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Please read through this document before you fill out the paperwork.

Student Paperwork Packet Instructions

We're looking forward to serving with you this summer. Part of getting ready for your trip includes completing paperwork. Please make sure that you and your parent or guardian are reading through these documents carefully so you know how to plan and what to expect on your mission trip.

Forms we need you to complete, sign and turn in to your Trip Leader:

Please fill out the forms and return to _____ by _____.

(Trip Leader Name)

(Date paperwork needs to be turned in.)

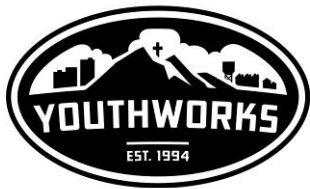
- Community-Specific Release Form(s)
Some service partners we work with require additional release form documentation. These may or may not be included in this packet, based on the needs of the places you'll serve.
- Participant Release Form
- Youth Covenant

Additional information to read before you pack your bag:

- Packing List & Clothes to Pack

Other information to be aware of:

- Background Check
 - We require that a background check be completed on all participants 18 and older (adult or student). If you will be 18 at the time of your mission trip, please inform your Trip Leader, and they will handle the details around this process.
- Communication & Cell Phones
 - Trip Leaders will set up a communication with family and church members before the trip so parents know how to get ahold of students while they are away.
 - We will support your church's policy for students to leave their phones at home, but we cannot promise that other groups will do the same. If your Trip Leader gives permission to bring cell phones, YW does have guidelines for their use; you can find those in the Youth Covenant.
- Dietary Concerns and Food Allergies
 - We are committed to offering a variety of food choices during the week. We recommend that participants with allergies or special dietary needs bring supplemental food for the week.
 - Please direct additional questions to your Trip Leader; YouthWorks will work with them to get answers to your questions.



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Bring original form and 2 copies to site

Participant Release Form – NY, PA & DC Sites Only

Sites: Adirondack Mountains, Brooklyn, Harrisburg, Niagara Falls, Philadelphia, Queens & Washington DC

Name of Participant (please print): _____ Grade as of Fall 2016 (if student): _____

Dates Attending: _____ Name of Trip Site: _____

Church Name: _____

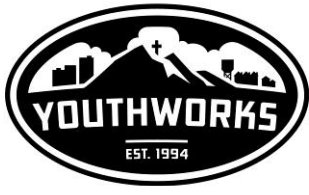
Trip Leader: _____

Consent/Liability Release Agreement: The undersigned individual(s), as either the above named trip participant if age 18 or older or the legal guardian(s) of the above named minor trip participant, hereby consent to the above named trip participant (the "Participant") participating in the above-referenced YouthWorks mission trip and related activities, including but not limited to travel to and from the trip location (the "Trip"). I/we agree that there are inherent risks involved in participation in the Trip and that participation is voluntary, and I/we would like the Participant to take part in the Trip. I/we have independently investigated the risks associated with the Trip and hereby accept(s) and assume(s) all such risks, including both known and unknown risks. I/we understand that if the Participant feels unsafe or uncertain about how to safely perform any task or activity on the Trip, the Participant is responsible to not perform the task or activity unless and until he/she is certain how to safely do so. I/we also understand that YouthWorks is not a representative or agent of, and cannot control the acts or omissions of, any transportation carrier, lodging provider, or other service/goods provider involved in the Trip. I/we further understand that YouthWorks is not responsible for any loss, theft or damage to Participant's personal property during the Trip. I/we understand that YouthWorks is a Christian organization and the Trip will include faith-based discussions or activities.

I/we, on behalf of myself/ourselves, the Participant, and all of our legal representatives, heirs, successors, assigns, and any other person or entity that could bring a claim on my/our and/or the Participant's behalf (collectively, the "Participant Parties"), hereby release and discharge YouthWorks, its affiliated organizations, and any of their former, current or future directors, officers, employees, volunteers, and agents (collectively, the "Released Parties"), from any and all claims, liabilities, damages, or costs that any of the Participant Parties may have or claim to have relating to or arising out of participation in the Trip, including without limitation injury, illness, death, medical costs, property loss, and negligence on the part of the Released Parties. I/we also agree to indemnify, defend and hold harmless the Released Parties from any and all claims, liabilities, and costs asserted by any of the Participant Parties. I/we understand that, during the Trip, the Participant may be photographed or recorded and hereby authorize and agree to YouthWorks' or its affiliated organizations' unrestricted use, reuse and distribution of images and recording including but without limitation for purposes of promoting and publicizing mission trips. I/we understand that use of such materials will be without compensation and my/our further approval hereafter.

Transport Home Agreement: I/we understand that there could be a need for the Participant to be sent home from the Trip due to illness, injury, a disciplinary or policy issue, or some other reason. If the Participant is required to return home during the Trip, I/we agree that Participant will be transported home at my/our expense. YouthWorks or an adult leader of the trip group will contact me/us or an emergency contact for Participant regarding such transportation.

Medical Release Agreement: I/we agree that I/we are responsible for the Participant's medical needs. There either are no health-related issues which restrict Participant's participation in this Trip or which require special assistance, or I/we have confidentially arranged with YouthWorks for such assistance. I/we understand that accident/health insurance for Participant and any medical costs incurred by Participant while on the Trip are my/our responsibility. If the Participant is ill or injured while on the Trip and requires medical attention, I/we consent to any reasonable medical treatment deemed necessary by a qualified medical professional. If a medical professional refuses to administer treatment to Participant without my/our consent and I/we are not timely available to provide such consent, I/we authorize the Trip Leader or a member of the YouthWorks staff to give such consent. In the event it becomes necessary for such person to give consent, I/we, on behalf of the Participant Parties, agree to and do hereby release and hold him/her and all of the Released Parties harmless of any claims, demands or suits for damages arising from the giving of such consent or any resulting medical treatment.



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Emergency Contact Information (please provide two)

Name: _____

Name: _____

Relationship to Participant: _____

Relationship to Participant: _____

Home Phone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

Cell Phone: _____

Cell Phone: _____

By signing below:

- I/we represent that I/we have read this Participant Release Form in its entirety, including its sections titled Consent/ Liability Release Agreement, Transport Home Agreement, and Medical Release Agreements, and I/we hereby agree to its terms;
- I/we represent that (i) I am the above-named trip participant and am at least 18 years of age with legal authority to sign this form on my own behalf; or (ii) I/we are the parent(s) with legal custody of the above-named minor trip participant or are otherwise the legal guardian(s) of such minor trip participant;
- I/we agree that the Participant Release Form shall be governed by Minnesota law; and
- I/we represent that all of the information I/we provided on this Form and any related medical information form is accurate.

**Trip Participant
if 18 or older**

Print Name: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____

OR

**Parent/Guardian (1)
of Minor Participant**

Print Name: _____

Signature: _____ Date: _____

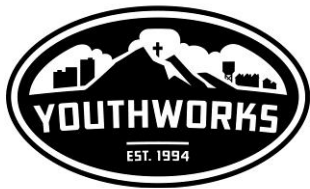
Telephone: _____ Email: _____

**Parent/Guardian (2)
of Minor Participant**

Print Name: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____



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CONFIDENTIAL

The section below will be stored confidentially.

Medical Information*

Participant Name: _____ Date of Birth: _____ / _____ / _____

Home Address: _____ Phone: _____

Date of Last Tetanus Shot: _____ Known Allergies: _____

Current Medications or Health Conditions: _____

**To be used only to determine course of treatment in the event of a medical situation.*

Tuberculosis – Sites in NY, PA & DC

In order for youth and adults to work with children and the elderly population in your community, the states of NY, PA & DC require a recent TB test. The date of your student's and adult leader's tuberculosis test as well as the outcome of that test must be within the past 2 years and indicated on this form.

We are not requiring that participants get Tuberculosis testing, but not having testing, or leaving this section blank, will prevent them from working with the above populations.

Please circle one of the following: I have taken the test I have not taken the test

If you have taken the test, please provide date of test and outcome: _____

Hepatitis – Washington DC Site Only

Please write Yes or No on the lines provided below.

Have you received the vaccine for the following? Have you ever had Hepatitis C? _____

- Hepatitis A _____
- Hepatitis B _____

Insurance Information*

Name of health insurance company: _____

Health insurance group number: _____ Health insurance policy number: _____

Phone/address of health insurance company: _____

Name of policy holder: _____

Policy holder's phone number: _____

**Participants without health insurance may still be allowed to attend, understanding the risks and personal liability to any and all medical payments.*

****Please attach a copy of your insurance card to this form. It will be destroyed after the trip is completed.***



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YOUTH COVENANT

**Bring Signed
Form to Site**

You're about to meet some new people in a new place and hopefully learn some pretty incredible stuff! But before you do, there are a couple things we want everybody to agree on, so your trip will be the best it can be. We've thought carefully about what's important for everyone to see eye-to-eye on and listed those things below. These expectations will help to make this experience meaningful, fun and safe for everyone – and by "everyone," we mean YouthWorks staff, community members, adult leaders, other students and, especially, you!

Please read this covenant carefully so you understand YouthWorks policies. By signing at the bottom, you'll be agreeing to respect the community you are serving and commit to being a team player in your group.

- ★ I agree to look for ways to serve others with a joyful attitude, so I can help people like Jesus did. I understand that I am on the trip to serve God, help a community, build new relationships and learn new things. I agree to come prepared to do just that!
- ★ I am aware that my actions affect people other than just me. I agree to obey all local laws and ordinances pertaining to use of drugs and alcohol by minors. I will not bring or use any weapon or illegal substance during my mission trip week.
- ★ I want to stay focused on the people and experiences in the community I will be visiting. Because of this, I will consider leaving my cell phone or other electronic devices at home. If I choose to bring them, I understand that my use of them will be limited, and I will risk theft or loss. I understand that my parents will be given instructions on how to contact my adult leaders in case I need to be reached.
- ★ I want to respect the people around me, so I agree to bring clothes inline with YouthWorks' "Clothes to Pack" list.
- ★ I agree that this mission week is a group experience. I'll be in different group settings all week. Because of this, I will do my best to build community, create relationships, be welcoming and include others. I agree to treat everyone – leaders, staff, other students and community members – with the utmost respect.
- ★ I realize that there are adults in my life and on the trip who care about my well-being. Plus, I want to be safe! So, I agree to stay within the designated YouthWorks boundaries, follow rules at ministry sites, stay in groups of three or more, respect gender-specific areas (sleeping rooms, restrooms and showers), and refrain from using my cell phone in these areas due to privacy concerns.
- ★ It matters how I treat people's things, so I agree that I will respect the property of all participants, the community members and the housing site where we stay. My actions will show my love for Jesus and others. I will keep in mind the purpose of the trip and my job of representing Jesus to the community.

I agree to follow all the above expectations because I want to be safe, love others and represent Jesus well at all times.

Student Signature

Date

Parent/Guardian Signature

Date



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PACKING LIST

For Everyone

CLOTHING

As you pack clothes for your trip, **make sure you've read the page entitled "Clothes to Pack for Your Mission Trip."** It has lots of information to help you pack well!

- ★ Mid-thigh or longer shorts*
- ★ Long pants
for cool nights and/or work projects
- ★ Short-sleeved shirts*
- ★ Long-sleeved shirts, sweatshirts and/or light jacket
for cool nights
- ★ Nice, clean clothes for a possible worship service
- ★ Underwear and socks
- ★ Tennis shoes or work boots (closed-foot)*
- ★ Swimsuit*
for showering if you wish and/or possibly for an evening activity (ask your Trip Leader)
- ★ Towel and washcloth
- ★ Shower shoes (flip-flops)

OTHER STUFF

- ★ Small shower bag or backpack
- ★ Soap, shampoo, deodorant, other toiletries, extra contact lenses, backup pair of glasses, etc.
- ★ Sleeping bag and pillow
- ★ Air mattress or camping pad
*for sleeping on floors; **mattresses must be twin size or smaller***
- ★ Bible and pen
- ★ Reusable water bottle
- ★ Sunscreen, lip balm, hat, sunglasses
- ★ Spending money for snacks and T-shirt purchases
talk to your Trip Leader for further details
- ★ Insect repellent
not every person needs to bring their own; coordinate with others in your group
- ★ Flashlight
- ★ Battery-powered alarm clock
not every person needs to bring their own; coordinate with others in your group

* See "Clothes to Pack for Your Mission Trip" for additional details.

Notes on Packing

Because space is limited in the sleeping rooms, everything but your sleeping bag and camping pad or air mattress should fit in one duffel bag or suitcase.

Please check the local weather forecast for the community you are visiting to help you know how to pack.

PLEASE AVOID BRINGING:

- ★ Blow dryers, curling irons or straightening irons because shower time is short and because many of our housing sites do not have the power to run all of these small electronics at one time.
- ★ Electronic devices, too much cash or other valuables. Also, consider leaving your phone at home. These items can distract you from others during the week and may be susceptible to theft. *YouthWorks is not responsible for any lost or stolen items.*

For Canadians going to United States Sites OR United States citizens going to Canadian Sites

- ★ Bring appropriate documents for border crossing.
See Border Crossing Info under Required Paperwork.
- ★ Exchange your money *before* your trip.
This can take up to a few weeks.

For those going to Puerto Rico

- ★ Because of space limitations, do not bring an air mattress. **Please bring a foam pad or camping pad.**
Need to buy something? We suggest: bit.ly/campmat
- ★ The summer is rainy season in PR – a small umbrella or raincoat is a good idea and bug spray is essential!
- ★ We will be attending a Puerto Rican church service. It is important to be culturally sensitive with our clothing. Appropriate clothing for church includes:
 - For women: at-least-knee-length skirts/dresses or shorts/capris and a nice loose-fitting shirt with sleeves; please no sleeveless dresses or shirts
 - For men: pants or knee-length shorts, preferably khakis with a short sleeve button-down shirt or polo shirt
 - For everyone: Sandals are appropriate.



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CLOTHES TO PACK FOR YOUR MISSION TRIP

We want you to be successful in service! It might seem small, but being intentional with what you wear can help you eliminate obstacles when serving others. Because we get to be guests in another place, we want to do everything we can to respect others, including honoring their ideas about apparel. Plus, we'll be doing a lot of different kinds of service, so we want you to be ready for whatever this mission trip throws at you!

Bringing the following items on your mission trip will allow you to bypass potential barriers, participate in all sorts of service, and stay safe as you enter into another community and actively love others.

Please Bring...

Tennis Shoes or Work Boots

You can bring sandals too, but to keep your feet safe, you'll need a pair of closed-foot shoes that completely covers your feet. Bring footwear that you don't mind getting dirty or wet at service sites and that you can wear in the kitchen.

Mid-Thigh or Longer Shorts or Pants

Not sure if that's your shorts? Let your arms fall to your side; if your fingertips touch skin, look for a longer pair to bring along.

Shirts with Sleeves

They don't have to be long sleeves and you can roll them up anytime.

Loose-Fitting Clothing

During the week your clothes may endure paint, sweat, mud and lots of love from children! Bring clothes that you can work and play hard in.

Swimwear

If your YouthWorks week includes a swimming activity:

Guys: Please follow the shorts policy above.

Girls: Please bring a one-piece swimsuit.

If you are bringing a suit for additional privacy in the shower, two-piece suits are OK.

Please Leave at Home...

- Tank tops or sleeveless shirts
- Short shorts
- Clothing that reveals undergarments, midribs or chests
- Tight-fitting clothing
- Clothing with obscene, vulgar, abusive or discriminatory language or images
- Attire that represents hate groups, contains threatening language or is gang-related
- Apparel that promotes alcohol, chemicals, tobacco or any other product illegal for use by minors

Why?

We don't want something as simple as clothing to hurt your opportunity to form incredible connections with other church groups on the trip or our friends in the community. Instead, we want to honor those relationships by avoiding attire that could possibly conflict with their cultural or organizational norms.

We know that some of the items on this list might not match up with what you usually wear. Sometimes service stretches us beyond what we're used to... and that's OK! Mission trips are all about moving into new territory and experiencing something different. Plus, it's kind of incredible that something as simple as how you pack your bags can be part of the way you begin to serve the community you're headed to. Thank you for serving in this way!