



## Guidelines

- All participants will use the Big Red Writes Pen Pal Program for its intended purpose -- fostering community amongst Cornellians.
- All parties involved will not submit false, misleading, or inaccurate information pertaining to their identity.
- We expect that participants will always communicate with respect. Threatening, offensive, sexually explicit (or implicit) content or disparaging comments regarding ethnicity, race, gender, religion, politics, country of origin, sexual identity or disability are not allowed.
- Solicitation or acceptance of money, gifts, donations, services, or goods is strictly prohibited.
- Sharing or requesting photos (belonging to, or of someone else), without their consent is prohibited, as is requesting photos.
- Participation in the program is at-will. We suggest that participants commit to the program for a minimum of one calendar year to allow the pen pal relationship to develop.
- Pen pals will determine frequency of writing, though participants are expected to send one letter/email per month.
- If you feel threatened or in danger, please call local law enforcement and inform [Big Red Writes](#) of the situation.
- Pen Pals of Children:
  - Any adult (ages 18+) that has been matched with a child will need to watch a 30-minute presentation, [RMI 2101-Protecting Children: Identifying and Reporting Misconduct](#) about the safety of minors. You will be asked to complete this course if a child pen pal has been requested and a match has been made.
  - Sharing or requesting photos is forbidden.
  - Exchanging gifts of any kind is forbidden.

- If you suspect abuse within NYS, please call the New York State Child Abuse and Maltreatment Hotline: 800-342-3720. If you feel the minor is in immediate danger, please call 911 or your local authority.
- Child Participants / Parents & Legal Guardians
  - Parents must sign this [permission form](#) and submit it to [bigredwrites@cornell.edu](mailto:bigredwrites@cornell.edu) before a match is determined.
  - Parents/guardians are responsible for using their personal address (not the child's) for digital correspondence and for reviewing the content of email and written letters. All communication – written or digital - must be through the child's parent or legal guardian.
  - BRW is exclusive to email and letter writing. Texting, phone calls, Zoom/Skype sessions, social media, or any live interaction is not permissible unless the parent is present and participating.
- Cornell has the right to remove any participant from BRW for violation of any of these guidelines or for other health and safety purposes.

### **Disclaimer and Release**

Cornell does not screen individuals participating in the Big Red Writes Pen Pal program and does not review content written by Big Red Writes participants. Cornell parents are responsible for helping their child engage safely in the Big Red Writes correspondence process. All participants are responsible for their own safety while participating in this Program. By signing this form, the participant (or parent of a participant) agrees that Cornell is not responsible for, and will be held harmless against, any liabilities, damages, expenses (including attorney fees), causes of action, claims, or demands of any nature whatsoever, including any claims of negligence, arising from or related in any manner to the Big Red Writes Program.