Mountain T.O.P.

Contact Person Resource Guide

Spring 2020

Mountain T.O.P.
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mountain-top.org
# Table of Contents

**Contact Person Resources:** *all the need-to-knows about your trip preparations, including participant forms*

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter from Rachael</td>
<td>3</td>
</tr>
<tr>
<td>About Mountain T.O.P.</td>
<td></td>
</tr>
<tr>
<td>Foundations of Mountain T.O.P.</td>
<td>4-6</td>
</tr>
<tr>
<td>Learn about our Community</td>
<td>7</td>
</tr>
<tr>
<td>Learn about Housing</td>
<td>8</td>
</tr>
<tr>
<td>Pre-Trip Logistics</td>
<td></td>
</tr>
<tr>
<td>Preparation Timeline</td>
<td>9</td>
</tr>
<tr>
<td>Vehicle Requirements</td>
<td>10</td>
</tr>
<tr>
<td>Tool Safety</td>
<td>11-12</td>
</tr>
<tr>
<td>What to Bring List</td>
<td>13</td>
</tr>
<tr>
<td>While You’re at Camp</td>
<td></td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>14</td>
</tr>
<tr>
<td>Expectations for Participation</td>
<td>15-16</td>
</tr>
<tr>
<td>Week-at-Glance</td>
<td>17</td>
</tr>
<tr>
<td>Participant Paperwork</td>
<td></td>
</tr>
<tr>
<td>Medical Information Form</td>
<td>18</td>
</tr>
<tr>
<td>Statement of Activities &amp; Release Form</td>
<td>19-20</td>
</tr>
<tr>
<td>Adult Self-Screening Form</td>
<td>21</td>
</tr>
</tbody>
</table>
Greetings, Contact Person!

Welcome to the guide with (nearly) all the resources you’ll need to prepare a successful trip to Mountain T.O.P.! We are thrilled that you have accepted the invitation to serve on the Cumberland Plateau with us. It is certainly no small task to organize a mission trip for a group of youth and adults, so it with abounding gratitude that I extend my appreciation for the work you will be investing into this trip and, ultimately, the kingdom of God.

If you have not already, I highly suggest reviewing the 2020 Registration Packet. The registration packet introduces a few very important details about our programs. This particular resource guide includes a preparation timeline, vehicle and tool information, packing list, and participant medical forms.

Training is so important to a successful mission experience. Groups who are prepared and trained have much better experiences in camp. This isn’t simply because they know what to expect, but they have a better understanding about why and how Mountain T.O.P. does what we do. Sure the what is important but having a grasp on the why and the how will significantly shape the frame of mind and heart that participants arrive with. Furthermore, we honor those we are serving when we choose to invest in learning who they are, what their context is, and what assets they bring to the table.

Communication will make this process so much smoother. If you have any questions, please contact me. Choose you method—phone or email—and let’s talk about any questions or concerns you have. I am here to serve you in any way I can.

One thing I want to leave you with: in the midst of payments and paperwork, I ask that you to surround this process with prayer and reflection. I encourage you to pray for the hearts of your team members to be transformed by the grace and goodness of Jesus, that you will arrive with teachable hearts and open minds, and that that families of the Cumberland Plateau will be positively impacted by their interactions with Mountain T.O.P.

Welcome to the adventure that is Mountain T.O.P. We are looking forward to seeing you in camp this spring! It is by the grace of God that we are able to serve in the ways we do, and we are grateful that you have chosen to be part of this life-transforming ministry!

With gratitude,

Rachael Osborn
Senior Program Manager
rachael@mountain-top.org, (931) 692-3999
The Foundations of Mountain T.O.P.

Mission
Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all people we encounter. We see all four needs as equally important, and through Spring BreakOut, we meet those needs through home repair projects. We serve in partnership with other agencies, churches, governments, businesses, and community leaders to help develop the communities in which we work.

Mountain T.O.P. (Tennessee Outreach Project) is an interdenominational, non-profit Christian Mission affiliated with the Tennessee Conference of the United Methodist Church, dedicated to rural life ministry in the Cumberland Mountains of Tennessee. Each year we welcome groups that come from Methodist, Episcopal, Lutheran, Presbyterian, non-denominational backgrounds, among others.

Mountain T.O.P.’s 5 Focus Areas
- **Eliminating Substandard Housing:** to provide direct services and organizational support that addresses severe housing issues in our service area.
- **Leadership:** to foster growth among staff, participants, donors and the community.
- **Community Development:** to engage in solutions with community partners for holistic and sustainable community growth.
- **Education:** to provide and support opportunities for lifelong learning and personal growth for all ages.
- **Health:** to promote lifestyles that support healthy choices

Foundational Scriptures
“As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen. ‘Come, follow me,’ Jesus said, ‘and I will make you fishers of men.’ At once they left their nets and followed him.” Matthew 4:18-20

“Then the King will say to those on his right, ‘Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.’ … The King will reply, ‘I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.’” Matthew 25:34-36,40

Ministry Production Teams (MPTs)
A majority of our volunteers who serve with us have little to no construction skills—and that’s okay! This is the very reason why we create Ministry Production Teams. MPTs bring together volunteers with various skill levels, backgrounds, ages, genders to ensure each team has the experience necessary to accomplish any task. On any worksite, there is work for every skill
level. Because we value meeting the social, emotional, and spiritual needs of the family, we encourage Mountain T.O.P. volunteers to spend time building relationships with the families! It is up to the group to decide how MPTs are created; however, we encourage MPTs to bring together people who don’t know each other very well so that the group becomes a place where expectations and norms from familiar relationships are laid aside.

**Home Repair**
In an effort to improve the substandard housing crisis in our community, Mountain T.O.P. dedicates the efforts of our springtime volunteers to substantial housing repairs. We routinely address issues of structural integrity, replace shingle roofs with corrugated metal, replace dilapidated siding, renovate interior spaces, and create safe entries and exits. We know that improving a family’s housing situation can have significant positive effects on their physical health, social connectedness, and personal wellbeing. We are intentional about matching projects to the skill level of the group. Groups with less construction experience may be contributing to a small-scale project. Read more about eliminating substandard housing and tool training on pages 7, 11-12.

**Programming Philosophy**
While Mountain T.O.P. is a faith-based organization, we do not require a faith perspective from our participants or homeowners. As an organization, we are motivated by serving others because of the love of Jesus. We offer multiple times during the day for participants to pause and turn their attention to God, either on their own, with a small group, or the entire camp community. Participation in these moments of worship is completely optional.

For those who wish to participate in our programming, we desire to expose our participants to a variety of worship styles because we value the beauty of connecting with the Lord in different ways.

- **Group Morning Devotional:** This time before breakfast is for participants within the camp community to lead the conversation to start the day focused on the Lord. The Mountain T.O.P. staff will contact the groups who are participating in programming prior to arrival and arrange which days that group will be responsible for leading. The daily theme will be introduced, but the format of the discussion is totally up to the individual(s) leading.
- **Mid-day Daybreaks:** Around lunch time, a staff person will visit the work site and lead a small group conversation. We invite the family to participate as a way to meet their social and spiritual needs, but they do not have to participate if they don’t want.
- **Sharing:** After dinner, a staff person will lead the camp community in a time of reflection about the day. We’ll share stories of joy and laughter, struggle, learning new skills, and being in a new environment. We find that it is helpful to have time to process the service experience as it is happening, and being able to hear the experience of others will continue to broaden our perspectives.
- **Worship:** Each evening we will conclude our time together with worship. We strive to create ecumenical spaces of worship focused on thoughtful reflection. This is an opportunity to participants to continue exploring their relationship with God, regardless of where they find themselves along the journey of faith. On Wednesday night, we will take groups to a local church service in order to have an additional community
immersion experience. On Thursday night, worship will include communion. All participants are welcome to partake.

Safety
Mountain T.O.P. is committed to creating a safe environment—physically, socially, emotionally, and spiritually—for all involved. Background checks are mandatory and are to be on file either at the church or with Mountain T.O.P. for all participants 18 years old and older. We trust that groups will appropriately screen their adult participants for the safety of the camp community and the families we work with.
Learn about our Community

Check out these videos and resources to learn more about our community and ministry. We highly recommend sharing these with your group prior to arrival. Discussion questions have been provided.

Mountain T.O.P.’s Official Promo video
> [https://www.youtube.com/watch?v=QQhGrnErlj4&t=](https://www.youtube.com/watch?v=QQhGrnErlj4&t=)

Beersheba Springs Medical Clinic video
> [https://youtu.be/3Qgpe-zeu6A](https://youtu.be/3Qgpe-zeu6A)

Mastered in Grundy County: Learn about the state economic and community development board. The people in this video are actual residents and employees. The man in the beginning of the video is our county mayor.
> [https://www.youtube.com/watch?v=gHWHkYeMaE4&feature=youtu.be](https://www.youtube.com/watch?v=gHWHkYeMaE4&feature=youtu.be)

In March 2019, Grundy County was featured in an online rural news outlet, the Daily Yonder. Read about local efforts to improve our health outcomes.
> [https://www.dailyyonder.com/healthy-attitude-leaders-rural-tenn-county-dig-address-disparities/2019/03/19/30922/](https://www.dailyyonder.com/healthy-attitude-leaders-rural-tenn-county-dig-address-disparities/2019/03/19/30922/)

Discuss

- What are the 4 needs that Mountain T.O.P. meets? What is an example of those 4 needs?

- What does it mean for Mountain T.O.P. to serve through partnership? What is the difference between doing something “for” someone and doing something “with” someone?

- Ask everyone to imagine being in a soup kitchen. What does it look like? What does it feel like to be there, either being served or serving. Who else is there with you? Now, ask everyone to imagine being at a potluck. What does it look like? What does it feel like to be there, seeing everyone contribute a dish or a skill to make that event happen? What do these two places teach about the service we’re about to participate in? Which format is more effective? More dignifying? Honors everyone involved?

- What has your been your experience with poverty? What expectations do you have about what you will see? What will you need to pay attention to within yourself to manage your expectations and remain open-minded?
Learn about Housing

As was stated in our Focus Areas, eliminating substandard housing is one of our priorities. But what does that mean? How does Mountain T.O.P. contribute to moving the needle on such a substantial initiative?

Substandard housing isn’t just housing that’s unattractive or outdated. It’s housing that poses a risk to the health, safety or physical well-being of its occupants and its neighbors and visitors. According to a report published by the University of California Berkeley Health Impact Group, substandard housing is associated with increased risk of disease, crime, social isolation and decreased mental health.

Learn more about Grundy County’s health outcomes, provided by the Robert Wood Johnson Foundation. Spend some time comparing them to your own county!
> [https://www.countyhealthrankings.org/app/tennessee/2019/overview](https://www.countyhealthrankings.org/app/tennessee/2019/overview)

“How Home Affects Health,” an article from the Robert Wood Johnson Foundation about the connection between housing and health.

But first, what is substandard housing? What is severe housing?

- **Substandard:** Housing that does not provide complete protection from the outside environment and is not conducive to the resident’s lifestyle (accessibility), or is unlikely to continue to do so for the foreseeable future.

- **Severe:** Housing that does not provide for resident’s basic needs and proves to be a danger to their physical and emotional well-being.

Discuss with your group:

- Why do you think these risks are associated with substandard housing? What are the implications of these risks on daily life?

- Why do you think it’s important to spend time meeting the relational needs (social, emotional, and spiritual) needs of the families we work with?

- Imagine a stranger showing up on your porch and pointing out all the flaws in your house. How would that make you feel? What would be your reaction?

- What is the impact of working with “expressed” needs versus “assumed” needs? Which is more helpful? How can either be hurtful?
Preparation Timeline

We know there is a lot that must go into planning such a trip as this. Let us help you by guiding you through the preparation process. Preparation—of logistics and of heart—is vital.

December
- Make plans to meet payment deadlines as listed in the Registration Guide.

January
- Second payment is due
- Final payment invoice is sent out
- Plan sessions or a retreat for team training. Training is important for team building and uniting in a common mission.
- Start securing vehicles and make reservations for rentals if needed.
- Finalize roster

by February 15
- Confirm all trip logistics with Rachael
- Submit final payment and the following paperwork, due February 15
  - Complete electronic Roster and email to Rachael
  - Ensure ALL adults (18+) have completed Adult Self-Screening form and a copy of their background check to the MTOP office. If background checks are needed, please prepare a payment for $10/person.

A few weeks before departure
- Consider lodging arrangements to and from camp, if needed.
- Expect call from Rachael to confirm final details
- Collect, make copies and organize participation forms by the guidelines given
  - TWO copies of medical forms/statement of release forms should be brought to camp for every participant
Vehicle Requirements

It is your responsibility to provide adequate transportation for the week. At a minimum, we ask you to provide:

- 1 vehicle for every 7 participants in your group. We ask this because our ideal Ministry Production Team (MPT) size is 7 people. We plan projects for groups of 7 people as a way to keep everyone involved in the project and to be courteous to the homeowner with the number of guests at their home.
- Each vehicle used during the week must have a first aid kit.

**Vehicle with roof rack is recommended, but not required.

Tennessee State Law
All vehicles must be equipped with seat belts for each passenger. Campers will not be allowed to ride in vehicles without seat belts or in truck beds.

<table>
<thead>
<tr>
<th>First Aid Kit Requirements</th>
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</thead>
<tbody>
<tr>
<td>Band-Aids – variety of sizes</td>
</tr>
<tr>
<td>Medical/athletic tape</td>
</tr>
<tr>
<td>Alcohol wipes/bottled alcohol</td>
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<tr>
<td>Antibiotic ointment</td>
</tr>
<tr>
<td>Gauze</td>
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<tr>
<td>Cotton swabs</td>
</tr>
<tr>
<td>Latex gloves</td>
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<tr>
<td>Scissors</td>
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<tr>
<td>Tweezers</td>
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<tr>
<td>Ziploc Baggies – just a few</td>
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<tr>
<td>Antacid</td>
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<tr>
<td>Decongestant or allergy relief</td>
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<tr>
<td>Anti-diarrhea</td>
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<tr>
<td>Benadryl</td>
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<tr>
<td>Ibuprofen</td>
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<td>Tylenol</td>
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Mountain T.O.P. | Contact Person Resource Guide | 10
Tool Safety

Mountain T.O.P.’s expectation is that all work sites are safe environments for those who are working there. Using tools properly is an important element to the home repair experience at Mountain T.O.P.! It is important that participants know that they only have to use the tools they feel comfortable with. We do not want anyone to think that they have to use a power saw or any other tool they do not feel comfortable in using. It is up to them.

During the work day, a Mountain T.O.P. staff member will NOT be on-site all day. They will be rotating from the different sites to guide the project progress and answer questions. We rely on the group—especially adults with a group of youth—to monitor the safety of their team members.

General safety guidelines

- Use each tool only for the job and the way it was designed for.
- Keep fingers and hands away from cutting edges of tools.
- Secure or clamp down wood being worked with.
- Safety glasses should be worn at all times while using power tools.
- Be patient and never use force. Let the saw do the cutting.
- Don’t work with tools when tired. Alertness is necessary.
- Don’t wear loose clothing or jewelry, which can be caught in moving parts. Wear your nametag, but tuck it into your shirt.
- Never use electrical tools in damp or wet locations.
- Power tools must have adult supervision each time they are used. At no time are youth forced to use any tool they are uncomfortable with.
- If extension cords are used, be sure they are heavy duty.
- Unplug all electrical tools when finished and put them back in their case each time use is done. Don’t leave any power tools unattended.
- Keep tools sharp, clean and oiled. Make sure the tools are in good condition before using them.
- Work areas should be large enough for people to remain safe during the use of power tools and should be tidy to avoid tripping over things.
- The workspace should have proper equipment to use with the power tools like saw horses or level cutting areas for power saws.
- Only make cuts from the outside of saw horses. When cutting between them the wood will pinch the blade and cause a kick-back. Be aware of this anytime someone holds a board while it is being cut.
- Use ladders only on stable and level surfaces unless they are secured to prevent movement.
- Keep the area around the top and bottom of ladders clear of debris.
- Maintain ladders free of oil, grease, and other slipping hazards.
- Don’t tie ladders together to make a longer ladder.
- Face the ladder when going up or down.
- Don’t carry objects or loads that could cause you to lose your balance and fall.
- Don’t use the top of a stepladder as a step.
● Always use and lock the metal spreader or device that holds the front and back sections apart.
● Don’t move, shift, or extend ladders while they are in use.
● Extend ladders at least 3’ beyond the surface you are accessing so you have a handhold when getting on or off and set the ladder 1’ away from a wall for every 4’ that it extends (if ladder goes up 16’, it should be 4’ from base of wall.)
What to Bring

Must Haves:
- Work clothes & shoes for one week (see Special Notes for specifics)
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- Jacket or sweatshirt for possible cold days
- Sunscreen, Bug Repellent
- Flashlight
- Bible, if participating in spiritual life programming
- Jornal, pen/pencil
- Watch (so you can be on time)
- Water bottle, coffee mug

Optional:
- Spending money for canteen, camp store (T-shirts and other items will be sold, local dairy bars, local shops, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

Special Notes:
- Required during workday
  - Long pants (NO leggings or yoga pants), closed-toe, hard-sole shoes or work boots and shirts with at least short sleeves
  - All clothes should be conservative when it comes to their content (i.e. no beer or possibly offensive designs) and how revealing they are.
- Bring enough clothes for the entire week. Laundry facilities are not available.
- Please leave valuables at home and/or locked in vehicle for the week. This includes expensive jewelry, electronics, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples.
- For groups who are opting to attend a local church service on Wednesday night, participants should make sure they have appropriate clothes for such attendance.
Frequently Asked Questions

What are the sleeping accommodations like?
Participants stay in cabins on site. These cabins have 10 - 14 rooms with either two sets of bunk beds or two twin beds. There are bathrooms and a common area in each cabin, along with a refrigerator, coffee station, and beautiful porch to enjoy. Participants are responsible for providing their own bedding and towels. During check-in, groups will either be given a cabin or number of rooms to be used by their group. It is up to them to decide how specific rooms are assigned.

How are meals provided?
Breakfast and dinner are hot meals provided in our Dining Hall. A cooler lunch will be sent to your work site for you to share with the family you are working with. All meals from Sunday dinner to Friday breakfast are provided. Our kitchen staff can accommodate dietary needs and allergies. We ask that if you have dietary lifestyle choices that you assist our kitchen staff by providing some of your own food. Please contact Chad for further questions (Chad@mountain-top.org).

I don't have any construction experience. Is this a good place for me?
Absolutely! This is why we create Ministry Production Teams (MPTs) so those with little to no skill can be taught by those who do. We see that there are four needs that need addressed: physical, social, emotional, and spiritual. While the physical needs will be met through the home repair work, we highly emphasize building relationships with the families. Taking time to get to know the family is important. Additionally, there are always small tasks to help with, including site clean up and safety coordination.

Do you have Wi-fi?
Yes, we do! The signal might not always be reliable in the cabin area, but is available in the Dining Hall, Meeting Side, and Staff Lodge.

Where exactly am I going, and how do I get there?
The physical address for Camp Cumberland Pines is: 480 Old Hwy 56, Coalmont, TN 37313. We suggest using Google Maps for navigational purposes. You can search “Mountain Top” and it will direct you to the correct place!
Expectations for Participation

The following are some of the basic expectations we hold for all youth and adults who participate at Mountain T.O.P.

Adult Self-Screening Forms
All adults ages 18 and over need to have completed a satisfactory and current (within the last 3 years) background check before they arrive at camp. Background checks can be run by the participant’s church or by Mountain T.O.P. for $10/check. A copy of the Adult Self-Screening form and a copy of the background check must be submitted to the Mountain T.O.P. office at the time of final payment.

Dress Code
The dress code applies to all genders. Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Additionally, halter or spaghetti-strap tops, bathing suit tops, sports bras, shorts with an inseam less than 4” and jeans with offensive holes are not appropriate and should not be brought to camp.
- **During the work day:** For safety reasons, participants are to wear long pants (no leggings or yoga pants), closed-toe and hard-sole shoes and shirts with at least short sleeves during the workday. Scrubs are allowed. Appropriate shorts are fine at camp in the evening.
- The Mountain T.O.P. staff relies on adults from within the group to monitor the dress code of their participants. If necessary, the staff will assist in addressing the situation.

Electronic Devices & Social Media
We discourage the use of electronic devices as they can become a barrier in the spiritual practice of building community; however, adults are encouraged to have a cell phone with them during the day in case of emergencies and to communicate with the camp staff. Devices are not to be used during any programming events, but can be used appropriately during free time. It is the discretion of the church to withhold participant’s cell phones during their time at Mountain T.O.P. Adults should never interact with youth on social media without the permission of the parents.

Tobacco
The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Anyone under the age of 18 is prohibited from smoking, using, or possessing tobacco in any form—including vaping and electronic cigarettes. Mountain T.O.P. recognizes the need to establish a designated tobacco area for those who use tobacco. This designated area is to be in a private and discreet area of camp. This is due to our desire to discourage the use of tobacco products and the need to not promote the use of tobacco as a social activity or as a part of the community process.

Alcohol & Drugs
Do not bring any alcoholic beverages or illegal drugs to camp. Those who bring such items can be sent home at the individual’s expense.
Prescription Drugs
Sharing of prescription drugs is strictly prohibited. Those who do can be sent home at their participants’ expense.

Fireworks
Do not bring fireworks into camp – these are dangerous items, especially in wooded areas.

Abuse Tolerance
Mountain T.O.P. has a zero tolerance for abuse. It is the responsibility of every participant to act in the best interest of others at all times. In the event any participant observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, “grooming,” etc.) or suspected abuse (physical, emotional, sexual, or virtual) it is the responsibility of each such participant to immediately report their observations to the Mountain T.O.P. staff.

Reporting Suspicious or Inappropriate Behaviors
Mountain T.O.P. is committed to providing a safe, secure environment for all people and intends to create and foster a culture of communication, reporting safety concerns, or policy violations. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with Mountain T.O.P. policies and state law, to the Department of Children’s Services and/or other appropriate agencies.

*The Mountain T.O.P. Staff has overall responsibility for all activities. Therefore, camp directions and expectations given by the staff are to be followed.*
Week-at-a-Glance

Sunday
3:30 pm  Optional tool training
5:00 pm  Gates Open – Registration begins, unload and move-in
6:00 pm  Dinner
After dinner  Orientation
          Worship
          MPT (Ministry Production Team) Breakdown
          Fellowship
**Evening activities may vary depending on the group’s election to participate in spiritual life programming

Monday - Thursday
7:30 am  Group Morning Devotion
8:00 am  Breakfast
8:30 am  MPT’s gather and leave for work in camp or in community
~12:00 pm  Lunch (provided in camp or taken to worksite)
~4:30 pm  Arrive back at camp or find a stopping point if in camp
6:00 pm  Dinner
7:30 pm  Community Life - schedule may vary slightly each night but will always consist of worship, sharing and the opportunity to fellowship as a community. We will try to attend a community church on Wednesday night.

FRIDAY
7:30 am  Group Morning Devotion
8:00 am  Breakfast
8:30 am  Camp evaluation, clean up, closing circle and departure
Medical Information Form

Last Name ___________________________ First __________________ MI ______

Address _______________________ City ___________________ St ____ Zip _______

Phone _________________________ Occupation ___________________________

*Social Security Number _______________________ Date of Birth ________________

Group ____________________________________ Group City, State ___________

Personal Physician ____________________________ Phone ___________________

*Insurance Company ____________________ *Phone _______________________

*Policy # __________ *Insured ID # ___________ *Prescription Card # ________

In case of emergency contact:
Name __________________________________ Relationship __________________

Primary Phone: _______________________ Alternative Phone: __________________

Name __________________________________ Relationship __________________

Primary Phone: _______________________ Alternative Phone: __________________

Medication(s) you cannot take ____________________________________________
_________________________________________________________________

Medication you are currently taking ________________________________________
_________________________________________________________________

These medications are to be administered by (circle one): Self / Contact Person / Staff

Allergies / special health problems or concerns _______________________________
_________________________________________________________________

Do you have a current tetanus shot?   Yes   /   No If yes, indicate date __________
If no, we encourage you to get one before you come.

*In lieu of this information, you may provide a copy of the front and back of your medical insurance card. **All 3 pages must be FULLY completed and kept in the vehicle in which you are travelling at all times.**
Statement of Activities & Release Form

Mountain T.O.P. is a Christian Service ministry with the people of the Cumberland Mountains in Tennessee. Volunteers participating in the activities of this ministry will be expected to be involved in all activities and to respect the people of the Cumberland Mountains at all times.

Volunteers will participate in (but will not be limited to) home repair projects as need determines and are within the capability of the volunteer service team. These activities may include the use of hand tools and the handling of materials and supplies. Power tools will only be used under the direct supervision of an adult and then only if the individual has the necessary skills to appropriately handle the power tool. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely.

Participants understand that photos and video may be taken during the course of the camp week that may be used by Mountain T.O.P. in the future promotion of our ministries and programs.

Participants are expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy, abuse or harassment, and other Mountain T.O.P. policies, going to places in the area which have been identified by camp staff as dangerous, and being disruptive to the camp life.

We acknowledge that every effort has been made in preparing the participants for this mission experience. We therefore release Mountain T.O.P., Incorporated, its agents, employees, and any and all persons connected therewith from any and all liability, claims, and causes of action of any type whatsoever arising out of or in any way connected with participation in the activities of the Mountain T.O.P.

Further, consent/permission is given for (participant) ____________________to be treated by competent medical personnel in the event of an accident or medical emergency and to receive reasonable medical treatment as deemed necessary by a licensed physician.

In the event treatment is called for which a physician and/or other professional health care provider in the hospital/clinic refuses to administer without my consent, we hereby authorize:

Contact Person (Print full name): ___________________________________

and

MTOP Camp Director (Print full name): ______________________________
to give such consent for us in the event that we are not readily accessible by phone. If in
the event it becomes necessary for either of the identified persons to give consent for us,
we agree to hold such person free and harmless of any claims, demands, or suits for
damages arising from giving such consent. We understand that Mountain T.O.P.
requires proof of personal insurance or acknowledgment of financial responsibility for
all medical expenses. We agree that our insurance company (if applicable) will be used
for all necessary medical expenses and we are aware that we may be billed by the
medical provider for any medical expenses not covered by our personal insurance policy
and will be responsible for payment of those expenses.

This is the _____ day of __________________, 20__.

________________________________________
Signature (Participant)

________________________________________
Signature (Parent or Guardian if participant is a minor)

Please circle one:
I give permission to release this information to adult drivers and camp staff in order to
ensure my/my youth's health issues are properly addressed. YES / NO

THIS FORM MUST BE NOTARIZED for anyone under the age of 18:

Subscribed and sworn to before me this _________ day of ________________, 20__.

________________________________________
Notary Public signature

My commission expires: ______________________

Notary Public seal or stamp required above
Adult Self-Screening Form
*Form must be completed and background check administered for ALL participants 18 & older*

Camp week ______________________

Group ________________________________

Last Name ______________________ First ______________________ MI ______

Address _________________________ City ________________ St ____ Zip _____

Phone _________________________ Email ______________________________

Occupation and Employer ______________________________________________

*Social Security Number ______________________ Date of Birth ________________

1. Have you ever been convicted of a felony? 
   Yes    No

2. Have you ever been convicted or formally accused of any sex related or child abuse offense? 
   Yes    No

3. Have you had a background check completed within the past 3 years to verify the responses to 
   the above questions? 
   Yes    No

4. Have you read and now understand the contents of the Expectations for Participation (pages 
   15-16)? 
   Yes    No

If you answered YES to questions #1 and/or #2, please fully explain on back of form.
If you answered YES to #3, what was the date of your background check: ___________________

Your check MUST be submitted to the MTOP Office at time of final payment.
If you answered NO to question #3, you must have a background check completed before arrival 
   to camp. If your church does not offer this service, Mountain T.O.P. will have one processed.
   You will need to reimburse Mountain T.O.P. for this cost for $10.

☐ YES, we need Mountain T.O.P. to process a background check for me. *SSN only needed 
   if Mountain T.O.P. is completing background check.

I fully support Mountain T.O.P.’s effort to increase the probability of having a safe environment in our 
camp week for youth to perform mission work without fear of irresponsible adults who may take 
advantage of them or put them at risk of being hurt. I certify, to the best of my knowledge, the 
information that I have provided on this form is true and accurate. I authorize any investigation, 
including a background check, of any or all statements made on this form.

Signature ________________________________________ Date __________

Contact Person Signature ____________________________________ Date __________