

"better to educate one, than to educate none"™

H. B. C. U. Educational Tours^{&Programs}



A CCGRP RVA LLC PROGRAM™

www.hbcuedtours.com

"Bridging The Gap To Success"™

CEO/Founder

Michael Kevin Crossley Sr.

H. B. C. U. E d t o u r s I n c .

2020-2021

STUDENT'S HANDBOOK

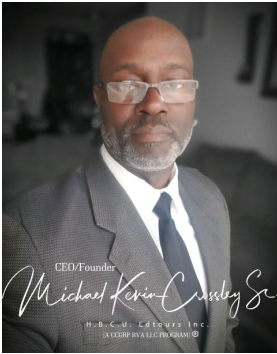
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2020-2021

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H.B.C.U. Educational Tours & Programs Inc.

From the CEO, Michael K. Crossley



As CEO and Founder of H.B.C.U. Educational Tours & Programs Inc., a CCGRP RVA LLC Program, I would like to first thank each and every person for allowing us to bring this program to our inner-city youth as a positive alternative to exploring the possibilities of higher education through a vast selection of H.B.C.U. schools (Historically Black Colleges and Universities). Secondly, I would like to thank everyone who supported us, through generous donations and sponsorships, as a resource that provides free educational programs for inner-city youth.

We will continue to strive each day to open doors to education for all that register as a participant in our programs currently offered and those programs that will be added with each step we take. Our inner-city youth are our present and our future, so we must educate them as leaders today for tomorrow.

better to educate one, than to educate none

bridging the gap to success

the direction of success

Michael Kevin Crossley Sr., CEO/Founder

H.B.C.U. Educational Tours & Programs Inc.

A CCGRP RVA LLC Program

Our Mission Statement

H.B.C.U. Educational Tours & Programs Inc., A CCGRP RVA LLC Program, was founded on three main principles:

- "better to educate one, than to educate none,"
- "bridging the gap to success," and
- "the direction of success."

Through our tours and programs, The Crossley & Coleman Group RVA LLC Companies (CCGRP RVA LLC) will strive each day to offer educational tools needed to assist inner-city youth in their journey:

- to embrace higher education as a part of everyday life,
- to realize that the direction of success begins with them and they are the bridge that closes the gap to success, and
- to provide leadership, mentoring, and a stable foundation to all those that participate in any of our tours and programs, knowing it is better to educate one, than to educate none.

Purpose of this Handbook

This handbook is designed to provide general information, procedures and policies, as well as the responsibilities of the student and parents/legal guardians as a registered participant of H.B.C.U. Educational Tours & Programs Inc.

H.B.C.U. Educational Tours & Programs Inc. Board Members

Michael K. Crossley	CEO, President
Deirdra L. Saunders	Chief Operating Officer
Reverend Franklin W. Henley	Director of Planning
Jeremy Walker, Esq	Legal Counsel
Aaron Crossley	Director of Marketing

COLLEGE TOURS

Rules and Regulations

1. You must maintain at least a C average to be a participant with H.B.C.U. Educational Tours & Programs Inc. Please refer to the section entitled "Academics."
2. We expect your behavior to be of the highest level. Individuals interested in higher education are self-motivated with a strong work ethic. We expect these traits to be evident at all times.
3. We expect you to be punctual. Report times for bus and tour departures will be provided in advance. We highly recommend that you arrive prior to the report time.
4. We expect your cooperation during the tours and sessions. Please refer to the section entitled "Code of Conduct."
5. Talking during guided tours, while information is being provided by board members and/or visiting facility officials or student leadership, will not be tolerated.
6. We expect you to adhere to the proper dress code for all tours and programs. Inappropriately dressed students **will be sent home**. Please refer to the section entitled "Dress Code."
7. **ABSOLUTELY NO VISITORS** will be allowed during the tours or programs unless prior approval is given by the COO.
8. We expect you to communicate with us regarding questions, problems, or concerns. We have an open-door policy. Please learn the difference between personal needs and group needs. If the answer to your question will have a bearing on the whole group, ask the question while the whole group is present. If not, bring your concern to the COO.
9. Insubordination directed toward board members, chaperones or member leadership will not be tolerated. We expect you to treat all people of authority within the organization with respect and consideration. This includes, but is not limited to board members, chaperones, and bus drivers. Profanity will not be tolerated. Please refer to section entitled "Code of Conduct."
10. Drinking alcoholic beverages and/or imbibing illegal substances will not be tolerated and will result in immediate removal from participation in any of our programs.
11. Possession of articles that can be used or perceived as weapons are not permitted and will result in immediate removal from participation in any of our programs.
12. Public displays of affection are **INAPPROPRIATE AT ALL TIMES**.
13. We expect you to treat your peers with respect. Put-downs will not be tolerated. Please THINK before criticizing a fellow student.
14. We expect your best effort at all times, and you can expect the same from us.

Season

The season begins in late June and culminates in late August. There may be special events that may require some tours after the scheduled season.

Academics

1. At least a "C" (2.0) grade average must be maintained in order to participate in any program or tour with H.B.C.U. Educational Tours & Programs.
2. If your average falls below a "C" (2.0), you will be suspended from participating until notification from your teacher(s)/counselor that this grade has improved or until your next progress report reflects improvement.
3. Tutoring sessions will be available during extended bus excursions.

COLLEGE TOURS (cont'd)

Code of Conduct

Due to the nature of the organization, discipline must be strict. Students and parents/legal guardians must be willing to accept the ideals, principles, and rules of the organization. Students are constantly on display, and each student must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the group and may well undo the good work of many loyal students. Any student who casts discredit on the group, by their conduct or actions, shall be subject to dismissal. Students who are repeatedly disciplined by authorities for violation of H.B.C.U. Educational Tours & Programs Inc. policies are a liability to the program and will be subject to dismissal.

1. **NO SMOKING, NO DRINKING, NO PROFANITY.** You not only represent yourself but you also represent the organization and we expect you to act accordingly.
2. **RESPECT** yourself and each other.
3. **ABSOLUTELY NO FIGHTING.** The consequence of this action is immediate dismissal from the program.
4. **CONFLICT.** If there is a conflict with another student, we recommend that you try to resolve the issue. If this attempt is unsuccessful, please consult a board member or chaperone. If your conflict is with either one of those individuals, please consult the COO.

Dress Code

Sagging pants, tight or low-cut clothing, short tight skirts, shorts and short/crop tops are NOT acceptable clothing. Derogatory or offensive imprinted T-shirts are not acceptable. Please use common sense when deciding what to wear or bring on extended excursions. There may be outside activities, therefore consider rain gear, sun protection such as hats and sunscreen, or clothes for hot or cold.

Fall excursions necessitate warm clothing, such as coats, scarves, gloves, and hats. In cold weather, remember that layers work best. Not dressing appropriately can result in illness.

Medications

For day trips, it is assumed that medications have been given at home already. Each student can carry his or her inhaler. For long day trips or overnight trips, parents please put medications in a plastic bag along with instructions and times to be given. This bag of medicine and instructions will be given to a chaperone. We will then designate a medication holder who will make sure everyone gets his or her medications on time. Please note that Tylenol and similar products are considered medication and are included in these restrictions. We cannot dispense ANY medication without written permission and directions for use from the parent/legal guardian.

Bus Rules

1. No one gets on the bus until a chaperone gives you permission.
2. Bus rides should be fun, but not dangerous. THE BIG RULES ARE:
 - No screaming or excessively loud noise; no profanity; and stay seated while the bus is moving. This shows respect for yourself and others.
3. Personal bags should go under seats and not in the aisle.
4. Media players may be used, but only if the user wears headphones.
5. Depending on conditions, we will announce our procedures for the day when we arrive at our destination. Students should remain seated and quiet until given permission to unload.
6. If any written information, schedules, gate passes, etc. need to be distributed, this will be done by a chaperone posted at the front door of the bus. The information will be given to the student as they exit the bus.

CLEAN CITY PROGRAMS

Guidelines

1. Minimum age 13 years old.
2. We expect your behavior to be of the highest level. Individuals interested in this program are self-motivated with a strong work ethic. We expect these traits to be evident at all times.
3. We expect you to be punctual. Report time is 9:00 am. We highly recommend that you arrive no more than 15 minutes prior to the report time for instructions.
4. We expect your cooperation during the hours of cleanup. Social distancing will be implemented.
5. Talking while information is being provided by the staff about the cleanup program will not be tolerated.
6. We expect you to adhere to the proper dress code for cleanup sessions. Inappropriately dressed participants **will be sent home**. Please refer to the section entitled "Dress Code."
7. **ABSOLUTELY NO VISITORS** will be allowed during the cleanup sessions. All participants must complete a consent form prior to the scheduled date of cleanup.
8. We expect you to communicate with us regarding questions, problems, or concerns. We have an open-door policy. Please learn the difference between personal needs and group needs. If the answer to your question will have a bearing on the whole group, ask the question while the whole group is present. If not, speak to one of the board members first before bringing your concern to the COO.
9. Insubordination directed toward board members, chaperones or member leadership will not be tolerated. We expect you to treat all people of authority within the organization with respect and consideration. This includes, but is not limited to board members, chaperones, and bus drivers. Profanity will not be tolerated. Please refer to section entitled "Code of Conduct."
10. Drinking alcoholic beverages and/or imbibing illegal substances will not be tolerated and will result in immediate removal from participation.
11. Possession of articles that can be used or perceived as weapons are not permitted and will result in immediate removal from participation.
12. Public displays of affection are **INAPPROPRIATE AT ALL TIMES**.
13. We expect you to treat your peers with respect. Put-downs will not be tolerated. Please THINK before criticizing.
14. We expect your best effort at all times, and you can expect the same from us.

Season

This is a 12 month program. Participants will be notified of cancellations, due to inclement weather, via email.

Site Instructions

1. **REGISTRATION/CONSENT:** Registration/consent forms must be completed and signed by parent/guardian on arrival to site of clean up.
2. **DATE/TIME:** Every Saturday 9:00 am to 10:30 am. Please arrive approximately 15 minutes prior to scheduled time for distribution of cleanup gear and further instructions.
2. **LOCATION:** 100 block of East Baker Street to Chamberlayne Parkway, Richmond, VA. The areas of cleanup will be expanded upon approval.
3. **EQUIPMENT:** PPE and other safety equipment will be supplied at each cleanup location.

Code of Conduct

Due to the nature of the organization, discipline must be strict. Participants and parents/legal guardians must be willing to accept the ideals, principles, and rules of the organization. Participants are constantly on display, and each student must always be aware of the importance of good behavior. Any misconduct casts a direct reflection on the group and may well undo the good work of many loyal participant. Any participant, who casts discredit on the group by their conduct or actions, shall be subject to dismissal. Participants who are repeatedly disciplined by authorities for violation of H.B.C.U. Educational Tours & Programs Inc. policies are a liability to the program and will be subject to dismissal.

1. **NO SMOKING, NO DRINKING, NO PROFANITY.** You not only represent yourself but you also represent the organization and we expect you to act accordingly.
2. **RESPECT** yourself and each other.
3. **ABSOLUTELY NO FIGHTING.** The consequence of this action is immediate dismissal.
4. **CONFLICT.** If there is a conflict with another participant, we recommend that you try to resolve the issue. If this attempt is unsuccessful, please consult a member of the leadership team.

Dress Code

Sagging pants, tight or low-cut clothing, short tight skirts, shorts and short/crop tops are NOT acceptable clothing. Derogatory or offensive imprinted T-shirts are not acceptable. Please use common sense when deciding what to wear. This is an outside activity, therefore consider rain gear, sun protection such as hats and sunscreen, or clothes for hot or cold.

Fall cleanups necessitate warm clothing, such as coats, scarves, gloves, and hats. In cold weather, remember that layers work best. Not dressing appropriately can result in illness.

Medications

Medications are to be given at home **ONLY**. Participants may carry an inhaler. We cannot dispense ANY medication without written permission and directions for use from the parent/legal guardian.

**Everyone must comply with all rules, regulations and guidelines
of our program and the City of Richmond Clean City Commission
to participate in the Clean City Programs**

Contact Information

H.B.C.U. Educational Tours & Programs Inc.

PO Box 14951

Richmond, VA 23221

1-844-499-3200 toll free

1-804-355-1006 local

Email: info@hbcuedtours.com

STAY INFORMED - Sources of Information

Monthly bulletins will be distributed through email (please make sure your email address is correct and updated if changed). Be sure to consult the website at www.hbcuedtours.com and the links listed below for all of the latest news.

<https://www.facebook.com/pages/category/Education/hbcuedtours/posts/>

https://www.instagram.com/h.b.c.u._educational_tours/

<https://mobile.twitter.com/hbcuedtours>

For the Parents

Volunteers are needed throughout the season. There are numerous ways in which you can help – at home, on tours, on the phone, or on the road. Pick the way(s) which suit your schedule and please sign up to help! Feel free to contact us at info@hbcuedtours.com for an application.

The most important thing to understand as a parent is that timeliness for all excursions is expected of all students. The single most important factor in the success of our organization is being on time. The nature of the activity dictates that each and every student has an equally important responsibility. Because of this, it becomes impossible for us to improve and grow when your child is not here on time. This is NOT an exaggeration! To this end, we are aware that there may be extenuating circumstances in which your child cannot be on time for departures. In this instance, we ask that you reach out to the COO to inform them of your situation.

We all need to make sacrifices because we have a responsibility to each other to be there! If you and your child choose to make a commitment to our family, we need you both to understand that failure to live up to it results in the entire organization suffering! This is a high challenge for all involved, but rest assured that the rewards will be unmatched anywhere!

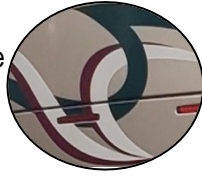
It is vitally important that you meet your child promptly upon return from a tour or program event. The departure and arrival times will be stated on all advertisement prior to a tour or program event via email and on the website.

If you have any questions regarding any of the tours or programs, please contact the COO.

Sponsors

VICTORY TRAVEL

Ms. Fannie Anderson
8227 Mechanicsville Turnpike
Mechanicsville, VA 23111
(804) 360-9420



GRIDIRON DEVELOPMENTAL FOOTBALL LEAGUE



MILLER COPYING SERVICE

Mr. Bernard Miller
6306 Marlboro Pike
District Heights, MD 20747
(301) 735-0084



VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

600 E Main Street
Richmond, VA 23219
(804) 371-0700



NAACP, RICHMOND, VA BRANCH

President, James J. Minor
2220 Chamberlayne Ave.
Richmond, VA 23220
(804) 873-1202



MARCOS PIZZA

413 E. Innes Street
Salisbury, NC 28144
(980) 330-6500



RICKY JOHNSON & FRIENDS FOUNDATION

President, Ricky Johnson
1804 E Belt Blvd
Richmond, VA 23224
(804) 774-0099



Richmond Public Schools

education foundation

Operations Manager, Katrina Entziminger
301 N 9th Street – 17th Floor
Richmond, VA 23219
(804) 780-7708

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CCRP RVA Companies

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