State of California

ASCENDtials

Program Participant Agreement

This Program Participant Agreement (the "Agreement") is entered into and made effective as of

Effective Date: _____

by and between:

Full Name: _____

Date of Birth: _____

Phone / Email: _____

and ASCENDtials (the "Organization"), a 501(c)(3) nonprofit organized under the laws of the State of California, with its principal location at 505 W Broadway, San Diego, CA 92101.

The Participant and Organization may be referred to individually as "Party" and collectively as the "Parties."

Note for participants under 18: A parent or legal guardian must also sign this Agreement

Guardian Name (if applicable): _____

Guardian Phone / Email: _____

ARTICLE 1 — PROGRAM ENROLLMENT

Participant is enrolling in the following ASCENDtials program:

Program Name: Print & Publishing House Youth Workforce Program

Cohort: _____

Program Start Date: _____

Expected End Date: _____

Participant agrees to attend program sessions as scheduled, complete assigned activities and training, and engage respectfully with staff, instructors, and fellow participants throughout the program.

ARTICLE 2 — SCHEDULE & COMMITMENT

The program is structured across three weekly tracks:

- Workshops on Tuesdays and Thursdays, 5:00–7:00 PM. Attendance is mandatory.
- Onsite Work Day (1 per week). Participants sign up for one ASCENDtials onsite activity.
- Remote Work Days (Mon / Wed / Fri). Participants work remotely in their assigned intern role for 3 hours per day, compensated at $16/hour for hours clocked in.

All schedules are subject to change with advance notice from the Organization.

Participant commits to attending a minimum of 75% of scheduled sessions in order to remain active in the program and to be eligible for stipend payments.

ARTICLE 3 — WEEKLY DELIVERABLES REQUIRED FOR PAYMENT

Weekly payments are issued only when all required deliverables are completed. These expectations are part of this Agreement and exist to ensure accountability, transparency, and smooth program operations.

To remain eligible for payment each week, Participant must complete all of the following:

- **Weekly Presentation** — Present weekly activities using the required templates. These presentations are mandatory and should not require repeated reminders.
- **Workshop Attendance** — Attend all scheduled workshops. Attendance is required for payment and for program completion.
- **Volunteer Requirement** — Complete weekly volunteer hours and ensure they are properly logged.
- **Meetings & Tasks** — Attend scheduled meetings and complete assigned tasks on time.
- **Market Management Duties** — If Participant manages the market, all spreadsheets must be fully reconciled and weekly data must be shared.
- **Outreach Duties** — If Participant handles outreach, weekly emails must be sent and vendors must be secured.
- **Data & Newsletter Duties** — If Participant supports data, the internal newsletter must be posted and visible on the Slack channel.
- **Track It Forward** — Participant must sign in and out for every shift.
- **Weekly Timesheet** — Submit the weekly timesheet on time.

Payments cannot be processed if any requirement is missing. These deliverables ensure accurate reporting, program integrity, and continued eligibility for paid hours.

Participant acknowledges that hours worked remotely are documented through Track It Forward sign-in and sign-out records and the weekly timesheet. Hours that are not logged through these systems cannot be verified and therefore cannot be processed for payment. Participant is responsible for logging all hours worked at the time they are worked.

ARTICLE 4 — ATTENDANCE & REPEATED ABSENCES

Repeated absences impact program operations, team coordination, and eligibility for weekly payment. To maintain good standing in the cohort:

- **Attendance Expectations** — All scheduled meetings, workshops, and required sessions must be attended consistently.
- **Absence Notification** — If Participant must miss a session, Participant is required to notify the team before the meeting or workshop begins.
- **Impact on Deliverables** — Missing meetings or workshops often results in incomplete deliverables, which directly affects payment eligibility.
- **Program Standing** — Continued absences without communication may result in corrective action, reduced responsibilities, or removal from the cohort.
- **Professional Accountability** — Attendance is part of Participant's professional commitment. Repeated absences signal disengagement and disrupt team workflow.

Repeated absences prevent Participant from completing required weekly deliverables and jeopardize eligibility for payment. Attendance at all meetings, workshops, and scheduled activities is mandatory. Continued absences without communication may result in corrective action and impact Participant's standing in the cohort.

Participant Initials: _____ Date: _____

By initialing above, Participant confirms they have read and understood the weekly deliverables and attendance requirements set out in Articles 3 and 4.

ARTICLE 5 — STIPENDS & COMPENSATION

Participants in this program are eligible to receive hourly stipends for participation in designated paid production shifts, as determined by the Organization. Stipends are structured as follows:

Participation Stipend: $576/month

Stipend payments are contingent on completion of the weekly deliverables set out in Article 3 and on documented hours logged through Track It Forward and the weekly timesheet.

Stipends are paid by ASCENDtials through the program budget. Participation in training shifts at partner locations (including café and food service training) does not create an employment relationship with any partner organization. Participants are responsible for their own taxes on any stipend income received.

ARTICLE 6 — RELATIONSHIP

Nothing herein shall be taken to establish any partnership, joint venture, agency, or employment relationship between the Participant and ASCENDtials or any of its program partners. Participant is enrolling as a program participant only and shall not represent themselves as an employee or contractor of the Organization.

ARTICLE 7 — SUPERVISOR & CONDUCT

Participant's primary program supervisor is Mika Marzette, Executive Director. Participant agrees to follow all program guidelines, instructions from staff and instructors, and any rules specific to partner locations where program activities are held. Participant understands that behavior that is harmful, disrespectful, or disruptive may result in removal from the program at the Organization's discretion.

ARTICLE 8 — TRAINING & CERTIFICATIONS

Participant may be required to complete training or obtain certifications prior to beginning certain program activities (for example, a California Food Handler Card before participating in café training shifts). The Organization will facilitate and cover the cost of required certifications. Participant agrees to complete any required training before beginning the relevant program activities.

ARTICLE 9 — PHOTO & MEDIA RELEASE

Program activities may be photographed or recorded for use in ASCENDtials' program documentation, grant reporting, and public communications. By signing this Agreement, Participant grants ASCENDtials permission to use photographs or recordings of their participation for these purposes, unless they indicate otherwise below.

ARTICLE 10 — CONFIDENTIALITY

Participant agrees to keep confidential any non-public information about the Organization, its partners, staff, or fellow participants that they become aware of through their participation in the program.

ARTICLE 11 — CORRECTIVE ACTION & TERMINATION

Where Participant does not meet the requirements set out in Articles 2, 3, and 4, the Organization may take corrective action, including a documented warning, a reduction in assigned responsibilities, a reduction in paid hours, or removal from the cohort.

This Agreement may be terminated by either Party at any time with written notice. Upon termination, any stipend amounts earned and documented through the termination date will be paid out on the next scheduled payment date. The Organization reserves the right to remove a participant from the program at any time for conduct that violates program guidelines.

ARTICLE 12 — GENERAL PROVISIONS

Governing Law: This Agreement shall be governed by the laws of the State of California and any applicable federal law.

Entire Agreement: This Agreement constitutes the entire agreement between the Parties regarding program participation and supersedes any prior or contemporaneous understandings, whether written or oral.

Amendments: Any changes to this Agreement must be made in writing and signed by both Parties.

SIGNATURES

By signing below, both Parties affirm their understanding of and commitment to the terms of this Agreement.

PARTICIPANT

Name: _____

Signature: _____

Date: _____

ASCENDTIALS

Mika Marzette
Executive Director

Signature: _____

Date: _____

PARENT / LEGAL GUARDIAN (required if Participant is under 18)

By signing below, I confirm that I am the parent or legal guardian of the Participant named above, that I have read and understood this Agreement, and that I consent to their participation in the ASCENDtials program on the terms described herein.

GUARDIAN

Signature: _____

Date: _____