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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.

Adult and/or Minor Waiver

This is a Release and Waiver of Liability executed on DATE: ____/____/20____.

As volunteer(s), I/we release Harvest CROPS (HC) a nonprofit corporation organized, existing under the laws of the State of California, and each of its directors, employees, agents and volunteers. The Volunteer desires to provide volunteer services for HC, to engage in activities related to serve as a volunteer at special community outreach events.

The Volunteer understands that the scope of Volunteer's relationship with HC is limited to volunteer position and that no compensation is expected in return for services provided by the volunteer. HC will not provide any benefits traditionally associated with employment. Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of the Volunteer's services for HC.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless HC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to HC. I understand and acknowledge that this Release discharges HC from any liability or claim that I may have against HC with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to HC or occurring while I am providing volunteer services.
2. Insurance: Further I understand that HC does not assume any responsibility for or obligation to provide me financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of HC beyond what may be offered freely by HC in the event of such injury or medical expenses incurred by me.
3. Photographic Release: I grant and convey to HC all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by HC in connection with my providing volunteer services to HC.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

****** If volunteer is under the age of 18, a parent or legal guardian must sign form. ******

Print Name of Adult or Guardian

Print Name of Minor(s)

Signature of Adult or Guardian

Date

Volunteering from (city): _____ **ZIP:** _____

(Optional)

Print email to register for harvest notices: _____

Harvest CROPS (Community Residents Offering Produce Seasonally) is a 501(c)(3) nonprofit organization.

Volunteer Contact

info@harvestcrops.org

Sergio Padilla

619-318-3423

www.harvestcrops.org



Chairperson
Judith A. Wenker

President and CEO
Rudolph A. Johnson, III

Release of Liability

Volunteer hereby releases NHA and further agrees to indemnify, defend and hold harmless NHA and each of its directors, officers, employees, agents, representatives and affiliates from and against any and all claims, demands, actions, liabilities, losses, damages, injuries, death, costs and expenses (including reasonable attorneys' fees) relating to or arising from: (i) Volunteer's use of NHA's workplace or its equipment; (ii) any breach or default by Volunteer of any of its representations, warranties or covenants set forth in this Agreement; and (iii) any work or services performed by Volunteer under this Agreement, that results in injury or damage to a third-party.

Volunteer Name (print)

Program/Position

Volunteer Signature
(Parent/guardian signature if under the age of 19)

Date

PARENT/GUARDIAN AUTHORIZATION

Complete the following form. Please print.

Organization: _____

Youth Volunteer: _____ DOB: _____

Address: _____

I understand (Volunteer's name) _____ will be participating in volunteer activities at Father Joe's Villages.

I give the Agency permission to take and use photographs of this minor for Village use. (Initial :____)

I understand that an adult older than eighteen years of age must escort all youths under the age of fifteen. All volunteers must arrange transportation to and from Father Joe's Villages.

I hereby waive any right or cause of action as a result of this youth's participation in Father Joe's Villages Volunteer Program, or the employees, directors, Vice Presidents or President collectively or individually. Without limiting the generality of the foregoing, I agree that this waiver shall include any rights or causes of action resulting from personal injury to this youth or damage to his/her or our property sustained in connection with his/her activities for the Father Joe's Villages Volunteer Program.

In case of emergency, I can be reached at:

Daytime Phone: _____

Evening Phone: _____

Name: _____
(Parent/Guardian)

Address: _____

Signature: _____ Scheduled Volunteer Date: _____
(Parent/Guardian)

It is your responsibility to keep the information on this form current.

Community Christian Service Agency

People of Faith Serving Their Community

MEDIA PERMISSION SLIP

From time to time we take pictures and video-tape during Community Christian Service Agency (CCSA) activities. We would like your permission to use these pictures and video-tape on our website, in our future newsletters, or in our promotional materials.

We will never reference your child by name or provide any specific information regarding your child. We also will never sell these pictures or videos; we will use them exclusively for Community Christian Service Agency (CCSA) purposes. I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions shall be the property of Community Christian Service Agency (CCSA).

Please take a moment to let us know your preferences regarding our use of photos and video of your children:

YES. I grant you permission to use photos of my child on Community Christian Service Agency (CCSA) website, promotional materials, and /or newsletter.

---OR---

NO. Please do NOT take or use any photos of my child. Child(ren)'s

Name(s) (PLEASE PRINT):

Parent/Guardian's Name
(PLEASE PRINT):

Parent/Guardian's
Signature:

Date:_____



Chairperson
Judith Wenker

President and CEO
Rudolph A. Johnson, III

SHORT TERM VOLUNTEER FORM FOR MINORS

APPLICANT INFORMATION

Please provide us with the following information.

Name: _____ Today's Date: _____
First Name/Middle Initial/Last Month/Day/Year

Best Number To Reach You: _____ Date available to start: _____

Are you at least 18 years of age? Yes No **(If under 18, parental consent is required below.)**

CONTACT INFORMATION

Please provide us with the following information.

Name: _____ Home Phone: _____
First Name/Middle Initial/Last Name

Street Address: _____ Cell Phone: _____

City/ State/ Zip Code: _____ Emergency Contact Name and Phone:

CRIMINAL HISTORY DISCLOSURE

Please answer the following question completely and truthfully. Answering "yes" will not necessarily disqualify you from taking part in volunteer activities. Applicants will be evaluated individually, based upon their own merit.

Have you ever been convicted of or pleaded no contest to a crime? Yes No

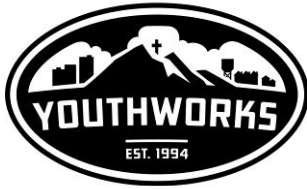
If yes, please explain: _____

Additionally, a criminal background check is performed on all volunteers who volunteer more than 10 hours in a year. If you volunteer more than 10 hours in a year, you will be asked to provide your full name, your social security number and sign and date below so we can further evaluate your background.

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may result in my immediate dismissal. **(Parental consent:** I hereby consent for my child to volunteer with NHA).

Applicant Name (Printed) Applicant Signature Date Parent's Name Parent's Signature Date



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**Bring original form and
2 copies to site**

Participant Release Form – All Other Sites

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

Dates Attending: _____ **Name of Trip Site:** _____

Church Name: _____

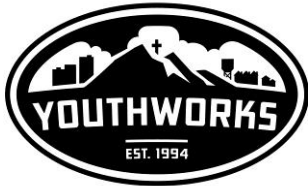
Trip Leader: _____

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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**Bring original form and
2 copies to site**

Participant Release Form – All Other Sites

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: _____

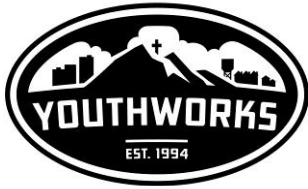
Telephone: _____ Email: _____

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

Print Name: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____



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**Bring original form and
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Participant Release Form – All Other Sites

CONFIDENTIAL

The section below will be stored confidentially by YouthWorks.

Medical Information*

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

Home Address: _____ Phone: _____

Date of Last Tetanus Shot: _____

Known Allergies: _____

Current Medications and/or Health Conditions: _____

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

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!