



Feb 13, 2012

Dear SSP Liaison,

Attached is the 2012 SSP Preparation Packet. I recognize that there is a lot of information in this packet. Please be sure to read over the entire packet. I recommend scheduling a group meeting to go over this packet with your youth, adult counselors and parents.

This packet is divided into four sections:

- Section 1 contains important information for you - the group's liaison. This section has information on when you need to arrive at site, your payment schedule, and adult counselor requirements.
- Section 2 contains information that needs to be shared with all participants (adults and youth) and with the parents of youth.
- Section 3 contains forms that need to be completed and signed by youth and their parents.
- Section 4 contains forms that need to be completed and signed by all adult counselors.

Although we strive to make this information as clear as possible, we realize that some of this is inherently confusing. That is why I welcome your calls and emails. I will also email the Liaison Link e-newsletters with important updates and reminders monthly.

Here in the office, we are really excited about the upcoming summer, and look forward to seeing you and your youth!

One change this year is that we are introducing an online, web-based tool that we think will eventually make communicating with us, handling paperwork and even registering your teams easier. In the next few weeks, you'll be receiving more information about this and we will be asking you to use the tool to input your team rosters and tee-shirt orders.

Once again, thank you for taking on the important role of SSP liaison!

Peace,

Meghan Osborn

Business Manager

Meghan.osborn@sierraserviceproject.org

mission opportunities for youth and young adults since 1975

SIERRA SERVICE PROJECT

Preparation Packet 2012



Important Information for Trip Liaisons, Youth Participants, Parents and Adult Counselors

TABLE OF CONTENTS

Section 1: SSP Preparation Material	4
1. Recruiting Adult Counselors	4
2. Scheduling Trip Dates and Times	5
3. Arranging Transportation	5
4. Estimating Your Trip Costs	6
5. Scheduling a Youth, Adult Counselor and Parent Meeting	6
6. Payment and Paperwork Timeline	6
7. Checklist: What to Bring with you to SSP	7
Section 2: Information for All Participants	8
Senior High Daily and Weekly Schedule	9
Junior High Daily and Weekly Schedule	10
Meals at SSP	11
The Work Teams and Typical Home Repairs	12
Expectations and Rules for Living in Community	13
The SSP Dress Code	15
Individual Packing List	16
What <i>NOT</i> to Bring	16
Medical and Insurance Information for All Participants	18
Section 3: Youth Participant Forms	19
Youth Medical History & Release Form	20
Youth Covenant	22
Parental Agreement Form	23
Section 4: Adult Counselor Forms	24
Counselor Covenant	25
Counselor Disclosure Statement	26
Verification of Current Background Screening	27
Counselor Medical History & Release Form	28



Section 1: SSP Preparation Material

1. Recruiting Adult Counselors

The most important decision you make as a liaison is the adults you choose to send with your youth. These counselors play a vital role! They transport youth, watch out for safety on work sites, help enforce our rules and guidelines, and motivate youth to learn and practice social skills. Your adult counselors should know your youth; they should know the youth's names and have had some experience interacting with them.

Counselors need to be identified to the SSP office by April 15th so they can register for online training and start the background check process.

Adult counselors should be youthful (but not necessarily young) because SSP is high energy! Please give prospective counselors a clear picture of what they are signing up for. Be sure they know what they are getting into. Make them aware of how much driving they will be expected to do, and what the sleeping, eating and bathing arrangements at SSP are like. Adult counselors are expected to participate in all aspects of SSP and there is very little down or alone time. Cell phones and laptops are not allowed at SSP except for emergencies.

All adult counselors and leaders are required to have a current national criminal background check before participating in SSP. Details can be found in section 4 of this packet. **Adult counselors must be at least 23 years old.**

Checklist Items:

- Recruit the right counselors. Input the list of counselors' full names and their email into the online roster by April 15.
- Complete online counselor training. After counselor lists are given to the SSP office by April 15th, counselors will receive an email with instructions for training. Counselors are required to complete an on-line training course. All counselors who did not attend a training session in person or online in 2011 are required to complete the training course this year.
- Background Check Requirements: All adult counselors and leaders are required to have a current national criminal background check before participating in SSP. We use a third-party service to do the background screenings. Your counselors will enter in their information on a secure webpage and pay the screening fee at the same time. The link is <https://SierraServiceProject.volunteerportal.net>. The system's password is: **counselor** (NOTE: this field is not case sensitive). Please inform your counselors that they must undergo a background screening by June 1, 2012 if your church has not already completed one.
- Have counselors complete the Counselor Covenant and Disclosure. Mail Covenant, Disclosure and Verification of Current Background Check (if applicable) to us by June 1. See section 4 for more details.

2. Scheduling Trip Dates and Times

Planning Your Trip to SSP and Back

Determine your driving times and distances, making allowances for food and bathroom stops. Determine if overnight stays are needed and arrange them. Use a mapping service to figure your route and mileage. For the return trip, let parents know when you think you will be returning and arrange for a phone tree if needed, once you are close to home.

Arriving at SSP on Sunday

You need to plan your trip so that you arrive at SSP between **2:00 and 4:00 p.m.** on Sunday afternoon for both Sr. & Jr. High. Please do not arrive before 2:00 or after 4:00. If you are early, the staff won't be ready for you. They only get a 28-hour break between sessions, and they need that time to be prepared and rested. If you arrive late, it is difficult to fit in all the preparation information you'll need to get started on Monday. It is frustrating for those who arrive on time to wait for a late group then stay up late to complete orientation after a long day of driving. **The Staff are not able to start until all groups have arrived.**

***IMPORTANT!** The Fort Hall Reservation is on Mountain Time. This means that, during the summer, you lose an hour going from the West Coast to this site. Please plan accordingly.*

When you get to the site, cars will be unpacked and the counselors will have some free time to get settled after the drive.

Departure

Senior high groups depart on Saturday morning and junior high sessions end on Friday morning.

The last morning is a time for final clean-up and closure. You will be asked to complete an evaluation form before you leave. We expect everyone to be there until the last dish is washed, the last picture is taken and the last silly song is sung. (The final night is the high point of the week; groups are not permitted to leave early.) We will have you on your way between **9:00 and 10:00 am.** Plan your trip accordingly.

3. Arranging Transportation

You must bring vehicles that will transport work groups to the work sites. Every day work groups of 6-8 people leave the center to go to homes that may not be close to each other. Each work group needs to have its own vehicle. For this reason, do not plan to have your youth dropped off for the week.

We recommend minivans for their safety. They are the best form of transportation because of the number of people, tools, and supplies they hold.

Minivans are in high demand in the summer months, so rent early. ***Please Note:*** *We have an agreement with Enterprise-Rent-a-Car in California for special rates for SSP and its participating churches. Check our website under programs then summer programs where it says "Learn about vehicles".*

4. Estimating Your Trip Costs

When estimating your total trip costs, include the cost of rented vehicles, fuel for the vehicles, overnight lodging and meals to and from site.

Remember to include your upcoming SSP payments:

- \$200 per participant is due March 1, 2012. (A 10% late charge will be added to payments postmarked after this date.)
- \$100 per participant is due June 1, 2012 (\$65 per participant for first time church groups)

You may pay either by check or credit card. Call the office to pay by credit card.

5. Scheduling a Youth, Adult Counselor and Parent Meeting

A meeting of all participants and parents is essential to make sure that everyone is well informed and prepared for the trip. At this meeting, you should plan to do the following:

1. Distribute copies of all forms to parents, youth and counselors (see sections 2, 3 and 4 for all of these forms). You should be able to get the forms signed and collected at the meeting.
2. Discuss the SSP experience, the daily and weekly schedules, and the work and work groups.
3. Go over the rules for living in community and being a guest in the local community.
4. Review the dress code.
5. Go over the What to Bring Checklist.
6. Discuss your trip plans, including added costs.
7. Discuss and plan fundraising.

6. Payment and Paperwork Timeline

- March 1: Second payment due (\$200 per participant). Mail check or pay by credit card over the phone.
- April 15: Rosters input online, including tee-shirt sizes and counselor information.
- May 1: Scholarship Applications due
- June 1: Final payment due
- June 1: Counselor paperwork due
- June 15: Electronic participant roster completed online

7. Checklist: What to Bring with you to SSP

Please bring these items in a manila envelope clearly marked with your group's name:

- The original and one copy of each Youth and Adult Counselor Medical Release Form *(Go ahead and separate these copies into two groups. It is also a good idea to carry one group in each of your vans in case of an emergency. We will collect them when you get to SSP.)*
- The original of the signed Parental Consent form
- The original of the signed Camper Covenant form

In addition, please bring the following items with you in your vehicles:

- At least one large (5 Gallon) water cooler per vehicle, two is optimal
- One first aid kit per vehicle
- Maps and directions to your SSP site

8. T-shirts

Every year, SSP produces a custom-designed T-shirt for each participant. We need your T-shirt order no later than April 15 in order to get all of the shirts printed and sorted before the start of the summer. If your order is late, we cannot guarantee that your youth will get the size that they need.



Section 2: Information for All Participants

This section contains information that is pertinent to all youth, their parents and adult counselors. It includes the following topics:

- Daily and Weekly Schedule: Senior High
- Daily and Weekly Schedule: Junior High
- Meals at SSP
- Work Teams and Typical Repair Projects
- Individual Packing List: What To Bring and What Not To Bring
- The SSP Dress Code

Senior High Daily and Weekly Schedule

Typical Senior High Daily Schedule

7:00am	Wake up and get ready.
7:15am	Spiritual Awakening (voluntary) to get centered for the day.
7:45am	Breakfast
8:30am	Lunch crew makes sandwiches and head out to work site.
9:00am	Arrive at work site, begin service work.
Noon	Lunch and spiritual sandwiches (group discussion) at work site.
1:00pm	Resume service work.
4:00pm	Return to home base, clean and store tools, shower, free time. Free time is spent at the location where we are housed and includes sports, crafts, cards, snacks and hanging out with new people!
5:45pm	Dinner
6:30pm	Community service opportunities
7:00pm	Singing and Evening Program which consists of team building activities, mail, work-site reports and spiritual programming related to our summer theme. One evening is always devoted to learning about the local community, including tribal culture, traditions, history and future.
9:00pm	Youth prepare for bed. The adult counselors have a nightly meeting with members of the staff to share joys, concerns, and information about the plans for the next day.
9:30pm	Evening worship
9:45pm	Story Time
10:00pm	Lights out; activity ends; sleep. We typically sleep in a school gym with boys and girls on separate sides. The work we do is hard labor and everyone needs to get a good night's sleep.

Typical Senior High Weekly Schedule

Sunday:	Arrive 2-4p.m.; orientation; staff/counselor meeting; assign work teams
Monday:	Safety presentation; service at work site; evening program
Tuesday:	Service at work site all day; cross-cultural evening program
Wednesday:	Service at work site in morning; BBQ & recreation in the afternoon; evening program
Thursday:	Service at work site all day; evening program
Friday:	Service at work site; evening "candling" program
Saturday:	Evaluation completion and depart after breakfast and cleaning of site
Wednesdays in South Los Angeles are usually spent visiting community organizations and end with an afternoon at the beach.	

Junior High Daily and Weekly Schedule

Typical Junior High Daily Schedule

7:00am	Wake up and get ready.
7:30am	Energizers & Morning Program which includes reflections by the staff, energizing singing and group building activities.
8:00am	Breakfast
8:30am	Lunch crew makes sandwiches and head out to work site.
9:30am	Arrive at work site, begin service work.
Noon	Lunch and spiritual sandwiches (group discussions) at work site.
1:00pm	Resume service work
3:00pm	Return to home base, clean and store tools, shower, free time. Free time is spent at the location where we are housed and includes sports, crafts, cards, snacks and hanging out with new people!
5:15pm	Dinner
6:00pm	Community service opportunities
6:30pm	Singing and Evening Program which consists of team building activities, mail, work-site reports and spiritual programming related to our summer theme. One evening is always devoted to learning about the local community, including tribal culture, traditions, history and future.
8:00pm	Youth prepare for bed. The adult counselors have a nightly meeting with members of the staff to share joys, concerns, and information about the plans for the next day.
9:00pm	Evening worship
9:15pm	Story Time
9:30pm	Lights out; activity ends; we typically sleep in a school gym with boys and girls on separate sides. The work we do is hard labor and everyone needs to get a good night's sleep.

Typical Junior High Weekly Schedule

Sunday:	Arrive 2-4p.m.; orientation; staff/counselor meeting; assign work teams
Monday:	Safety presentation; service at work site; evening program
Tuesday:	Service at work site all day; cross-cultural evening program
Wednesday:	Service at work site in morning; Special event and BBQ in the afternoon; evening program
Thursday:	Service at work site; evening program
Friday:	Evaluation completion and depart after breakfast

Meals at SSP

SSP makes a real effort to provide balanced, nutritious and appealing meals throughout the week. When cooking for 60 or so people in a small kitchen and on a tight budget, this is sometimes hard to do. It is essential that you notify your group liaison and the SSP office so that we can do our best to accommodate special dietary needs. Your group liaison will communicate dietary needs with the site director the week prior to your arrival. It is hard for the SSP chefs to accommodate special dietary needs on short notice.

During your week at SSP, you will be strongly encouraged to avoid junk food and to celebrate the opportunity to eat simple and healthy food.

SSP chefs will provide good food in ample quantities for both breakfast and dinner and will be happy to make more if people are still hungry. Traditional SSP lunches consist of peanut butter and jelly sandwiches, augmented with fresh fruit where it is available and some salty snacks to help replace sodium lost through sweating. Lunch time may be a good time to reflect on how blessed we are to be eating a meal with friends. An alternative will be available for people with peanut allergies.

Each afternoon during free time, the SSP staff provides a healthy snack for all counselors and youth. This consists of things like fresh fruit, tortilla chips and salsa, crackers, trail mix, carrots with ranch dressing, and others.

Leaders are asked not to make stops to purchase snacks at local markets during their trips to and from worksites and showers. Rewarding youth with junk food for hard work or reaching a goal sets up a habit that is hard to break, and creates bad feelings when one work team does it and others don't.

For hygiene reasons and for rodent control, food is not allowed in the sleeping areas. Church groups will be asked not to arrive at SSP with large quantities of food in their vans. Groups that arrive with junk food will be encouraged to box it up for the trip home.

We request that SSP liaisons encourage parents to send "care packages" containing healthy snacks like granola bars, mixed nuts and fruit snacks. Groups will be able to eat these snacks during afternoon snack time. Keep in mind that most sites can only receive US Postal mail service, not FedEx or UPS, so be sure to plan enough time for it to arrive at site while they are still participating at SSP.

We also encourage churches to bring sports drink mix for the hot days on the worksite. Please bring powdered drinks (like Gatorade) rather than individual bottles, which create a lot of trash and are hard to dispose of as recycling is not always available. Most jugs are 5 gallons and the standard 1-lb canister of powder works great.

The Work Teams and Typical Home Repairs

Creating Work Teams

On Sunday afternoon, after all groups have arrived, the Site Director and the SSP Construction staff meet to divide youth into work teams of 6-8 people each and assign them to a project for the week.

- Work teams get together on Sunday evening for the first time.
- We intentionally break up church groups into different work teams, combining your youth into teams with youth from other churches. This helps everyone get to know each other, enhance the overall community of the camp, and to discourage youth from each church “sticking” together and not getting to know youth from other churches.
- SSP Construction staff will provide instructions for every team and every job.
- Adult counselors serve as the leaders of these work teams.

Typical Work Projects

Although SSP can't tell you in advance what specific home repairs your youth will be doing, the repair work most often falls under these categories:

- Roofing projects
- Building stairs, porches, awnings and wheelchair ramps
- Installing (or repairing) drywall and insulation
- Painting, both interior and exterior
- Flooring

Projects vary in size and a work team may be able to complete a project during their week or they may work on a part of a project that takes three weeks to complete. Most projects take multiple weeks to complete.

Expectations and Rules for Living in Community

Each week, SSP becomes an intentional Christian community of all the volunteers, our staff and the community we serve. Remember that we are guests of the local tribe, community, and facility where we stay. The following rules and guidelines help us support one another so that all SSP participants can focus more on God and service and less on our individual needs.

- All participants are expected to be present for the entire week. Because late arrivals or early departures are very disruptive, exceptions to this rule are very rare and must be discussed with the SSP office.
- The SSP staff has overall responsibility for all activities of the camp. Please show respect and cooperate with all instructions and requests.
- Adult counselors are responsible at all times for the safety of the youth under their care.
- Only adult counselors are allowed to drive vehicles at SSP and are expected to follow all traffic laws, including speed limits. Seatbelts are REQUIRED for all passengers at all times.
- We expect everyone at SSP, including counselors, to participate in all activities. Adult counselors will be assigned to guide youth in various activities and to aid in keeping the facilities clean and functioning smoothly.
- All participants are expected to eat the three daily meals that SSP provides. Hard work requires well fueled bodies; SSP is not a time for dieting. There is a place on the medical forms to indicate special dietary needs and you must notify your group liaison prior to your departure for SSP.
- Sierra Service Project does not tolerate sexual harassment, abusive language or behavior, or discrimination of any type.
- Males and females will sleep in separate groups. No activity is allowed after “lights out.”
- Taking pictures or recording video or audio of the host family may be done only with their permission. Staff will inform you of local customs.
- General work hours for senior high are from 9a.m. - 4p.m. and 9:30a.m. - 3p.m. for junior high with a breaks for safety and rest as well as a break for lunch. If one member leaves a work site for any reason, all members must also leave.
- Visitors are not allowed during the week.
- We have the option of sending any youth home who does not adhere to the SSP rules. Adult counselors and parents are responsible for working out transportation home for anyone who is asked to leave before the end of the week, at the expense of the parent.

- **The Sierra Service Project strongly encourages campers and staff to come to SSP with up-to-date immunizations.**
 - Adolescent and Adult immunization schedules are available at:
<http://www.cdc.gov/vaccines/recs/schedules/default.htm>
 - Vaccines protect more than just you or your child. They protect the entire community. Having up-to-date immunizations helps protect those who are too young to be vaccinated, and those who cannot be vaccinated for medical reasons. Many of the communities that SSP works in are particularly susceptible to infectious diseases and are impacted by inadequate health services. Coming to SSP with complete and up-to-date immunizations will protect participants, and will help ensure our campers and staff does not expose vulnerable populations to preventable disease.

The SSP Dress Code

SSP has a modest dress code for several reasons:

- Reservation communities and the elderly people that we serve often have more conservative dress standards than is common.
- We want to create a comfortable, affirming environment where all youth feel welcome, regardless of how they look or the type of clothing that they can afford.

The following are **not allowed**: sleeveless tops, tank tops, halter tops, half or crop tops. Bare midriffs are not acceptable. This includes tying up t-shirts in the back. Please leave sleeveless shirts at home. Skirts are also not a good idea at SSP, since we spend a lot of time sitting on the floor.

T-shirts must not be offensive or display any slogan or artwork which includes alcohol, tobacco, or obscenities.

NO SHORT SHORTS. Thrift store jeans cut off at mid-thigh work great and are more protective when sitting on hot roofs and the ground. Shorts must not “sag” either.

Please remember to have your youth bring swimsuits for water day and showers. At many sites we use group locker room showers and many youth feel more comfortable wearing swim suits.

Garments at the Work Site

- Closed shoes (work boots or tennis shoes) must be worn at the work site - no sandals or open-toed shoes are allowed.
- Long pants are not required at the work site but will be more comfortable and protective for many jobs that may require sitting on a hot roof or on the ground.
- Hats and bandanas are a great idea for keeping cool and avoiding sunburn.

Ways to make the dress code more fun!

Some churches have used permanent markers to write on new or used inexpensive t-shirts. They decorate one for each work day.

Others have designed church youth group logos to put on white t-shirts and then tie-dyed the shirts at a pre-trip gathering.

Drawing on or tie-dyeing cut-off jean shorts is also fun.

Individual Packing List

Each youth and counselor should bring the following items:

<input type="checkbox"/> Sleeping bag or blankets <input type="checkbox"/> Pillow <input type="checkbox"/> Sleeping mattress <input type="checkbox"/> Beach towel for Wed. outing <input type="checkbox"/> Towel for showers <input type="checkbox"/> Wash cloth <input type="checkbox"/> Toothbrush <input type="checkbox"/> Toothpaste <input type="checkbox"/> Shampoo <input type="checkbox"/> Other personal care items <input type="checkbox"/> Sunglasses <input type="checkbox"/> Sunscreen <input type="checkbox"/> Wide brim hat <input type="checkbox"/> Mosquito repellent <input type="checkbox"/> Water bottle <input type="checkbox"/> Any prescription medication you are taking (please check these in with your church counselors)	<input type="checkbox"/> Bible and devotional materials <input type="checkbox"/> Musical instruments <input type="checkbox"/> Camera <input type="checkbox"/> Swimsuit (for water day & showers) <input type="checkbox"/> Sandals <input type="checkbox"/> Close-toed shoes (mandatory on work site) <input type="checkbox"/> T-shirts <input type="checkbox"/> Sweatshirt or jacket (nights can be cool) <input type="checkbox"/> Long pants and shorts <input type="checkbox"/> Work gloves <input type="checkbox"/> Safety Glasses/ Goggles <input type="checkbox"/> Bandana <input type="checkbox"/> Backpack for taking personal items to the worksite each day and for water day <input type="checkbox"/> Flashlight <input type="checkbox"/> An open spirit <input type="checkbox"/> Sense of humor <input type="checkbox"/> Sense of adventure
---	--

What NOT to Bring: These items are not allowed at SSP!

**Tobacco
Pets**

**Alcohol
Pyrotechnics**

Firearms

Illegal Drugs

Electronic gadgets (other than cameras) detract from the community we attempt to build at SSP. **If you bring these items the Site Director will collect them on Sunday for safe keeping during the week so it is best not to bring them at all:**

**Cell phones*
Computers**

**Camera phones
2-way radios**

**Hand-held computer games
TV's**

We request that DVD players in vans not be used during the week!

*Counselors will keep their cell phones for emergency use.

SSP MUSIC POLICY

At the request of several groups, we have changed our electronics policy to allow youth and counselors to listen to music in bed after lights out. The rationale for this is that, for some, it is very beneficial to be able to relax in this way while falling asleep.

This is how we plan to implement this new practice:

1. At bedtime, youth may retrieve music devices from their counselors and turn them in in the morning.
2. These devices may not be used at any other times. Breaking this rule will result in a youth losing this privilege.
3. Only non-internet-enabled devices will be permitted: no cell phones or web-enabled iPods.
4. Obviously, listening must be done using headphones and in a way that doesn't disturb others.

Medical and Insurance Information for All Participants

We are pleased to say that in the 37 years that SSP has been operating, there have been few injuries. Our staff is CPR and First Aid trained and the safety and health of our participants is our top concern. A number of measures are in place to preserve the health and safety of all participants. Sierra Service Project has an Accident and Illness Prevention Plan which includes procedures in case of an emergency. Staff, youth and adult counselors will all have responsibilities (which will be explained on site) to keep us all safe and in good health. Once the groups arrive at camp, all adult counselors are given directions and phone numbers to nearby medical facilities.

- In spite of these precautions, we need to be prepared in case of an emergency. Your answers and signature on the medical release form will help us care for your child appropriately. *This is crucial - any participant arriving on-site without a signed medical release will not be allowed to work with his or her work team until a form is received.*
- In the event that medical treatment is necessary, you as parents or guardians will be financially responsible.
- The assisting Sierra Service Project staffer or adult counselor will use the insurance information provided by you to pay for your child's treatment. SSP participants are not covered by Worker's Compensation.

If a participant is not covered by insurance. . .

Each year Sierra Service Project purchases supplemental accident insurance coverage for all participants. For those who have personal insurance, this coverage is "excess" over that coverage. The maximum accidental medical expense benefit is \$3,000 for approved claims. For those individuals who have personal insurance, Sierra Service Project's coverage will be "excess" of benefits provided by any other plan.

Participants will be covered while:

- In regular attendance at camp
- Taking part in regularly scheduled, approved camp activities
- Traveling to/from camp activities in properly scheduled supervised groups
- Traveling directly between home and camp, as long as that travel does not extend beyond 48 hours prior to or after the campers are in regular attendance at the camp.



Section 3: Youth Participant Forms

The following forms pertaining to youth participants must be filled out and signed:

1. Youth Medical History and Release Form:
 - Filled out and signed by parent or guardian
 - Bring original and one copy with you to SSP
2. Youth Volunteer Covenant
 - Each youth must read and sign
 - Bring original with you to site
3. Parental Agreement Form
 - Filled out and signed by parent or guardian
 - Bring original with you to site

Liaison: Bring original and 1 copy form with you (front and back) for each youth participant

SIERRA SERVICE PROJECT
Youth Medical History & Release Form

Church Name _____

Name _____ Male/Female Grade in Fall _____

Date of birth _____ Home Phone () _____

Home Address _____

City _____ State _____ Zip _____

Parent's Name _____ Work Phone () _____

Parent's Name _____ Work Phone () _____

Father'/Mother's Employer _____

Health Insurance Co. _____ Policy No. _____

Family Physician _____ Phone() _____

Does your insurance carrier require a second opinion before emergency procedures are undertaken? (Yes/No)

If parents can't be reached in an emergency, please contact:

Name _____

Home phone () _____ Work Phone () _____

The following information is required to ensure that your youth's individual needs are met while attending SSP. Information is confidential and will be made available only to staff, adult counselors, and medical professionals, i.e., those people who are directly responsible for your child's well being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For their safety and well-being, no child will be allowed to attend without a completed and signed Consent/Medical Authorization.

Date of youth's last tetanus shot _____

Please list any physical or behavioral conditions that the program staff and adult counselors should be aware of (sleepwalking, epilepsy, diabetes, fainting, depression, eating disorders, asthma, etc.)

Please be specific so that we can provide the best care for your child: _____

Youth Medical History Form - continued

Is your youth allergic to any food, medication or insect bites? (Yes/No) If yes, please list particular allergy and probable reaction: _____

(If you need to further explain your child's special needs, please call the SSP office.)

Is your youth currently taking any medication? Yes___ No___

If yes, please list all medications that your child will be bringing including complete instructions for administering: _____

Unless absolutely necessary, do not change your youth's prescription before their SSP week. Since we don't know what normal behavior is for your child, we will be less likely than you to detect negative reactions to medication changes.

May the staff/adult counselor administer to your youth: aspirin (yes/no), aspirin substitutes (yes/no), eye ointments (yes/no), antihistamine or decongestant (yes/no), motion sickness medication (yes/no), laxative or anti-diarrhea medication (yes/no), antibacterial or antibiotic ointment (yes/no), insect bite or poison oak ointment (yes/no).

Specific directions: _____

Note: If your child requires special care or diet, please contact us as soon as possible prior to arrival so that necessary arrangements can be made (916) 488-6441. Our cooks most likely will have done all their shopping before the participants arrive. We are always prepared for vegetarian diets.

Your signature here confirms that the information on these two pages is complete and correct as far as you know, and that you are giving permission to staff and adult counselors as noted.

Parent/Guardian's signature

Date

Medical Release and Permission Paragraph

(Youth's name) _____ has my permission to attend Sierra Service Project. I understand that the program involves construction and recreational activities, and I acknowledge that reasonable measures will be taken to safeguard the health and safety of all participants. In case of a medical emergency, I hereby authorize calling a physician at my expense to provide whatever medical or surgical treatment is necessary. I understand that I will be notified as soon as possible in case of any emergency affecting my child.

I have read and understand the page entitled "Medical and Insurance Information for Parents/Guardians and the foregoing paragraph.

Parent/Guardian's signature

Date

Church Liaison: Bring one original signed copy of this with you to SSP for each youth participant.



Youth Covenant

As a youth with the Sierra Service Project, I agree that I will:

- Conduct myself in a way that brings credit to God, my church, my youth group, Sierra Service Project, and to me.
- Sacrifice, at times, my own needs for the greater needs of the community of which I am a member.
- Fully participate in all activities of the week.
- Adhere to all the rules and regulations of SSP presented in this packet and by the SSP staff upon arrival on Sunday, including dress codes, safety measures, and prohibited items.

I understand that willful failure to follow the policies of SSP could result in the termination of my SSP experience and departure from the site.

If I am asked to leave the site, either my parents or church will assume responsibility for me and the arrangement and cost of transportation back to my place of departure. I understand that SSP will not refund my fee under these circumstances.

Youth Signature

Date

Church Liaison: Bring one original signed copy of this with you to SSP for each youth participant.

Parental Agreement Form

I agree to indemnify and hold harmless the Sierra Service Project, its officers, agents and employees from any and all claims, damages, expenses or injuries arising out of or incident to my child's participation in this Project, unless such loss or injury results directly from the neglect or willful act of an officer, agent or employee of Sierra Service Project acting within the scope of his/her employment.

Youth's Name

Parent/Guardian's Signature

Date

.....

You have my permission to use photographs, slides or videos in which my child _____
_____ appears for Sierra Service Project publicity purposes.

Parent/Guardian's Signature

Date

Or

I have notified my child _____ to withhold from group pictures or videos that may be used.

Parent/Guardian's Signature

Date



Section 4: Adult Counselor Forms

The following forms pertaining to adult counselors must be filled out and signed:

Forms due to SSP by **June 1**.

1. Counselor Covenant
 - Read, signed and mailed to SSP office by June 1.
2. Counselor Disclosure
 - Read, signed and mailed to SSP office by June 1.
3. Every counselor must have a current National Background Check
 - Complete the Verification of Current Background Check Form

OR

 - Completed Background check online
4. Counselor Medical History and Release Form (bring to site do not mail to the SSP office)
 - Filled out and signed by counselor
 - Bring original and one copy with you to site

SSP's Background Check Requirement

SSP requires that all counselors have successfully undergone a national criminal background check in the past two years. If you **have** been background checked since June, 2010, you do not need to be checked again. Instead, you and your pastor must fill out the form titled "Verification of Background Screening". This must be mailed to the SSP office by June 1.

If you have not been background screened since June, 2010, we will run a background screening on you. SSP is working with a national screening company called IntelliCorp which has developed an online portal system that is currently used by the Pacific Northwest Conference of the United Methodist Church. This system is less expensive and alleviates concerns about sending personal information through the mail and eliminates most of the processing work for our office staff. This must be completed online by June 1st. Log onto <https://SierraServiceProject.volunteerportal.net> to complete your background screening. You will need to enter a password on the first page which is: **counselor**.

Counselor Covenant

Due June 1, 2012

Church Name _____

Site Attending _____ Week _____

Counselors are an essential part of the SSP experience – they transport campers, assist with all site activities, and serve as role models to both campers and staff. Being a counselor also comes with the following expectations by Sierra Service Project. By initialing and signing this document, I understand and agree to:

_____ Respect and work with the SSP site staff - I realize the staff is young, but they have been trained and are experienced in SSP policies and procedures.

_____ Be physically and mentally present for the entire week. (Counselors are not allowed to arrive late or leave early).

_____ Participate in ALL activities (this includes singing, housekeeping duties, and all other program activities) and help youth be involved as well.

_____ Set an example by adhering to and enforcing the dress code and all other rules presented in the Prep Packet and those presented by the staff.

_____ Take responsibility for the youth from my church, making sure that they uphold the rules and policies as well.

_____ Work together as a team with other church counselors to create an atmosphere of respect between all youth and adults. Be gentle but firm with the youth to keep them on the right track with dress code, junk food, not skipping meals and getting to sleep.

_____ Participate on the work site in a way that is “leader” appropriate – ensuring that all youth assigned to my work team are part of the action. Build self-esteem through affirmation and praise, and refrain from put-downs.

_____ Ensure the safety of the youth under my care at all times. I will not carry more passengers in my vehicle than it is designed to carry and make certain that I do not drive away in a vehicle until everyone is secured by a seatbelt.

_____ Refrain from sexual harassment, abusive language or behavior, and discrimination. This includes profanity, suggestive or crude hand gestures and off-color jokes or comments. I will monitor kids on this as well.

_____ Be appropriate in all physical contact with youth. This is as much for my protection as for theirs. *Examples of inappropriate behavior are hitting, spanking, pinching, lap sitting, lying on or being laid upon, resting head in youth’s lap or vice versa.*

Signature _____ Date _____

Print Name _____



Counselor Disclosure Statement

Due June 1, 2012

Church Name _____

Site Attending _____ Week _____

Counselor Name (printed) _____

Sierra Service Project cares about the youth and young adults in our programs and desires to ensure their safety while they are in our care. Accordingly, we ask each person who provides supervision or leadership to complete the following background information. This information is confidential.

Please answer the following questions. Attach an explanation of any "YES" answers.

- | | | |
|--|-----|----|
| 1. Have you ever been convicted of any crime against children or other persons? | Yes | No |
| 2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? | Yes | No |
| 3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have abused any minor? | Yes | No |
| 4. Have you ever been convicted of the possession, use, or sale of drugs within the last seven years? | Yes | No |
| 5. Have you abused alcohol, legal, or illegal drugs within the last 30 days? | Yes | No |
| 6. Has your drivers' license been suspended or revoked within the last seven years? | Yes | No |
| 7. a) Have you ever been licensed by a board that licenses business/professionals?
If "yes," what board or agency? _____ | Yes | No |
| b) If "yes," have you ever been found by that licensing board, or any other disciplinary board, to have sexually or physically abused or exploited any youth or young adult? | Yes | No |
| 8. Other than the above matters, is there any fact or circumstance involving you and your background that would call into question your being entrusted with the supervision, guidance or care of youth or young adults? | Yes | No |

I certify that the information provided here is accurate to the best of my knowledge. I understand that SSP reserves the right to verify any of the above information.

Signature _____ Date _____



Verification of Current Background Screening

Due June 1, 2012

COMPLETE ONLY IF YOU HAVE HAD A CURRENT BACKGROUND CHECK IN THE PAST TWO YEARS (Since June 2010)

Full Legal Name: _____

Church: _____ Site/ Week Attending: _____

Name of Agency or Organization that processed background screening

TO BE COMPLETED BY PASTOR

I have verified that the above named adult leader has successfully undergone a national criminal background screening since June, 2010. In addition, I confirm that our church has a policy in place for securing the safety of youth and children, and that this individual meets all of the criteria for adults working with youth in our church.

Print Name _____

Date _____

Pastor's Signature _____



Counselor Medical History & Release Form

Church Liaison: Bring the original and 1 copy of this form (back and front) to site for each adult counselor

Church Name _____

Name _____ Male/Female _____

Date of Birth _____ Home Phone () _____

Home Address _____

City _____ State _____ Zip _____

Employer _____

Health Insurance Co. _____ Policy No. _____

Physician _____ Phone () _____

Does your insurance carrier require a second opinion before emergency procedures are undertaken?
(Yes / No)

Emergency Contact:

Name _____

Home phone () _____ Work Phone () _____

Date of last tetanus shot _____

Please list any physical or behavioral conditions that the program staff should be aware of
(sleepwalking, epilepsy, diabetes, fainting, asthma, etc.): Please be specific: _____

Are you allergic to any food, medication or insect bites? (Yes/No) If yes, please list particular allergy and probable reaction: _____

Continued on next page...

Are you currently taking any medication? Yes___ No___

If yes, please list all medications:_____

Medical Release

I understand that the SSP program involves construction and recreational activities, and I acknowledge that reasonable measures will be taken to safeguard the health and safety of all participants. I agree to indemnify and hold harmless the Sierra Service Project, its officers, agents and employees from any and all claims, damages, expenses or injuries arising out of or incident to my participation in this Project, unless such loss or injury results directly from the neglect or willful act of an officer, agent or employee of Sierra Service Project acting within the scope of his/her employment.

Signature

Date

Information contained herein is confidential and will be made available only to staff and medical professionals as necessary.