbook/alcohol-other-drugs/#tobacco>

Policy on Addressing At-Risk Behavior: The Sessions Planning Clerk and Yearly Meeting Secretary help ensure safety and security at Annual Sessions. A copy of the Policy guiding this work appears on page 6.

Please be Fragrance Free with personal care products or toxic markers (Crayola art materials are non-toxic).

The Sessions Pastoral Care Team is available at: 802-265-0186

Need to get away? There are small, air-conditioned lounges in Leavenworth and Stafford.

Photography at Sessions

We welcome your photographs for use on neym.org during Sessions; however, please do not take photos from the front of the auditorium or on-stage during worship or business. Please do not be disruptive. And please do not post photographs of individuals without permission. Please see the full policy for taking photographs at Sessions at <https://neym.org/photography-recording-policies>; some copies are also available at the Info Desk or can be obtained by e-mailing office@neym.org. People with red circles on their badges have asked to not be photographed.

The Youth programs maintain their own agreements or policies on media (including social media). Participants and staff in those programs are expected to abide by their program's agreements. Contact the program coordinators with any questions.

Addressing At-Risk or Disruptive Behavior at Sessions

At Sessions, we have a responsibility to ensure a safe and respectful environment for all participants. Those whose behavior disrupts program activities and/or threatens or violates the physical and emotional safety of others may be asked to leave.

Procedure:

- Disruptive behavior should be reported in confidence to one of the following people: the Clerk of Sessions Planning, the Clerk of Ministry and Counsel, the Quaker Practice & Leadership Facilitator, the Teen Ministries Coordinator, the Children & Family Ministries Coordinator, the Yearly Meeting Secretary, the Sessions Pastoral Counselor, or the Events Coordinator.
- The clerk of Sessions Committee and the Yearly Meeting Secretary shall coordinate the implementation of this policy and shall be promptly advised of all incidents.
- The Yearly Meeting Secretary carries the final responsibility for safety and security at Sessions, and thus for decisions about addressing disruptive behavior.

- If disruptive behavior is reported, the Sessions Clerk and YM Secretary will determine appropriate actions, consulting with those involved as necessary.
 - If the impact of the risk or disruption is easily mitigated during Sessions, the offending party will be warned, and a plan for addressing the issues and the needs of those impacted will be made.
 - If the risk or disruption is not easily mitigated during Sessions (due to emotional or safety risk to others, the intensive follow-up needed, legal issues, etc.), the offending party will be asked to leave the program activity and/or Sessions.
 - Following Annual Sessions, responsible parties (program coordinator, Sessions clerk, YM Secretary, etc.) will explore and be open to restoring relationship with those who have been asked to leave.

Protocol for asking participants to leave:

- If the Yearly Meeting Secretary, in consultation with program coordinators or other responsible/involved parties as appropriate, decides that a participant's behavior necessitates that they leave Annual Sessions, this will be communicated directly to the person being asked to leave.
- The Yearly Meeting Secretary will communicate directly with the person being asked to leave, or if circumstances require would delegate an appropriate person to communicate with the person being asked to leave. In all cases, a printed handout explaining the decision will be given to the person being asked to leave, with a clearly stipulated timeframe by which they need to leave campus. The Yearly Meeting Secretary has responsibility for ensuring that the request to leave campus has been understood and honored.
- If the person being asked to leave is a participant in the Sessions Youth Programs, a printed handout explaining the decision and an explanation will also be given to their parent and on-site sponsor.
- In implementing this policy, the Yearly Meeting Secretary in consultation with others will seek appropriate and timely pastoral care supports for all involved, including the person being asked to leave and any family or close friends at Sessions.

[Revised June 2022]