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

Adult Leader Paperwork Packet Instructions

Life-changing mission trips with teenagers could not happen without you! That's why we're excited that you'll be playing the crucial role of Adult Leader this summer. This Adult Leader Packet helps you prepare for that role in a number of ways, please take the time to read through and understand all of its contents.

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)

If your site has specific release forms, they will be here. Some of the service partners we work with require additional release form documentation.

- Participant Release Form
- Adult Leader Covenant

Additional information to read before you pack your bag for the week:

- Packing List & Clothes to Pack

Other information you should receive from your Trip Leader to prepare you for your week and your role as an Adult Leader:

- Background Check

We require that a background check be completed on all participants 18 and older (adult or student). Your Trip Leader will handle the details around this process.

- Adult Leader Guide

This resource will give you a better understanding of what to expect on your trip and how to be successful in your role. We do our best to plan and prepare, but there are sometimes last-minute changes that come up; we need your flexibility and adaptability throughout the week. The Adult Leader Guide provides you with helpful guidelines, ideas and tips so you can be confident in leading students throughout the week.

- Maximizing Your Mission Trip

A two-page resource full of ideas for how to make the most out of your experience.

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

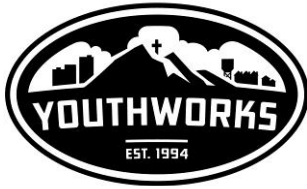
Volunteer hereby releases NHA and further agrees to indemnify, defend and hold harmless NHA and each of its directors, officers, employees, agents, representatives and affiliates from and against any and all claims, demands, actions, liabilities, losses, damages, injuries, death, costs and expenses (including 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



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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: _____

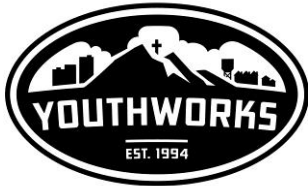
Trip Leader: _____

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: _____

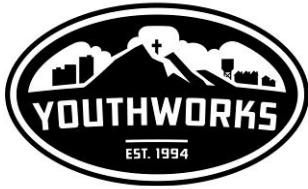
Telephone: _____ Email: _____

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

Print Name: _____

Signature: _____ Date: _____

Telephone: _____ Email: _____



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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.*



ADULT LEADER COVENANT

**Bring Signed
Form to Site**

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Welcome to YouthWorks! We appreciate the sacrifices you have made to be here. Your role as an Adult Leader is very important this week. Your attitude and leadership are critical in making this experience Christ-centered and life-changing for your students. That's why this week we're asking you to:

ENGAGE STUDENTS as a...

Processor – As your students interact with the community, each other and Jesus, there will be much to process. By asking questions – then asking more questions – you'll help students internalize the experience. Changed lives come from changed hearts, and this can't happen without thoughtful reflection. Your role as processor is crucial!

Participant – By actively participating in activities, service and conversations you'll not only deepen your experience, you'll show teenagers that these experiences are worth being involved in. Interact, serve and participate with students, and you will both set an example and set yourself up for incredible interactions.

Team Player – You'll be on many "teams" during your mission trip. Realize that others may have different needs and come from different backgrounds. Choose to make every effort to be respectful and conscientious of those you share the week with. Recognize that your ministry extends to your teammates.

Motivator – Teenagers need your words of encouragement. As you serve alongside students, use your language to uplift them. Help students understand the importance of what they are doing and, at the same time, challenge them to step outside their comfort zones in the way they work and the people they interact with.

LEAD STUDENTS as a...

Servant Leader – Look for opportunities to serve each other, the students and this community. You may be asked to do something that is out of your comfort zone. Be flexible and approach every task with a willing heart.

Communicator – Be proactive about communicating questions and concerns with the YouthWorks staff. Attend all Adult Leader meetings and work with the YouthWorks staff to make the ministry days as effective as possible.

Tone-Setter – Your attitude matters. Be patient, flexible and positive in the way you respond. Remember that your youth are watching you and you will impact their trip, for better or worse, by how you respond to situations.

Activator – Rally the "troops" by helping everyone to be on time for meals, leaving for ministry sites and activities, turning lights out, and so on. Be positive as you encourage students to jump in.

DIRECT STUDENTS as a...

Safety Champion – Safety is top priority. You are crucial to helping us keep your students safe. Help your group stay within boundaries, stick together, stay hydrated, wear their seatbelts and follow other safety guidelines.

Expectations Advocate – All students signed a Youth Covenant. Please do your part in making sure students are upholding these expectations and are conducting themselves in a way that honors God, themselves and others.

In all these roles, we need your help putting Jesus at the forefront. Seek to exemplify Christ in your attitude, actions and speech. Your spiritual leadership is vital to your youth's experience.

Please sign below acknowledging that you agree to meet the expectations of this Adult Leader Covenant and have read the Youth Covenant and agree to help hold your students accountable to the listed expectations.

Signature

Date

**Thank you for taking this week to invest in your students and the community.
We look forward to serving with you!**



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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, midriffs 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!