



## Youth Safety Policies

The Canadian Unitarian Council is committed to holding safe and inclusive events for the youth<sup>1</sup> of our denomination.

To this end the following policies, rules, and requirements have been developed to help clarify responsibilities and expectations for the youth, and the adults who work with them, when attending youth focused programs and events run by the CUC. These policies will be in effect at all CUC Youth Events.

These policies are based on current practice in Canadian youth ministries and standard, professional best practices regarding youth work, so they are recommended for CUC member congregations to adopt and adapt for their own congregational events and circumstances.

The intent of this document is to provide a common location where all these policies and their rationales can be found. Recognizing that standards, values and best practices change and evolve over time, these policies should be understood as living documents and will be reviewed on an annual basis.

### Youth Policies

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<sup>1</sup> For CUC sponsored Youth focused programming and events we understand ‘youth’ to mean people ages 14 – 20 inclusive.



*revised January 2016*

## **CUC Youth Event Rules**

The following rules have been adopted to foster the creation of safe and inclusive community during youth conferences, trainings and other events where youth are the main participants and where there is an ‘overnight’ component. These rules are intended to offer a “minimum expectation” for behavior of participants and are based both on valued behavioral norms that are promoted in UU Youth culture as well as insurance requirements and best safety practices. For these reasons, these rules will be in effect at all CUC youth events and are recommended for use and adaptation in congregational youth programming as well.

Exclusive behaviours, typically involving small, closed groupings of individuals, have been identified by both youth and adults, to be detrimental to a variety of the goals of UU youth gatherings and events.

These goals include but are not limited to:

- community building
- gently stretching personal comfort zones
- creating safe, sacred space
- encouraging personal and spiritual growth
- building strong and healthy friendships amongst youth and between youth and adults
- allowing youth to grow and flourish in a respectful and open environment

Cliques, bullying, drug and alcohol use, violence and overtly sexual behavior all diminish the chance for these goals to be reached.

The following apply to all participants of youth events, regardless of age:

- Youth participants must be between 14 – 20 years of age<sup>2</sup>
- Adults Advisors (or other adult volunteers) must be 25 years of age or older and must remain in the role of advisor at all times
- A maximum ratio of 8:1<sup>3</sup>, youth to adults, will be used for all events with an overnight component
- A minimum of 2 adults advisors must always be present at any youth event

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<sup>2</sup> Youth between the ages of 12 – 13 year may, in some circumstances, be invited to participate in joint Jr. & Sr. Youth Conferences.

Young Adults between the ages of 21 – 25 may, in two circumstances, be invited to participate in Youth Conferences. As guest speakers or facilitators or as participants in Learning Conferences that are specifically designated as multigenerational events. In both cases, Young Adults ages 21 – 25, may not act as advisors/sponsors (or in any ‘supervisory capacity’) for other youth and must abide by all conference rules.

<sup>3</sup> In the case of joint Jr.& Sr. Youth Con, the youth to adult ratio must be increased to 6:1 and separate sleeping areas for the Junior Youth are required



- All youth participants (regardless of age) must have an advisor present
- All participants must stay on site for the duration of the event. (No leaving the site except as part of a planned activity)
- All participants must follow the site's rules
- Only registered participants may attend (No drop-ins)
- All participants must be sober at all times (No illegal drug, substance, or alcohol use is permitted)
- Peaceful behavior and actions must be maintained at all times (No violence, threats of violence or weapons are permitted)
- Inclusive, appropriate behaviors must be maintained at all times (No violating the CUC Policy on Sexualized Behaviour at Youth Cons – see below)
- All participants must sleep individually (1 person per sleeping bag or blanket)
- All participants must maintain appropriate dress for the duration of the event (Public nakedness at CUC Youth Events is not permitted)
- All participants over the age of 18 and all youth under the age of 18 who are serving in a leadership role, must sign the Code of Ethics for Adults and Older Youth Working with Children and Youth
- All participants (including event organizers & volunteer “staff”) must submit completed registration forms by the registration deadline, including providing signed congregational involvement forms, and informed consent forms (where applicable)

#### CUC Policy on Sexualized Behaviour at Youth Events

Sexuality is a healthy and important part of young people's lives. Youth programs are an important opportunity for youth to express themselves in healthy ways, however exclusive relationships, especially those of a romantic or sexual nature often detract from the larger community. All members of the community must respect each other's physical boundaries and the intention and purpose of Youth Events.

Inappropriate sexualized behaviour for youth events (i.e. oral, vaginal, anal or digital intercourse, and or sexual harassment of any kind) is not permitted. (In short form: Yes for consensual hugs and kisses, No touching with the intent to arouse , between the neck and the knees).

The Reconciliation Committee (or designated group) reserves the right to deem any behaviour inappropriate. Parents/guardians are invited to discuss this policy with their youth.

**Breach of the above Rules and Policy at a Youth Event, may result in participants being disallowed to participate in the remainder of the event/and or being barred from attending future CUC Youth Events.**



## **CUC Code of Ethics for Adults & Older Youth Working with Children and Youth**

Adults and older youth working in leadership roles are in positions of power and authority over youth and children. Adults and older youth also play a key role in fostering the spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between children or youth and their leaders must be one of mutual respect if positive potential is to be realized. The areas of growth in one's self-worth and in the development of a healthy identity as a sexual being are very important parts of childhood and adolescent development. Adults play a key role in assisting children and youth in these areas of growth.

Research indicates that children, youth, adults and communities suffer damaging effects when leaders or those in positions of power and authority become romantically and or sexually involved with young persons in their care.

Therefore: leaders at CUC Events, will refrain from engaging in sexual, seductive, or erotic behaviour with children and youth. Neither shall they engage in sexually explicit conversations (unless it is part of an educational program i.e. OWL), particularly any of a personal nature, sexually harass or engage in behavior with children or youth that constitutes verbal, emotional or physical abuse (including using any form of corporeal punishment).

All leaders shall be informed of this code of ethics and asked to agree to it before assuming their role as a volunteer or staff in any program involving children and youth which are sponsored regionally or nationally by the Canadian Unitarian Council.

In the event that this code is violated at a CUC sponsored event, appropriate actions will be taken by the CUC staff (and Board as required) in consultation with the event's leadership and organizing team.



## **Congregational Involvement Policy for Participants of Youth Events**

Youth events are primarily about building inclusive, religious community in the context of Unitarian Universalist values. In order for this process to happen in positive and safe ways, youth and adult participants are asked to show they already have a minimum level of involvement within the Canadian UU community before they attend over-night youth events.

Youth Events, and weekend long “Cons” in particular, are intended to be welcoming spaces where youth (and adults) can be free to express their most authentic selves. In doing so, this may sometimes include being vulnerable emotionally and spiritually. Overnight youth events, including social Cons are NOT generally suited to be an “out-reach tool” as they assume a relatively high level of UU knowledge and identification on the part of the participants. Youth group meetings or other congregational events provide better opportunities for new, interested youth and adults to learn more about Unitarian Universalist youth ministry and community.

In order to attend a CUC Youth Event, CUC policy requires that:

- all youth participants have attended **at least three Youth** Group or program meetings at their Congregation **within the last six months** prior to the event.

If the Youth does not attend youth group, they should be actively involved in their congregation in other ways or involved at the regional or denominational level<sup>4</sup> (i.e. in the case that their congregation does not have youth programming).

Persons from a congregation who may vouch for a youth’s involvement include: Youth Advisors, a Director of Religious Education (or equivalent), a Minister or a Congregational Board President.

CUC policy requires that Adults volunteering at a CUC Youth Event must:

- have attended their local congregation for at least **six months** prior to the event/program
- be at least **twenty-five** years of age
- have been **vetted through their local congregation’s own screening process**, including having:
  - **personal reference checks** performed
  - a **Criminal Records Check** or **Police Records Check (PRC)**<sup>5</sup> performed

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<sup>4</sup> In the case of a youth who is regionally or national active, but not active in a congregation, it is their responsibility to find an appropriate adult who can personally speak to their involvement. This could include a CUC Staff person or CUC Board member.

<sup>5</sup> It is acknowledged that a PRC is valid only on the day it is completed and is therefore incumbent on the staff or volunteer to inform their congregation (or the CUC) if there is a change in the status of their criminal record. To be considered valid, a PRC must be renewed every 3 years.



Persons from a congregation who may vouch for an adult's involvement include: a Director of Religious Education (or equivalent), a Minister or a Congregational Board President.

Serving as a Youth Advisor is a privilege. Youth Advisors at CUC events, serve and minister to and with youth from around the country. As both a religious and volunteer driven organization, it is the CUC's moral and legal duty to ensure that we provide, to the best of our abilities, a safe and nurturing experience for the young people of our community and that our volunteers to do not take on undue risks in their work on our behalf.

In order to protect both our youth and the adults who work with them, the CUC, as outlined in our (which was developed as part of the Volunteer Canada's Screening in Faith Initiative) requires that volunteers (and staff) working at CUC events with children and youth, adhere to a high level of safety standards that are consistent with Canadian best practices.

Serving as a youth advisor constitutes a "high risk" position, as adults who serve in this role, have the opportunity to be alone with youth and or have power over or a position of trust with them. Obtaining a Police Records Check (PRC) in order to work with youth is considered a minimum requirement asked for throughout the educational and social service sectors, and is only one part of ensuring that adults are adequately screened. A CRC is in no way a replacement for current and thorough vetting and background checks.

Please see for information about Volunteer Canada's 10 Safe Steps for mitigating risk for volunteers, as well as information about the assessment of risk use for screening volunteer at all CUC events.



## **Medication Policy for Youth Events**

All Youth Con attendees (both youth and adult) are responsible for bringing, keeping track of, and taking any medication(s) they will need over the course of a conference or training weekend. This includes any prescription medication and nonprescription drugs like painkillers and/or allergy medication.

All medications (with the exception of: inhalers, epi-pens, birth control pills and insulin) are to be 'turned-in' upon arrival at the Con and will be kept in a locked location for the duration of the Con, to be accessed on an as needed basis.

- This measure is to ensure that no medications are lost, stolen or shared among participants and to ensure that all youth are able to take their medications on the schedule they were prescribed.

At no time, are medications to be shared among participants while at the Con (including non-prescription medications).

Any medical needs that might arise while at the Con should be directed to the Con's First Aider or the Lead Adult.

- If a youth needs to take any non-prescription medication (ie - acetaminophen, ibuprofen, Benadryl, Pepto-Bismol, etc) for headaches, menstrual cramps, or other minor ailments, etc - a call to their parents/guardians, these medications can be dispensed by the Con's First Aider or Lead Adult.
  - If the medication that the youth normally takes is not at the Con, a youth advisor can leave the Con briefly to purchase some.

All youth bringing any medication to the Con should have noted this with their medical information on their registration form, and include any information about the schedule on which they need to take their meds .

(Adults bringing medications to a Con do not need to provide information about them but are asked to 'turn-in' their medications as well so that they cannot be lost or stolen either).

\*If a youth thinks they will need help remembering to take their medication on time, they are responsible for discussing this with their parents and advisor coming to the Con, so they can come up with a plan for how they will stay on their meds schedule.

### Procedures:

- the best place to lock up the medications at the Con will need to be determined by the Con's leadership team
  - an ideal place would be a room that does not need to be accessed for any other reason, ie) an staff members off or a storage room
- since Con participants will need to access their medications at various times throughout the day it's important that someone is available to access the location where the medications are kept at all times
  - since many medications need to be taken at set times (often in the morning and in the evening) establishing a schedule of when the 'meds room' will be unlocked is a good idea (this can be explained during the Con's orientation on the First night)
    - at breakfast and right after evening worship are two good times



## **Night time Safety Requirements & Guidelines for Youth Events**

The nights during a weekend Youth Con are often a cherished time for building friendships and making deep connections. Nights are the least 'programmed' time of a Youth Con and many youth often choose to stay up very late to enjoy more time with new friends and the warmth of the Con community that is created over the weekend. In order to keep our youth as safe as possible at a time when there is less supervision (while many advisors go to sleep) the following requirements and guidelines have been put in place. These requirements and guidelines aim to strike a balance between current common practices used across Canadian Youth programming at Youth Cons and best practices that mitigate risk and keep CUC Youth Events in compliance with the CUC's insurance requirements.

### **Core Required Practices:**

- Minimum of **2 adult 'Overnighters'** must be awake and 'on-duty' from **1am to 7am\*** each night of a Youth Con (whether there is a stated 'bed time'/curfew or not)
  - ideally a minimum of 2 youth are 'on duty' as 'Overnighters' as well (usually as part of Spirit Corps)
    - Note: it does not need to be the same two adults on duty for that whole period each night, working in shifts is fine
- Female-identified, Male-identified and 'All-gender/Gender neutral' sleeping rooms must be provided
- an 'Awake/All-night' room(s) must be available for all nights when there is not a designated 'bed time'/curfew
  - this room will be staffed by Spirit Corps youth over the night (if there is a Spirit Corps) as well as the advisors and other adult volunteers who are on "Overnight duty" (when they are not circulating through the building)
- Minimum of 1 adult must sleep in each room that is designated as a 'sleeping room'
- All rooms used for sleeping must have windows in the doors (with the exception of an advisor only room)
- All sleeping rooms must have unlocked doors
- All sleeping rooms need a night light of some kind in them (so it is possible to see who is in the room without turning on an overhead light)
- Youth must sleep in individual sleeping bags/blankets (or no sleeping bag) so that 'floor' is visible between all youth
  - Youth may sleep near each other but may not share sleeping bags, blankets or covers
  - 'cuddle puddles'/ 'puppy piles'/spooning are not encouraged during sleeping times
- The rooms where the Adult Advisor, 'Lead Advisor'/CanUUdle Coordinator, Co-Deans and Chaplains are sleeping must be posted somewhere visible in the "Awake/All-night" room, as well as marked on the doors of the rooms they are sleeping in so they can be easily found in case they are needed during the night
- Each evening of the Con, an 'Overnighter' orientation must be held, to go over: these guidelines, Con and Site Rules, Emergency protocols, the Behaviour Continuum Guidelines, any site quirks/'off-limits' areas to be aware of as well as the 'Overnighter' schedule





### Overnighter Responsibilities when 'On Duty':

- Overnights (whether they are Youth Advisors attending the Con or 'outside' volunteers who have come into help) should be prepared to deal with minor issues in the moment as they arise but are **not** expected to engage in determining consequences for rule violations or breaches of the community covenant
  - Rather, the main role is to be participants and observers in the night time community of the Con and to quickly alert the Con Staff if and when any issues or incidents occur
    - Overnights should be familiarize themselves with the Youth Event Rules, the Con's site Rules and the Behaviour Continuum Guidelines
- Overnights must circulate through all rooms of the entire building of the Con (that are not locked) at least once per hour (often called 'doing a sweep' or a 'walk through')
  - during which they should check for presence or activity in 'off-limits' rooms/places, and for especially for activities that would be considered 'Warning' or 'Serious' behavior or would be breaking the Con or Site Rules (ie - damage to property, sexual activity, drug or alcohol use, etc)
- At the end of every shift\* Overnights must connect with their replacements before going to bed/going home and check-in about the following things:
  - Where the awake youth are and how many are still awake
  - Any issues/incidents that needed to be dealt with and how those issues were handled
  - Any information that needs to be passed on to:
    - the Co-Deans and the 'Lead Advisor'/CanUdle Coordinator
    - any youth's own Advisors
    - the Con Chaplains (in case it seems like someone might have some processing to do)
  - Anything else that was of concern or any examples of great youth leadership or problem solving

### For any issues that occur between 1am - 7am at a Con, an Overnighter should:

1. First always seek support from other awake youth in leadership (Spirit Corps, Con Staff, Touch Group Leaders) in calling youth back into community. (Don't forget to use your fellow Overnights for support as well).
2. For 'Warning behaviour' Overnights (whether Con Advisors or Volunteers) should address these issues in the moment and make note about what happened, to be able to pass on the relevant names and details of what occurred both to the next shift of Overnights, and to the youth's own Advisor, as well as the Con Co-Deans and the 'Lead Advisor'/CanUdle Coordinator can be updated about what went on, in the morning
  - a. Don't hesitate to wake someone up if you aren't sure how to deal with something
3. for 'Serious behavior' Overnights (whether Con Advisors or Volunteers) should wake up the 'Lead Advisor'/CanUdle Coordinator right away, who will determine what the next steps need to be



4. If any sickness or injury occurs that warrants a 911 call and/or a trip to the Emergency room, the 'Lead Advisor'/CanUUdle Coordinator and the designated First Aider must be woken right away and again the 'Lead Advisor'/CanUUdle Coordinator is responsible for determining the next steps that will be taken

Overnighter Qualifications:

- Overnighters can be Youth Advisors participating at the Con or recruited volunteers who come into the Con just to help in this capacity
  - Youth Advisors participating in the Youth Con who will have to drive more than ½ hr to get home when the Con is over may not have any Overnighter shifts on the final night of the Con
- All Overnighters must provide a signed Congregational Involvement form
  - If they are not congregationally involved – they must provide references and a Criminal Records Check directly to CUC Youth and Young Adult staff
- Overnighters must be 25 years of age or older



## **Conference Rules and Consequences Policies & Procedures**

The following policy outlines the procedures that will be used at a Youth Conference, when there is a need to address a serious problem that has arisen because participants have acted in ways that jeopardize the wellbeing and safety of the conference community. Most often these are issues that are not directly related to the logistical and operational aspects of running the conference, but rather are of a behavioral or covenantal nature.

Participants who may have broken the CUC Youth Safety Rules, the Con's site rules and/or in some other way transgressed the Conference community's covenant will be addressed at a meeting of the Reconciliation Committee (RC)<sup>6</sup>. At an RC meeting, its members are asked to respond to the participants and the issue/problem they are involved in, with considered, situational consequences.

The RC is composed of a combination of youth and adults in leadership at the Con and their job is to collectively determine appropriate, incident-specific responses (which may include consequences) for what has happened. (see below for more detailed description of the suggested composition of the RC).

The RC acts in some ways like a 'council of elders' taking into account both the actions and feelings of the individuals involved and the needs and overall health of the Con community. The RC's purpose is not to judge or cast punishment but rather to problem solve through facilitating a "clarifying conversation" with all who are involved with the problem or transgression.

The RC also has the authority to send participants home depending on the severity of the rule breaking, but more often this group will facilitate conversation and aims to broker:

- understanding
- accountability taking
- forgiving and forgiveness,
- and ultimately reconciliation and a return to 'being in community' for all involved

The hope of the RC meetings and process is to affirm the ideas that:

- everyone makes mistakes
- being held lovingly held accountable for one's actions is in the best interest of both individuals and the Con community
- giving forgiveness and making amends for poor choices/decisions is part of how we hold one another accountable.

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<sup>6</sup> The Reconciliation Committee has previously been known by several other names and acronyms including: RACC (Rules and Consequences Committee), CAC (Conference Affairs Committee) and CRAC (Committee on Rules and Consequences).



The Reconciliation Committee's ultimate goals are:

- 1) maintaining the safety and wellbeing of the conference community
- 2) ensuring the safety and wellbeing of the individuals involved
- 3) facilitating a return to right relations between the individuals involved

In cases of violence and/or abuse there will be zero tolerance and all adults must act as mandatory reporters of such activities.

**\*\*\*Due process of the RC, must never preclude or delay the need to call Police or other Emergency Services immediately to deal with serious injuries or abuse.**

If such a need should ever arise, the identified Lead Adult (in the case of CanUUdle this would be the CanUUdle Coordinator) must ensure that individual participant safety is always met first, as the RC can address the needs of the Con community at large, concurrently or at a later point.

Consequences chosen by a RC are always intended to be appropriate to the situation and tailored to the specific individuals and incidents. The hope is that both the individual(s) involved and the community as a whole will understand the relationship between the consequences and the offending behavior. The consequences that are chosen can range widely; in some situations, the RC conversation itself along with apologies may be all the consequences that are needed, in other situations, the appropriate consequences may include removing participants from the community (i.e. sending someone home) and recommending that those participants are denied the privilege of attending future CUC Youth events.

For all issues brought before a RC, the committee must send an incident report to the CUC Youth and Young Adult Ministry Development staff with 48 hours of the RC meeting.

Because every Youth Conference will have a slightly different leadership structure, prior to the beginning of any Con, the Con staff should review these guidelines and determine what is the right composition of an RC for their Con (based on the Con's size and the experience of the youth in leadership available). Below is the suggested minimum number of members that should sit on an RC:

- 2 designated Youth leaders from the conference staff (these roles are often filled by 1 of the Co-Deans and another experienced Youth staff)
- 2 designated Adult leaders from the conference (this could be the identified Lead Adult of the Con, or a CUC staff person (At CanUUdle this would be the CanUUdle Coordinator or the Adult 'Advisor's Advisor')
- 1 conference chaplain or minister (to provide spiritual & emotional support the persons involved)
- Additional individuals may sit on the CRAC if that seems necessary or appropriate



Individuals who might speak to the RC may include:

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A person reports an issue to a Con staff or youth advisor. The person(s) receiving the report of the issue must make sure the Co-Dean(s) are notified of the violation. After consulting with the Lead Adult, if there is reason enough for a RC meeting (as there may be other ways to deal with the particular issue), the Co-Dean(s) must inform the appropriate persons (see above) that 1) an RC will be taking place and 2) the specified time and place of the meeting.

1. The process should be conducted with as much love, compassion, fairness and expediency as possible.
2. The group nominates someone to be the facilitator for the discussion.
3. The group appoints someone to take notes for the report to be filed to CUC Youth and Young Adult Ministry Development staff after the process is completed.
4. The facilitator outlines the process to the rest of the group.
5. The facilitator reviews the ground rules for the process:
  - a) one person speaks at a time,
  - b) no name-calling,
  - c) use "I statements,"
  - d) listen while each person speaks (no side talk), etc.
6. Try to meet in a circle for more effective communication.
7. The person                      the violation has five minutes to                      as s/he saw it.
8. The person(s) who allegedly broke the rules then has five minutes to explain his/her/their behavior.
9. The person(s) who allegedly broke the rules, then has three minutes to ask clarifying type questions of the reporter as necessary.
10. The person reporting the issue (whatever it is) and other RC members then have a further five minutes to ask questions of the alleged violator(s).

When the RC has heard all the relevant information, they, minus the participant(s) involved, the reporter(s) and any victims and/or witnesses, will discuss the facts and the issue and collectively decide on the appropriate consequences and or next steps.



\*If the issue is of a nature that there are direct 'victims', these individuals should be given the opportunity to approve the consequences that are chosen by the RC before they are given out.

Once the consequences are decided upon, the person(s) responsible for the issue should be notified and after that point any announcements or apologies to the community at large should be made.

After the RC is concluded and the consequences have been given out, the Con Chaplain or a minister should be made available to speak with:

- participants involved in the issue to make sure they understand(s) that the consequence was a response to the behavior exhibited and not to them as individual(s).
- the "victims" to offer supportive listening and help them with any processing

If a consequence is that someone is asked to leave the conference, their sponsor and one of the Co-Deans will immediately make the arrangements for this to happen. If parents are asked to pick up the youth, the youth will be removed from further Con activities and must stay removed from the Con community in a separate area with his/her sponsor and another assigned adult until his/her parents or guardian arrive.

Lastly the RC **must** ensure that the incident form is filled out and given to the CUC Youth and Young Adult Ministry Development staff within 48hrs of the incident.



**Youth Conference Reconciliation Committee Incident Report Form:**

For use at all CUC Youth Events

Name of the Youth Con :	Reported by:
Location & Region of the Con:	Reporter's role at Con:
Time & Date of the Incident: (mmm/dd/yyyy)	

List all RC members (including their name, and their role at the Con, if any)
1.
2.
3.
4.
5.
6.
7.
8.

**Please answer in as much details as necessary:**

- 1) What happened? describe the issue/incident/rule or covenant violation that required the Reconciliation Committee Meeting
- 2) Who was involved? (list ALL names, as well as home congregation, phone numbers and email addresses)
- 3) What actions did the Reconciliation Committee take?
- 4) Recommendations for further follow-up or feedback:

This report **must** be sent to the CUC Youth and Young Adult Ministry Staff



**CANADIAN UNITARIAN COUNCIL - CONSEIL UNITARIEN DU CANADA**

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(youth@cuc.ca) within 48hrs of the incident.  
**Please use additional pages as necessary.**