

Church Coordinator's First Checklist

Enclosed:

- Registration forms
- Group roster- which must be signed by the Senior Pastor for acceptance of registrations
- Brochure
- Helpful Hints letter

When you registered the group with the GROUP REGISTRATION FORM, a non-refundable deposit of \$50 per participant accompanied the GROUP REGISTRATION.

This checklist involves completing the individual registration forms for each participant, collecting the remaining camp fee and preparing the packet for submission to the U.M. ARMY – NORTHEAST office. The ORIGINAL individual registration form and two copies of the individual forms are due with the remaining \$185 per person fees; you keep one copy for your records.

Before mailing in your forms please verify that you have met the following requirements.

- _____ Two adults for every five youth
- _____ One safe, insured vehicle suitable for job for every adult (see page 15 for requirements)
- _____ Ensure that adults provide verification of insurance for their vehicles
- _____ All youth will have completed the 9th grade by June. No one younger may attend
- _____ Signed forms for every youth, adult, and young adult
- _____ Signed Adult Volunteer Safe Sanctuary/Risk Management form for each adult
- _____ Designated adult church representative attending camp
- _____ Group roster signed by Senior Minister verifying adults
- _____ The original and two copies of the individual registration form, with the remaining registration fee.
- _____ Keep one copy of the group roster for your records; return the original and two copies with the forms

Please mail you package by the deadline to your local U.M. ARMY office:

U. M. ARMY – Northeast
6 Baldwin Road
Westford, MA 01886
978-692-5786
Lorraine Macpherson, Executive Director
Email: lorraine@umarmy.org

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If completed forms are not received by the deadline for your work camp, your group will be replaced with another church on the waiting list.

On or before April 1 we must receive:

The original and two copies of the individual registration forms. Keep one copy for your records. All remaining fees (\$185 per person).

Verify that:

- Form has been signed by participant and parent/guardian (if under 18)
- Verify that year of last tetanus shot is filled out on each registration
- Two adults for every five youth
- One safe, insured vehicle suitable for camp role for every adult (see page 15)
- Ensure that adults provide verification of insurance for their vehicles
- All youth will have completed 9th grade by the start of camp
- Covenants have been read & signed
- Adult church representative has been designated for camp
- Group roster signed by **Senior Minister verifying adults.**

One month prior to camp:

- Information and training guide lessons complete (including adults attending camp)
- Fund raising activities complete
- Trailer for tool transportation confirmed (if needed)

Two weeks prior to camp:

- Tool, cleaning and first aid kits ready
- Materials being taken to camp collected
- Have participants complete their tool lists for your inspection
- Individual's initials or names on tools and color coded
- Line up **relief drivers** for Saturday return-very important for safety

One week prior to camp:

- One ice chest **per car** collected, labeled and color coded
- One 3-5 gallon **water cooler per car**, labeled and color coded

Saturday before camp:

- Load tool trailer (responsibility of participating church, not supplied by U.M. ARMY)
- Label tools with individual's initials/name and church color (assigned by Camp Director)
- Collect individual tool lists and keep to be used when gathering items at end of camp
- Load kits
- Load ice chests and water coolers
- Load sleeping bags, cots, luggage

Sunday:

- Commissioning of participants by Pastor and congregation of home church
- Arrive at U.M. ARMY at time specified by Camp Director