



This packet includes important information about workcampNE’s mission trip: a checklist, FAQ’s, and all of the necessary forms. If you have any questions, contact us at 603.440.3708 or ken@workcampne.com.

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Group Leader's Checklist

- Spend some time talking with your students about the importance of serving others and the service model that Jesus left us with. Share some of your favorite scriptures or stories on this subject.
- Prepare them for the fact that their residents may be “unlovely” in the world’s standards and remind them to always be loving when interacting with them.
- Make sure they know to expect to work hard during the day. Their crew will be depending on them to carry their own weight and to help ensure that the work is completed.
- Let them know also, that the work will be fun, and there will be plenty of time in the evening to relax and play just as hard as they work.
- Talk with them about being open to meeting new people, as we will mix up the crews so they can build relationships with people from all over the country.
- Pass out the packing list, both what to bring (including the personal protective equipment) and what NOT to bring with your students
- Go over the dress code with your students
- Review the cell phone policy with your group
- Make arrangements for meeting our transportation requirements
- Ensure the correct leader/student ratio is in order.
- Final payment and registrations have been sent in for your group.
- Youth Safe** form, or send authorization forms for each individual 18 years or older

Group Leader Information

Student/leader ratio

We suggest 1 adult to 4 students. We need at least a 1 to 5 ratio, as this is ideal for supervision in the sleeping quarters as well as having adequate leaders for the crews. Be mindful of gender. If you have 7 gents, and only 1 girl, you will still need 1 female sponsor to supervise your 1 female student. We know adult sponsors can be hard to come by, so if you're having difficulty recruiting sufficient numbers of men or women sponsors, please don't let it be the reason you don't come, contact us.

Transportation

Please make sure that you have adequate transportation for the number of students that you are bringing. Vans are ideal. An entire crew of 5 students can fit into 1 vehicle maintain the *student to adult ratio* making this a nice paring! Using just 4/5 passenger cars to get your students to camp is fine, as long as you have extra adults to act as drivers. Please note that if you cannot accommodate all your students with transportation, there is a fee per student which enables us to rent vans, to move all attendees from base to site/site to base.

Background Checks

Please make sure **everyone 18 years of age or older** have had background checks. If your church does them and you have them on hand, please fill out the "Youth Safe Acknowledgment" form. Only one per group is necessary, and please list all leaders covered by this form on the back, or on a separate sheet of paper. If your church does not screen their students and leaders, we can do that for you. Please fill out the "Authorization to Release Information" form for each of your participants 18 years or older and workcampNE will run them for you. We will bill you for this after we run them. The fees vary by county, state and if there is a name change (i.e. maiden name). They can be as inexpensive as \$7.50 and as much as \$50. Any backgrounds workcampNE runs, are good for 5yrs. We require every adult to have a background check, so this is very important!

Registrations & Fees

- All completed workcampNE forms can be mailed to,
workcampNE
189 Charles Bancroft Hwy.
Litchfield, NH 03052
- Scanned and emailed to ken@workcampne.com, Faxed to 603-424-3600
- On line at www.workcampne.com/register
- Preliminary count **as soon as possible**.
- \$375 for students and adults 90 days prior to selected dates
- \$450 for students and adults greater than 45 days, but less than 90 days prior to selected dates
- Note: If your group adds registrants after the early date, they will receive the early pricing (up to 20% of original attendees)
- Registrations close 45 days prior to workcampNE's advertised date. Groups will not be allowed to register after that date. (one or two late-comers can be added to a pre-registered group)
- 100% refund for cancellations

Helpful Information

Below you will find important information about workcampNE's mission trip. If you have any questions, please contact us at 603.440.3708 or email us at ken@workcampne.com.

Before you arrive

Prayerfully consider your upcoming week serving others. Here are some suggested prayer topics to offer to God.

- The families that you will be serving. Chances are, they have a lot less than you do, might be elderly or disabled. When we are not familiar with the circumstances surrounding these situations, it can make us uncomfortable. Pray that God will open your eyes and heart to THEIR needs and take away any anxiety you might have. Pray that you are given the eyes, ears, hands & heart of Christ.
- Safety – let's all go home the same way we arrived!
- Open to hear God's word – through the evening service, devotions, in our moments of quiet time, through the speakers, band, leaders, and fellow students.
- For your fellow crew members, leaders and support teams; that their experience would be one where they see God's hand in their lives this week, strengthening their relationship with Jesus.
- Yourself – that you see Jesus this week in what you do, what others say, and what others do; and that by the week's end, you have grown closer to Christ or have decided to make him Lord of your life.

What to Expect at workcampNE

Morning Devotions – Rise and shine! We like to give God the first part of every day at workcampNE! As a group we will meet in a designated area and be given a few ideas to think and pray about.

Crews – Crews will consist of 5 – 6 students and one adult crew leader. These are selected for you and it is safe to assume people from the same church will not be on the same crew. Your crew will be given a single job site for the entire week. Each crew member has a role. Take a look at what those are so that you can be prepared to volunteer for one when we get together on Sunday evening.

- Devotion Leader – organizes the mid-morning devotion and either leads it daily or assigns a different crew member to act as the leader each day. Participates in answering the questions and helps others feel more comfortable in answering them as well.
- Safety Officer – Helps to ensure safety procedures are followed such as wearing safety glasses when hammering or using power tools; proper use of ladders, i.e. not over extending, etc.
- Tool Master – Responsible for getting the crew's assigned tools from the tool room. Makes sure that all the tools are picked up and put away in the tool bin at the end of the day. Works with work director to make sure any requested tools are in the box the following day.
- Time Keeper – Each morning he/she gets a bucket of ice and one soda for each person on their crew and enough water for everyone for the entire day. This individual is responsible for watching the clock and calling "break" when on site. They also call devos at 10:30, lunch at 12:30 and clean up time at 3:45.
- Work Director – Assists the Crew Leader in matching up jobs with crew members, helps to make sure everyone on site is pitching-in to get the job done.

Job Sites – The workcampNE team has been working closely with local community groups to create a list of people in need of service. They have visited each residence and have determined what is to be done. You will be doing repairs, weatherizing, or making minor improvements to the home of an elderly,

disabled, or under-resourced family. Your work habits, helpful behavior and kindness can be a powerful “tool” of encouragement in someone’s life. All of our actions and attitudes will leave a witness for Christ; you’ll determine whether it’s good or bad.

PPE – Personal protective equipment is required. This includes a pair of sturdy shoes, work gloves and protective eyewear such as safety glasses. This equipment is yours and you will be taking it back with you when you leave. Use it to serve others when you get home!

Bins – You will take a bin containing site specific tools to your site on Monday morning and leave it there for the week. Please put it in the resident’s garage or shed if they have one, or somewhere out of site from the road if they don’t. When you are cleaning up and getting ready to quit for the day, please remember to **put the cover on your bins** to protect the tools from rain and dew, and please be sure not to put any wet items, such as paintbrushes, pails, or rags inside the bin. Also please look in your bins very carefully for things before calling the go-fors. The smaller the tool, the farther down it falls into the bins. We try to make sure you have everything you need on Monday morning, so again, check the bins thoroughly, and also the resident’s property for materials that might have been delivered before your arrival.

Tool Box – This contains all your smaller and general purpose tools. Please follow the same guidelines for “Bins” above.

Materials & Ladders – many of the larger tools or bulky materials will be dropped off prior to your arrival to your site. If there has been a delivery, please double check that you have received the proper material and quantity. They should have been inventoried by the team delivering ladders, but it’s always good to double check!

Free Time – Each day after the evening program there is free time for talking, napping and recreation. There will be opportunities for basketball, volleyball, soccer, board games and other activities. You will be expected to stay at the housing facility during free time. If you wish to take a short hike or walk, you must inform your youth leader and camp director/staff. No fewer than three people may take a walk or hike together. No couples may go off together whether on campus or off.

Care Cards – Care cards are notes of encouragement that we urge you to write to your crew each day. We suggest that you write one card for each crew member every day. This is not mandatory, but most find extremely enjoyable. These should say something like, “great job stripping the roof today,” or “You did awesome scraping that paint,” not, “Is there a lifeguard on duty, because I’m drowning in your piercing blue eyes.” They are meant to encourage, not as a way to flirt. You can also write them to friends, youth group members, or whomever else you would like to encourage as often as you want. The care card envelopes are given to youth leaders on Saturday morning and passed out to the students on the way home—there is no peeking throughout the week.

Crew Photos – After Monday morning devotions, you will meet with your crew at a spot designated by our camp photographer for a crew photo. You will take a serious one, all smiling and holding your crew number—this one will be printed, framed and given to your resident on Thursday, along with a Bible. You will also take a silly one for the enjoyment of camp, so be thinking of ideas that you can do with your crew—something more creative than the pyramid is nice!

Invitation – An invitation to Resident’s Night (Thursday) will be handed out on Wednesday for you to present to your resident as a reminder for them to join us for dinner and evening program.

Dinner Clean Up – Please check your camp booklet to see when your group is scheduled to help with dinner clean up. If you are an independent, there will be a night for you as well. Clean up includes, sweeping the floors, wiping down the tables, tidying up the dining area, and anything else the cooks need help with.

Evening Programming – At 6:15pm each night, we meet together for worship. This starts with a daily video, announcements, short activity/game, prayer, singing, and a message that ties in the week's events with Biblical teaching. It is a fun, exciting, intense time to spend with God in the presence of fellow believers. All must be in attendance for evening worship!

No Bathroom sites – On the rare occasion we will have a site that has a bathroom that is unfit to use, or a resident who does not want the students using their bathroom. If this occurs, we will arrange for there to be two crew leaders on this site, so one can do bathroom runs to a local establishment and one can stay with the students at the site. When transporting students remember the 3 rule, always have 2 students with one leader. If we don't have enough crew leaders to assign two to the crew, everyone will go together for bathroom runs, as we will not allow anyone to stay behind unsupervised.

Rainy Days – We are praying for sunshine not rain! But in the case that it does rain during your work day, we want you to remain at the worksite. This is New England, the weather changes quickly and it could be sunny in a minute. Besides, we have promised the school that there will be a minimal crew of only about 10 people during the hours of 8am to 4pm, and we want to honor that. Find other things to do, such as cleaning your resident's bathroom, doing dishes, washing windows, etc. If the resident doesn't want any interior cleaning done, spend the day visiting with them—play cards, talk, just get to know them. If the resident doesn't want you to come inside at all, call us for further instruction.

Lights Out – Each group is to be in their sleeping quarters before 11:00pm. "Lights out" is at 11:00pm! Showering, etc. needs to be taken care of BEFORE 10:30pm. Staff will lock down shower facilities at that time. We have a ton of work to get done, so it's important to get some rest! Showering in the morning may or may not be permitted – that is determined by the school administration not workcampNE. If the school allows it, we will.

Discipline – We want camp to be a blessed, fun time for all of us. Your help in maintaining discipline is greatly appreciated! While not anticipating any problems in this area, we will be quick to act on any infractions. This may mean calling your youth pastor/sponsors in and deciding if you must leave camp. If that happens, parents will be called and will be expected to come to retrieve their student immediately, or to pay for the expense of flying the student home early.

Showers – Some schools have showering facilities that are set up "gang" style. For this reason, bathing suits are required unless you have contacted workcampNE and have confirmed that the showers are individual and private. It is also a workcampNE rule that no two individuals will be allowed in the shower area at one time. One person is fine. Three or more are fine. This applies to men, women, students and adults.

Our Residents – Some of our residents will be fun, cool and great to be around. Others may be cranky, tired and not great to be around, but please remember that these residents will see you as a representation of Jesus, and possibly the only one they may ever meet. Let's treat their homes like they are our own; actually let's treat their homes better than we treat our own. Be careful when painting, take down only what the troubleshooter has told you to take down and when demolition is taking place, be neat and pile the unwanted material in one location to make it easier for removal. Be respectful of their possessions and their pets. We are sometimes the last hope these folks have - let's show them what Christianity is really all about. You are very important to us and we want the residents to love and respect you like we do.

Accommodations – Please respect where we are staying. The administration of the school have kindly opened their doors and allowed us to stay here. It's a huge risk for them and a leap of faith. This means only going where you are supposed to go and staying out of the areas marked "Off Limits," keeping food and drinks out of the gym and auditorium, not writing on smart boards, and being very careful with food and drinks in the classrooms. There will be non-workcampNE people at the school as well. There may be summer school, sport camps, or other activities taking place, so please exercise good judgment and treat your sleeping quarters better than you would treat your own bedrooms. Pick up after yourselves in the

bathrooms and public areas, and pitch in and go the extra step to pick up the trash that isn't yours. Leave an amazing impression – this will allow the administration of the school to invite us back again in the future.

Saturday Morning Clean Up – On Saturday morning after breakfast and devotions, you will be responsible for helping to clean your sleeping quarters. Please make sure you have all of your things. Don't forget to check the shower/locker rooms, bathrooms, and lost and found. Pick up any medicine you left with First Aid, and check your rooms thoroughly. After all your things are picked up, please sweep the floors, pick up and take out all the trash in your room.

Thank you, thank you, thank you – Thank you for giving up a week of your vacation. Thank you for coming across the country, New England or the state. Thank you for being the light in a dying world. But especially THANK YOU for being true representatives of Jesus Christ. As much as we love and appreciate you, God sees far more than we do and He's smiling down on each and every one of you this week. Enjoy your week at workcampNE. Our prayer is that God blesses you abundantly and draws you nearer to Him this week and in the years to come. Please know that a team of people have been praying for you all year long and it's hard for us to express how blessed we are to have you here with us. You are making a difference in the lives of your residents and in our lives as well.

Daily Schedule - April

Subject to change

Sunday

- 2:00 to 4:00 Students arrive and settle into camp
- 5:30-6:30 Dinner
- 6:30-7:45 Evening Program: worship, introductions and short presentation on "What to expect": safety, scope of work, etc.
- 7:45 Free time for students
Meeting; Roles & Responsibilities and site reviews for Crew leaders, troubleshooters and go-4's

Monday - Thursday

- 7:00 Rise and Shine!
- 7:15 Breakfast
- 7:45 Devos (bring your Bible, pen and camp booklet)
- 8:00 Pick up requested materials, tools, devos, water & soda
- 8:15 Depart for the job site
- 10:30 Crew devotions/morning break
- 12:30 Lunch at the job site
- 4:00 Clean-up, return to camp
- 4:30-5:20 Showers
- 5:30-6:30 Dinner
- 6:30-7:45 Evening Program (bring your Bible, pen and camp booklet)
- 7:45 Devos with your youth group
- 8:30-10:30 Free time (cell phone usage open to call home until 9:00pm)
- 9:00 Crew Leader's Meeting
- 10:45 Gym & Cafeteria close. Head to bed.
- 11:00 Lights out! Quiet time.

Friday

- 7:00 Rise and Shine!
- 7:15 Breakfast
- 8:00 Final Program (bring your Bible, pen and camp booklet)
- 10:00 Pick up (each group is responsible for sweeping/vacuuming their sleeping quarters!), pack up & move 'em out!

PLEASE BE ON TIME FOR MEALS AND EVENTS

Daily Schedule – June & July

Subject to change

Sunday

- 1:00 to 4:00 Arrive at the school unload, unpack, and set up for workcampNE
- 5:00 Supper
- 6:15 Orientation Program
- 10:30 Showers close for the night
- 10:45 Head to bed
- 11:00 Lights Out

Monday – Friday

- 7:00 Rise and Shine!
- 7:15 Breakfast and time to pack your lunch
- 7:45 Morning devotions: bring your Bible, pen and camp booklet.
This is a QUIET TIME for you to spend with God. Please be quiet
- 8:00 Pick up requested materials, tools, devos, water & soda
- 8:15 Depart for the job site
- 10:30 Crew devotions/morning break
- 12:30 Lunch at the job site
- 4:00 Finish for the day. Depart from the job site and return to the housing facility
- 5:00 Supper
- 6:15 Evening program. Bring your Bible, pen and camp booklet
- 7:30 Devotions with your youth group
- 8:15 Free Time (Cell phone usage is open to call home until 8:45)
- 10:30 Showers close for the night
- 10:45 Gym & cafeteria close. Head to dorms.
- 11:00 Lights out
NOTE: On Friday the workday will end early, the crews will depart the job site at 12:00 p.m.
The afternoon will be spent at a location of your group's choice. You will be responsible for dinner, as it will not be served at camp. Please be back to campus between 7:30 – 7:45.
The evening program will begin at 8:00. Lights out will remain the same.

Saturday

- 7:00 Rise and Shine!
- 7:30 Breakfast
- 8:15 Morning Devotions
- 8:30 Pick up (each group is responsible for sweeping/vacuuuming their sleeping quarters!), pack up & move 'em out!

PLEASE BE ON TIME FOR MEALS AND EVENTS

What to Bring, What Not to Bring

What to Bring...

- ☑ A servant's attitude – let's have the attitude of Christ Jesus (Philippians 2:5-8)
- ☑ Bible and pen
- ☑ Hat or visor, ***sunscreen***, sunglasses
- ☑ Sturdy clothing for each working day – these clothes are likely to get very dirty, possibly ruined
- ☑ Casual clothing for each evening – after returning to camp you may want to wear fresh clothes
- ☑ Swimsuit (modest!) (for Friday activity on summer trips and possibly showers)
- ☑ Sleeping bag and pillow ***SINGLE*** air mattress or cots (***no doubles, queens, kings*** please, space is limited)
- ☑ Fan (and an extension cord)
- ☑ Washcloths, towels, soap, shampoo, toothbrush, toothpaste and a hairbrush
- ☑ Plastic bags for wet or soiled clothing
- ☑ Insect repellent (a really good idea)
- ☑ Rain poncho
- ☑ Work gloves, safety glasses
- ☑ Good solid sneakers/work boots; flip-flops are not allowed at worksites

What Not to Bring...

- ☒ A bad attitude
- ☒ Foul language
- ☒ iPads, iPods, cell phones or personal computers (fellowship is encouraged)
- ☒ Any non-prescription drugs not approved by youth leader
- ☒ T-shirt with inappropriate messages or logos (including beer companies)
- ☒ Alcohol, cigarettes

Gents

- ☒ Pants: to be worn at the waist (no underwear showing)
- ☒ Shirts: to be worn ***at all times***

Ladies

- ☒ Tops: no tops that bare the chest, midriff or shoulders, tank/halter tops which show underwear. That means at a minimum: no cleavage, 2 inch straps and the belly-button should not show when you raise your hands over your head.
- ☒ Shorts: No short shorts, "hip huggers," or cheer shorts. Inseam must be at least 4 inches. No spandex or tights unless an over shirt extends to mid-thigh.

Note about cell phones:

Adults are encouraged to bring to worksites, as this will be our primary means of communication during the workday as well as give your group's parents a contact in an emergency. (In addition to our staff's phone numbers)

We encourage youth leaders to have their students leave their phones home. If a student needs to check in at home they will be able to use their phones to check in with parents following the evening program 8:15pm to 8:45pm. **Students** are not allowed to use phones at the work sites.

Important Dates and Registration Fees

Here is all the information you need to register your group.

If you have any questions or need clarification, please contact us at ken@workcampne.com.

Payment & registrations

- Fees are \$375 for students and adults registering 90 days prior to attending
- Fees are \$450 if received 45 days prior to attending but after 90 days
- Preliminary count and \$50 deposit per attendee any time before registrations are due.
- Additional transportation needing to be provided by workcampNE, will be assessed \$50 per student

Note: If your group registers on time but adds less than 20% of the total registrants they will receive the early pricing. One or 2 late-comers will be allow after the "close" dates.

Discounts and Registration Fees for Multiple Weeks

Groups will earn a discount of \$375 for meeting **all** the requirements:

- turning in all registration and monies 90 days in advance
- adhere to 1 adult per 5 student (per gender) ratio
- enough transportation to move their students during the mission week
- register more than 10 students and leaders

The following volunteer position attends free: Night Monitor

Discounts for multi-week participation for adults: crew leaders, go-4's, cooks and troubleshooter are as follows,

Years of service	1st week	2nd week	3rd + weeks
1 to 4 years	\$375	\$250	\$150
5+ years	\$375	\$200	\$100

FAQ's

- I'm in college. Can I still come to workcampNE?
 - Absolutely! All ages are welcome. The only restrictions on age are our Senior High only weeks, which excludes Junior High, but includes anyone entering the 9th grade or older. Our combination weeks are open to all ages, that is entering 6th grade in the fall or older. Please be aware that our evening messages and printed materials are written with our students in mind.
- Do I need health insurance in order to attend?
 - Yes, workcampNE has an insurance plan too, but our policy is secondary to any health insurance you have. This means any claims will be sent to your personal insurance first.
 - If you don't have insurance, we can help you get set up with temporary insurance. Please contact us for more information.
- Do I need to bring any money?
 - Your registration fee covers everything you'll need for the week - food, lodging, tools, materials, T-Shirt, and more. Your crew may stop for a snack on the way home from the worksite or you may want to purchase merchandise from The Shed; T-shirts, sweatshirts, sweatpants, shorts, hats, etc. We also have a small concession area with candy & soda that you might want money for. Spending money is not necessary, but it may be wise to bring. Independent students need to bring additional cash for Friday dinner and outing (suggested \$50).
- I've never done any repairs before. Is that ok?
 - Yes, it is absolutely ok. We have leaders that will guide you with the work. The only thing you have to bring to the worksite is a great attitude, a servant's heart and PPE. We'll supply you with everything else. PPE is personal protective equipment – work gloves, safety glasses, dust mask and sturdy shoes. (Open toes are not allowed at the worksite.)
- I have food allergies. Should I bring my own food?
 - Yes. We encourage individuals with moderate to strong dietary restrictions to provide their own meals. While we provide options at meal times, cooking for hundreds of people, with last minute substitutions from our vendors does not allow for us to customize the menu per individual. Feel free to call/write us for more information.
- How many adults do we need for the week?
 - We suggest 1 adult to 4 students, we need at least a 1 to 5 ratio, but we encourage as many as are willing to come!
- Our church can't afford to rent vans, can we still come?
 - Yes. You will simply need to bring a few more adults to drive the cars you will be using to come to the mission week. The reason we ask for vans is because they can accommodate 1 adult crew leader and 5 crew members. We need to mobilize everyone in attendance, to/from their site. If you are bringing the suggested 1 adult for every 4 students, you should be fine.
- We live near where camp is going to be this year. Can I sleep at home?
- I can't come the full week, so can I just help out a couple of days?
- I need to leave one or two nights for a tournament, is that ok?
- I have on-line or other work that I need to get done. Can I use my free time to do it?
 - The answer to these 4 questions is: Sorry, but no. Commitment to the relationships you are building and contributing to the environment of Christian fellowship is a major component of

workcampNE. This happens best when we all share in community, 24/7. Think of it this way; if you were serving on a foreign mission trip, would you be able to leave or only be present some of the time? Treat this mission trip similarly.

- Only in rare cases do we allow for individuals to attend one or two days. They are: (1) for youth ministers inquiring about us and wanting to "check us out," and (2) sometimes when we get behind on work and our contractor friends can help us catch up.
 - Spending time on your computer/phone etc. doesn't allow for the missional experience and your week will not be as rich as it could be.
 - This goes for our adults as well... and for you, the leaders, setting a good example is paramount.
- How much does it cost?
 - \$375 if you register 90 days or more prior to attending
 - \$450 if you register greater than 45 days but less than 90 days prior to attending
 - If workcampNE has to provide you transportation, add \$50 to your registration.
 - Registrations received less than 45 days prior to service week will not be accepted
 - Where will you be this year?
 - April, 15-20 Manchester, NH (*please contact us early as space is limited*)
 - June 10-16 Beardstown, IL
 - July 1-7 and July 8-14, Hopkinton, NH
 - July 15-21 and July 22-28, Laconia, NH
 - What do I need to bring? And I have other questions.
 - Take a look at this information packet; it has everything you need to know. You can also call or write us with any questions or concerns you may have at 603.440.3708 or ken@workcampne.com.

Adult Roles

If you are coming as an adult sponsor, thank you for giving up your time to invest in the youth of your church. We know you are sacrificing a lot to come, and we absolutely couldn't do it without you! Below you will find explanations that might be helpful for you in choosing what role you would like to play during the week. There are lots of different jobs, so please read over these descriptions and decide which fits you best. If you have any questions or need clarification on anything, please contact us at ken@workcampne.com.

Cook

Your job is to prepare and serve meals for all and clean up afterwards. The hours associated with this role are early morning and late afternoon. You will take direction from the head cook, and assist your fellow cooks with the responsibilities of feeding 50-200 people, depending on the week. Because we serve dinner on Sunday evening, cooks need to be in the kitchen by 2:00pm Sunday.

Hope you're an early riser, as your day will start at 5:30am to prepare and cook breakfast. The students and adults will come through the breakfast line at 7:15am so after breakfast is prepared, you will help serve it and replenish anything that runs low. (Examples are coffee, sugar packets, milk, juice, etc.) At this time, everyone will also pack their lunch for the day, so you will put out the lunch foods (sandwiches, chips, juice boxes, candy, snacks, etc.), monitor the lunch packing and replenish those items that get low. Breakfast is scheduled to close down at 7:20am and the lunch packing at 7:30am. At this time, you will clean up—wash down tables, sweep the floors, put away left overs and lunch supplies, etc. Next, you will make sandwiches for lunch the following day. Once these morning responsibilities are complete, you will have time to meet with your fellow cooks for devotions. When you are done with your devotions, this should be around 9:30am you will have free time until dinner preparation, which starts at 2:00pm. You can use this time to nap, write care cards, visit sites, or whatever you wish.

You will then resume working from 2-6 on dinner preparation, serving and clean up. Evening snack served after the evening program, is prepared at this time as well and will be laid out by an intern. You will just need to show them where it is.

Dinner will be at 5:00pm, and will be very much like breakfast. Once everything is prepared, you will serve the students as they come through the line, and once everyone has been served, seconds are announced and dessert is put out for the evening. Once everyone has been served dessert, you will have a chance to sit and eat as well.

When dinner is over, again, very much like breakfast, you will clean up the cafeteria—put away left overs and wash dishes, but this time the students will wash down the tables and sweep the floor. You will just need to show them where to find the supplies to do so. Dinner clean up may not be complete when it is time for the evening program. Everyone is required to go, so it's important to put dinner clean up aside and head to the auditorium. We will have interns and staff finish up with the kitchen clean up if it isn't done. Once the evening program has wrapped up, you can feel free to meet with your youth groups. After youth group time feel free to enjoy free time, or head to bed! Cooks usually try to get in bed before the 11:00 lights out rule goes into affect, as 5:30 comes awfully early!

Thursday is our "Resident's Night." The residents are invited to come to the school, eat dinner and worship with us that evening. This is a very special time, as the resident's get to share their gratitude with their crews for the work that was done on their homes, but more often than not, it's more about what was done on their hearts. The Thursday night meal is a little bit nicer, and we all try to dress up a bit for the residents. Typically we serve something like baked chicken, corn, baked potato and a salad. Dinner often times goes a little longer, as we don't want to rush our residents. We will adjust the evening program's start time accordingly, and ask that you be flexible this evening. Please leave any tasks not done prior to the evening program, and we will have staff and interns finish up. We want to ensure everyone has time to visit with the residents and make sure they feel welcome and are served well.

Being a cook is a very important role to play at camp. A smiling, upbeat attitude first thing in the morning sets the tone of the day for many. Plus, you're responsible for feeding the entire camp and giving the students the energy they need to complete their work!

Crew Leader

Your job is to lead a group of 5 or 6 students on the worksite, providing them with spiritual and task guidance. Your crew will be made up of either junior or senior high students, but not both. It will have a good mix of gender, age, skill level and personality. The goal is to also have crews made up of people from all over the place. Unless necessary, you shouldn't have two students from the same church. This allows the students to meet new people and make friends from all over the country, at the same time, discouraging cliques.

You do not need to be a contractor or painter or have any other type of "handyman" skill to be an awesome crew leader! You will have trained professionals helping you with the tasks whenever you need it. Sunday night you will have a chance to go over the work you will do for the week with your troubleshooter—the trained professional that will be overseeing your site.

Your job as a crew leader is a very important one, as you will have a lot of influence on the students in your crew. It's important to teach them and let them try new things as you complete the job you have been given. One thing you will find yourself doing is keeping them motivated to stay on task. This isn't always the easiest thing to do, but with patient, gentle encouragement, you can inspire your students to get the job done.

Another significant part of your role is to be a spiritual resource for them and an encourager if they need it. You do not have to be a biblical scholar, but are there to keep them engaged in devotions (we call them devos) and to answer any questions you feel qualified to answer. If a question is asked that you don't know, a good answer is "I'm not quite sure, let's ask your youth leader."

After devotions on Monday morning you will meet up with your crew. It is a good idea to pick a spot to meet when you gather together Sunday night. Once your crew is together, you will go to the location designated by our photographer and have a crew photo taken. After you get your pictures done, your tool master will go to the tool room and gather the tools needed for your site (he/she needs to bring a fellow crew member, as sometimes there are too many tools to carry for just one person), your time keeper will get your crew's ice bucket and fill it with one soda per crew member, and plenty of water for everyone for the whole day. Then you will load the tools, drinks and students into your vehicle and head out to your site. Monday morning is always a little hectic, but as the week goes on, you will all get the hang of this, and will get out to your site earlier and earlier. On Wednesday, you will give your resident an invite. Your crew photo and a Bible will be handed out Thursday for you to present to your resident as a gift to remember you by.

On site, you will work till 10:30, then break for a short devotion. This will be led or delegated by your devo leader. After you're done with your devo, you'll get back to work and then break for lunch between 12 and 12:30. You will then work till 3:45, clean up your site, and head back to school. This will be the schedule every day except Friday. On Friday, you will work till noon, clean up and head back to the school. You can break for your devo at 10:30 or if you need a little more time to complete your site, you can do it in the van on the way home. You will pack a lunch, like every other day, but eat it on the way home. It's very important to get back to the school by 12:30pm, as you will have students from several different churches and will not want to hold their groups up by keeping them on site too long. Friday afternoon is free time with your youth groups. You will go off campus from about 1:00 to 7:40. The evening program will then start at 8:00 sharp. Please do not be late for the evening program, as it is the culmination of the entire week and a very important and special time for the students.

Thursday is our "Resident's Night." The residents are invited to come to the school, eat dinner and worship with us that evening. This is a very special time, as the resident's get to share their gratitude with their crews for the work that was done on their homes, but more often than not, it's more about what was done on their hearts. If your resident needs a ride to the school, you can quit work a little early, come back and shower, and head back out to pick them up. We never want lack of transportation to be why a resident doesn't come. We have had about an 85% participation rate for resident's night in the past several years. Most residents, regardless of their faith or non-faith, love to come and share with us. However, not all residents do. We always want them to know that they are welcome and we would absolutely love to see them there, but never want to pressure them into coming if that is not what they wish to do. Don't be discouraged if your resident decides not to come. Most of the time, it's because of health reasons.

We hope this gave you a more in-depth look at what being a crew leader is like. It is definitely about getting the work done on the resident's home, and making them warmer, safer, and drier. However, it is so much more than that. It's about being Jesus to the residents, leading students and teaching them what

serving Him is all about. By the end of the week, you will have another family. It will consist of a resident and 5 or 6 students that you didn't know the week before, but feel like you have known your whole life. It is a truly amazing thing, and we believe it is a small taste of what heaven will be like.

All 21+ year old are considered Crew Leaders unless you are physically or spiritually unable to lead the group of students (Please note this in your registration). While we will do our best to provide you with the role you prefer, please be advised if they are all filled, crew leading it is!

First Aid

As our first aid person, you will monitor the health of all our participants and administer first aid when necessary. We prefer you to have some experience, as decisions need to be made when assessing the severity of injuries/illnesses and the types of medical attention required. Most of the time, this person is a nurse, however we don't use that title because often they are not licensed in the state where camp is being held.

We have all of the medical supplies that you will need, so you won't need to bring anything. Also, if the school permits, you will stay in the school nurse's room, so at most facilities you will have access to sick beds, and other things that come in handy while tending to injured or sick students. If you have a vehicle at camp that isn't going out on site already, you will use it to travel to sites if you are called out. If you don't have a vehicle, we will set one aside for you.

Sunday will likely (and hopefully!) be your busiest day, as you will be setting up shop and checking in each and every person at camp. There will be a binder with all of the attendees' medical forms and waivers already alphabetized for you when you arrive at camp. If you are there early enough, it is helpful to go through the medical forms and make notes of any questions you have for everyone as they check in (e.g., if someone is allergic to bees, you should ask if they brought their epi-pen; if someone takes medication, you should ask if they want to keep it or want you to administer it to them—we leave this up to the parents and youth leaders).

In your binder, you will also find a list of hospitals and clinics in the area, all the emergency numbers you might need, a list of check in procedures, a phone list with crew leaders, staff and other adults' numbers that you might need, an area map with addresses and sites marked, and a complete alphabetical list of all the attendees. It is likely that some students (& adults) will forget check in with you. You are the only person that ALL participants check in with, so it's very important that you see everyone, as you, in a way are also taking a camp-wide roll call. So, as students and adults check in, you will need to mark them on the all camp list, make a note of anyone missing by dinner time and give to Ken or Marc so that an announcement can be made for them to come and check in with you. This helps us to know if everyone is there and accounted for, helps them to know who you are in case they need you during the week, and helps you to know who they are and be able to clarify any medical concerns you might have with them.

For the most part, our first aid person stays bored, and that's how we like it! You might see a bee sting here and there; possibly some poison ivy, and will likely see some mild dehydration. The students work all day in the hot sun and sometimes aren't great at remembering to drink enough water, so we try to push water and remind them to drink it often. You might encounter some cuts and bruises from on site, but most of the time, injuries come while playing sports at free time rather than on site. We take all the precautions on and off site to ensure that everyone is safe, but accidents can happen. If you feel the need to take a student to the hospital, a call to their parents is made so they can give the go-ahead and be made aware of what's going on with their student. However, if it is an emergency situation, we encourage the crew leaders to not even bother calling you, but to call 911 immediately. This has never happened, but we want the crew leaders to be prepared at all times. If you have free time (which, again, we hope you do!), you are welcome to go and visit sites, help out around camp, or just rest. If you go out, just make sure you have your first aid travel kit, medical binder and your phone in case you get called out.

This is a very important role to be played at camp. You may not be the one working out on site all day, but you are providing medical attention, and ensuring safety and peace of mind to parents' and youth leaders' as they send their students off into the world to serve our God by blessing area residents with home repairs that could not be accomplished any other way.

Go-For

Your job is to run errands to the camp's tool room or hardware store(s) getting materials/tools for the crews. This allows the crews to continue working uninterrupted. You will not be a part of a specific crew or site. Instead, you will get to travel to many different sites and see all the great work that the students are doing.

You will work closely with the tool room attendant. Their job is to receive your calls/texts to confirm inventory of available tools/materials prior to your purchasing at the hardware store. If you have a vehicle at camp, you will likely use it to transport things to and from the sites, but if you don't, a camp vehicle will be given to you for the week. On Sunday night, you'll have a chance to meet with the tool room attendant to go over any questions you might have for them.

If you do not have GPS, one will be given to you or you will get an area map to ensure that you know where you are going. You will also be provided with a Home Depot credit card and be added as an approved purchaser on Lowes (if there is a Home Depot/Lowes in the area) or any other local hardware store so that you are authorized to purchase necessary materials. However, before purchasing anything, you will need to check with the tool room attendant or our head contractor, to make sure we don't already have it, and that it is a necessary purchase. You will also be given a phone list with all the important numbers that you will need for the week.

You will handle roughly 7-9 sites. You will work with the crew leaders of these sites to make sure they have all the necessary tools and supplies to complete their projects. The crew leaders of the sites that you are in charge of will be instructed to contact you every afternoon around 2:00 with any materials or tools that they will need for the next day. There is a good chance they will be busy and forget to call you. So it is advisable to call them. This will give you time to round up whatever they need and have it ready for them in the morning. Although you are the designated contact person for only 7-9 crews, you might be asked to run materials from the tool room or hardware store to ANY of the sites. You, your fellow go-fors and the tool room attendant need to communicate often and well so that efficient use of the go-fors' time is achieved. One example of this is the 2:00 call. Not all go-for's need to head to the hardware store after making calls to their crew leaders. Whichever go-for finds themselves at the hardware store or closest to it would take the lists from the other go-fors and make the purchases. The go-fors would then meet at the tool room and help unload. (If the list is large, then it may be worthwhile for two of the go-fors to go to the hardware store.)

This is an extremely important role at camp, as the crews and residents really depend on you to help them complete their tasks. Even though you aren't the one swinging the hammer or wagging the paintbrush, you are absolutely contributing to the completion of all the projects!

Night Monitor

The night monitor keeps an eye on camp during the overnight period. These hours are from 10:30pm to 6:30am, or when relieved by staff. If you chose this role, you will also get to come to camp free of charge! Your schedule will be much different than every other person's is at camp. You will go to bed at 7:00am and sleep until sometime in the afternoon. You will be with the whole group for dinner, the evening program and for free time, but while everyone else heads to bed at 11, your "day" is just beginning.

You will spend the night walking the halls and making sure all the students are in their rooms and not roaming about, and also make sure the doors are locked and secured and no unwanted guests try to come in. As you can imagine, there is a lot of down time with this role, so you will have nightly duties to keep you busy and help us out as well. Some of those duties might include filling bags with ice for the crews for the next day, picking up in the gym and cafeteria, wiping down tables, sweeping floors, maybe a few dishes, light cleaning of the bathrooms (this will depend on the facility and if the janitorial staff is doing this or not), you will also get the crew photos ready for the residents on Tuesday night, and set them out with the Bibles for the crews to pick up Wednesday morning. Generally speaking, you are assisting the rest of the staff in maintaining a tidy camp.

You can also feel free to watch movies, read, write care cards, or just relax (but no napping! ☺), as long as the work gets done and you still do periodic checks of the building throughout the night. This is a very important role at camp. It is helpful and comforting to us, the school staff, parents and youth leaders to know that throughout the night, the students and the building are being watched over to ensure the safety of

both. It's not a job for everyone, but if you don't mind the graveyard shift and like peace and quiet, it would definitely be a good fit for you!

Tool Room Attendant

As the tool room attendant, you will be in charge of the tool room. This will include, helping to set it up so you know where everything is, and can more easily find things when asked for them; keeping an inventory list of where all the tools are both in the tool room and at the sites; being available to help the students and crew leaders with their tools every morning; working with the lead contractor and the go-fors with deliveries and purchases, and organizing and packing the tools when they come back to camp Friday afternoon. It is helpful to have a good knowledge of all the tools. You will likely be very busy the first couple days of camp, but as the week goes on, will probably have less to do as the crews and go-fors get used to their roles.

You will need to have the staging area ready for Monday morning. This is where the crews will pick up their bins. It needs to be in a convenient location where foot traffic will flow well, and will be separated by crew numbers (usually painter's tape adhered to the floor) that mark the bins, tools and materials so each crew can easily identify their supplies. Each morning you will monitor and ensure all the crews have picked up their tools and materials.

Your primary function will be to act as the coordinator for the go-fors. Crews will request tools throughout the day/week, most of which will be available in the tool room. The go-fors will call for the requested tools and provided they are available, you will confirm and stage them for pick up when the go-fors arrive at the tool room. Crews will also request materials throughout the day/week, most of which will not be available in the tool room. Part of your responsibilities will be to work with the lead contractor to know which materials are fine to have the go-fors purchase and which you will need to get the "ok" prior to purchase. Not all go-fors need to be heading to the hardware store. This is where the coordination comes in. Knowing the whereabouts of the go-fors, you will need to efficiently schedule them for hardware store pick-ups, tool room pick-ups and many times delivery to sites that are not their primary sites. At times, it will be most effective to have one go-for do the shopping and meet the others on the road or at the tool room for pick-ups.

From 2:00pm to 2:30pm the go-fors will make calls or text to their crews to ask if there are any materials/tools needed for the following morning. Again, coordinating the go-fors is important. Just as you work with them during the day, it is important to know and schedule the go-for closest to the hardware store to take the lists from the other go-fors and make the purchases. The go-fors would then meet at the tool room and you would help them unload. If the list is large, then it may be worthwhile for two of the go-fors to be at the hardware store. All the tools and materials that were bought would then be staged so that each crew's tool master can easily pick them up the next morning.

Friday afternoon, you will be very busy unpacking the crew bins as they come back, checking in the tools and organizing them by repacking them into their original bins or into new crew bins for the following week.

The tool room attendant is an essential role for the smooth operating of camp. Making sure the crews and go-fors have the tools they need to work and deliver is very important. You won't be out on site, but you will be necessary for those sites to be completed!

Troubleshooter

If you choose this role, you will need to be a professional or very experienced in the trades. You will not lead a crew, but instead will lend expertise and oversight to 3 to 5 crews requiring assistance in the completion of their tasks, and will ensure that the assigned work gets done. You will work closely with the lead contractor in coaching the crew leaders, answering any questions they have and helping them with the physical work when they need it.

A spreadsheet containing the list of tasks and materials of the sites that you will oversee will be sent to you a few weeks before you come to camp. That spreadsheet will contain all the information about the work that we are planning to do on those sites, so you will be familiar with the tasks at hand ahead of time. Please feel free to contact our head contractor, with any questions or concerns that you might have.

Sunday night you will have a chance to meet individually with your crew leaders so you can go over the work with them. Most of our crew leaders are not contractors, painters or any other type of tradesman. Many of them have no experience at all. While we try to match the jobs with crew leaders that can handle them, sometimes the scope of the work is out of their range, and they will rely heavily on you to get them started and/or help with any precision work that they cannot do well, or at all. However, it is preferable that you help them and the students, teaching them new skills rather than doing it for them. As a professional contractor, this might be difficult for you, as you are used to working alone or alongside other experts. We recognize that your name is associated with your work, and this is vitally important to your reputation. The work this week is workcampNE's reputation. We definitely want quality work for our residents, but as we tell the crew leaders to teach the students and let them do the work, we tell you, the troubleshooters, to teach the crew and leaders and let them do the work as well. You won't have time to stay at each site doing things for them, anyway, as you will be traveling to each of your sites on a daily basis unless they don't need help. We will provide all the tools necessary to complete every job, but feel free to bring your own tools and keep them in your truck if you wish to do so. That brings us to transportation. If you have a truck or vehicle that you bring to camp, you will use it to travel between the sites. If you don't, a camp vehicle will be given to you to use for the week.

Each night after the evening program and youth group time, there will be a crew leader meeting. You will meet with your crew leaders during this time so they can update you on how the work is going and what help they need from you for the next day and the week in general. Here you will get a better gauge for where you are needed and can plan out your next day accordingly.

Being a troubleshooter is a difficult and extremely important job. A lot is riding on you and a lot of people depend on you! We entrust you with the responsibility of making sure 3 to 5 residents get the work done on their homes that we have offered. We love our troubleshooters and absolutely could not exist without you! Thanks for all your help!

Packing Check List

Use this to help you pack

Preparation

- Bring a servant's attitude! Let's have the attitude of Christ Jesus (Philippians 2:5-8)
- Read about the importance of serving others and the service model that is in the Bible. Here are a few passages, look for more:
 - 1 Peter 4:10, Ephesians 6:5-8
 - Matthew 20:26-28
 - John 13:1-17
- Go over the dress code and make sure everything packed is within the guidelines.
- Make sure you understand the cell phone policy.

Packing List

- Bible and pen
- Sturdy clothing for each working day – these clothes are likely to get very dirty, possibly ruined
- Casual clothing for each evening – after returning to camp you may want to wear fresh clothes
- Sleeping bag, pillow & **SINGLE** air mattress or cot (**no** doubles, queens, or kings, please, space is limited)
- Fan (and an extension cord)
- Washcloths, towels, soap, shampoo, toothbrush, toothpaste and a hairbrush
- Plastic bags for wet or soiled clothing
- Insect repellent (a really good idea)
- Rain poncho
- Work gloves, safety glasses**
- Hat or visor, **sunscreen**, sunglasses
- Flip-flops are not allowed at worksites so good solid sneakers/work boots are needed
- Swimsuit (modest!) (for Friday activity on summer trips and possibly showers)
- Optional: extra spending money for stops to/from the site, items from the Shed, souvenirs



Registration

Beginning in 2018, registrations will be on-line only. Here is the information you can expect to see when you log in. All information is required unless otherwise stated.

General Information

Name as you would like it to appear on your name tag and care cards

Church/Group, your church will be listed, if you are not a part of a group select *independent*

Attending week, a list of option will be available

Gender

Grade (entering in fall) A list of option will be available including college and adult

T-Shirt are adult men's

Rate your experience & preferences

Ladder height

Can/can't work with cats and/or dogs

Medical Information

Legal Name

Age when serving

Address, City, State, Zip

Email

Emergency Contact Name & Phone (there is room for 2 only 1 is required)

Allergies (Please include any medical, food, pet, latex or nature allergies) or state NONE:

Please list any medical conditions or state NONE:

Current medications or state NONE:

Insurance Company

Policy Number

Ins. Co. Phone

Group Number

BIN Number

All participants must have health insurance.

Don't forget to bring a pair of work gloves and safety glasses, as these are your personal protective equipment. No flip-flops or sandals allowed on the work sites so make sure you bring some work boots or tennis shoes.



workcampNE, Inc. Release and Hold Harmless Agreement

I, _____ give my permission for _____ to
(18 years of age or older, parent/guardian if under 18yrs) (participant's name)
participate in workcampNE, Inc.'s hereinafter referred to as "workcampNE" short term mission activity for the inclusive dates of: _____

Assumption of Risk

I consent to participation in workcampNE and acknowledge that I fully understand my participation may involve risk of serious injury or death, including losses which may result not only from my own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with workcampNE coordinators and staff, before I sign this document and before workcampNE begins. Knowing and understanding the risks involved with participation in the activity, I hereby voluntarily and willingly assume responsibility for all risks and dangers associated with my participation in the activity. I agree I am financially responsible for any losses resulting from my actions and will indemnify workcampNE, the officers, directors, employees and agents of each of them, for any loss or damage caused by myself during this activity.

Medical Release

I certify that I am in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required and grant my permission to administer over the counter medication as deemed necessary following package instructions and printed precautions.

Photo / Video Release

I agree that photographs, pictures, slides, movies, video, or other media coverage of me may be taken in connection with my participation in workcampNE without compensation from workcampNE, and agree to the usage of said photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

Waiver and Release

In consideration of my participation in the activity, I hereby waive all claims or causes of action against workcampNE, and the officers, directors, employees and agents of all of them, arising out of my participation in workcampNE and hereby release, hold harmless, and discharge the officers, directors, employees and agents of each of them from all liability in connection therewith except such loss or damage which was caused by the sole negligence or willful misconduct of workcampNE, its officers, employees, representatives and volunteers, and the officers, directors, employees and agents of each of them.

Hold Harmless

I have read this release and hold harmless agreement and understand the terms used in it and their legal significance. This waiver and release is freely and voluntarily given with the understanding that right to legal recourse against workcampNE, and the officers, directors, employees and agents of each of them is knowingly given up in return for allowing my participation in the activity. As participant, or parent or legal guardian of a participant my signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns.

Participant's printed name

Date

Signature of Parent/Guardian. Signature of Participant if 18 years or older



“Youth-Safe” Acknowledgement

This form signifies that ALL of my youth sponsors, staff members and any persons **aged 18 or older** has had a background check or has been certified to work with or participate with youth through our local youth-safe program. Their files will be retained at our home church/group but we are willing to produce those files within 24 hours in the event of being requested to do so by

investigative authorities.

Please list (attach or use the reverse of this page) your 18+ attendees and their program/background check completion date.

Leader: _____

Group/church: _____

Address: _____

(City)

(State)

(Zip Code)

Telephone: _____

e-mail: _____

AUTHORIZATION

Name/contact information of the person authorized to release the documents in the event they are needed.

Name: _____

Phone: _____

e-mail: _____

Signature _____

Date: ____/____/____

If you have any questions, or need to set up a “Youth-Safe” program in your church, please contact Ken Therrien at ken@workcampne.com.

Background checks for your leaders/sponsors are available through workcampNE for \$30. Please use the following link: <https://www.ministryopportunities.org/WorkcampNEAP>