



February 8, 2010

Dear SSP Liaison,

Enclosed is the 2010 SSP Preparation Packet. Please be sure to read over the entire packet. It would also be a great idea to schedule a group meeting to go over this packet with participants, adult counselors and parents! Below are some important reminders:

- All youth paperwork needs to be completed; three copies made, and brought to site.
- The Counselor Covenant and Counselor Disclosure needs to be mailed to the SSP office by June 1, 2010. Counselor medical forms need to be taken to site; do not send these to the SSP office.
  - Background check instructions will be mailed in March.
- Be respectful to other groups and arrive between 2:00-4:00pm on Sunday. (The Navajo Nation and Fort Hall Reservations are on Mountain Time.) The program does not begin until every group has made it to site!
- SSP does not allow early departures from site; we have a full agenda up until your departure time.
  - Sr. High departure time is Saturday morning around 9:00am.
  - Jr. High departure time is Friday morning around 9:00am.
- Thoroughly go over the dress code and cell phone rules with your group.
- The Site Director will call you the week prior to attending to check in with you. This is also the time to discuss any dietary needs for any participants.

Be sure to check your emails for the Liaison Link and any other updates that may be pertinent to your group's trip. If you have any questions after looking over this packet please call the SSP office to clarify. All of us here can help answer your questions or concerns.

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

Peace,

*Meghan*  
Business Manager





# **SIERRA SERVICE PROJECT**

## **Preparation Packet for groups attending SSP 2010**

**Important detailed information for:**

- ~ Trip Leaders**
- ~ Youth Participants**
- ~ Adult Counselors**

*Committed to creating community and teaching selfless  
service by reaching out to those in need!*

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# **SSP Preparation Checklist**

**READ ALL MATERIAL IN YOUR PREP PACKET  
This information changes every year!**

**We are including a guide to help you plan your SSP Adventure.  
Topics include:**

- 1. Recruiting Adult Counselors**
- 2. Scheduling Trip Dates and Times**
- 3. Arranging Transportation**
- 4. Figuring Trip Costs**
- 5. Scheduling meeting(s) with youth, parents, adult counselors**
- 6. Submitting Important Paperwork and Making Your Payments**
- 7. What to Bring to SSP, in addition to your youth!**

## 1) Recruiting Adult Counselors

The most important decision you make as a liaison in planning your SSP experience is the adults you choose to send with your youth.

All the work a liaison does to plan meetings rent vans, raise funds, plan overnight stays and paperwork is important, but if you don't send strong adults all that work may be in vain. The adult counselors will be transporting your youth, watching out for their safety on work sites, helping them follow the rules, leading them in discussions, motivating the youth to learn and practice social skills, and being a role model.  
Counselors play a vital role!

If you don't already have adult counselors lined up...start now! Counselors need to be identified to the SSP office by April 15<sup>th</sup> so they can register for training.

Adult Counselors should be youthful...SSP is high energy! 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, what the sleeping, eating and bathing arrangements at SSP are like. Adult Counselors are expected to participate in all aspects of SSP, there is very little down or alone time. Cell phones and laptops are a no-no at SSP except for emergencies.

The adult counselors you send should know your youth. They should know the kids names and have had some experience interacting with them. **Adult counselors must be at least 23 years old.**

*Make sure you have a backup adult or two waiting in the wings. You should plan on it now so you are not scrambling a week before the trip.*

- Recruit the right counselors. Email list of Counselors including their email address and phone to [Meghan.waller@sierraserviceproject.org](mailto:Meghan.waller@sierraserviceproject.org) by April 15.
- Have Counselors complete the Voluntary Disclosure form and the Counselor Covenant. **Mail all Adult Counselor Paperwork back to us by June 1**
- Background Check Requirements:** All adult counselors and leaders are required to have a current national criminal background check before participating in SSP. Because most churches currently require all adult volunteers to be background checked, we are current working to revamp our background check procedures so that we can avoid unnecessary duplication of background check but at the same time ensure that all adults have undergone this screen. At this point, please inform your counselors that they must undergo a background screening. We will send you detailed instructions in March.
- After counselor lists are given to the SSP office on April 15<sup>th</sup>, counselors will receive an email with instructions for training. Counselors are required to register for either a half day in-person or on-line training course. All counselors who did not attend a training session in 2009 are required to participate in a training course this year, either in-person or on-line.

**If you need more information about the role of Adult Counselors, please call us. We want all our participants, young and not so young, to enjoy their experience.**

## 2) Schedule Trip Dates and Times

### Your time at SSP

#### Arrival 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 or after 4. If you are early, the staff won't be ready for you. They only get a 28-hour break between camps, so they need that time to get prepared and rested. If you arrive late, it is difficult to fit in all the prep 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 deal with orientation after a long day of driving. **The Staff will not be able to start until all groups have arrived.**

***IMPORTANT!:*** *The Navajo reservation AND Fort Hall reservation is on Mountain Time and observes daylight savings time as well. This means that, during the summer, there is a one hour time difference between Pacific Time and the Navajo& Fort Hall reservations. Plan accordingly!*

When you get to the site, some staffers will lead the youth in mixers and games and the counselors will have some free time to get settled from the drive.

Work on the homes begins Monday morning.

#### Departure

### **Senior High Departs on Saturday Morning**

### **Junior High Departs on Friday Morning**

The last morning is a time for final clean-up and closure. You will be asked to complete an evaluation form and turn it in 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.

### **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 Mapquest.com or Yahoo.com to figure your route and mileage. **Remember, you lose an hour going into the Navajo& Fort Hall reservations!**
- Sunday Morning, determine your desired departure time and arrange for the youth to be there at least 30 minutes to an hour early to pack up and collect stragglers to ensure you will arrive at site on time.
- Returning...Let parents know when you think you will be returning and arrange for a phone tree if needed, once you are close to home. (Remember youth won't have their cell phones.☺)

## 3) Arranging Transportation

Consider the number of youth in your group, their luggage and the number of drivers you have.

If you are planning additional activities, will you need more storage space for gear?

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. Work groups need to have their own vehicle. (We do not have extra transportation available on site.) **Do not plan to have your group 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. You might want to consider bringing old sheets to protect upholstery from tar, paint and other construction dirt.

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 for details at [www.sierraserviceproject.org/rentals](http://www.sierraserviceproject.org/rentals).

- Check your church's insurance coverage.

Please note that some churches do not insure 15 passenger vans for safety reasons and some insurance carriers do not cover drivers under 25 in rental vehicles. Some churches have policies about the adults who drive their church vans as well.

- Rent or secure the loan of vehicles

#### **4) Figuring Trip Costs**

- Figure out your trip costs and who is going to pay for what and how.

**Consider these things:**

Van Rental, Insurance, Fuel (you will be driving during the week to and from your worksite).

How many meals will you have on the road? Are you providing food or are youth to bring money for fast food stops? If so, for how many meals?

Will there be other trip expenses? Overnight stays, additional scheduled activities, etc.?

**Remember to include your upcoming SSP payments:**

\$185 per participant is due March 1, 2010

\$100 per participant is due June 1, 2010 (\$70 per participant for first time church groups)

- Plan and Schedule great fundraisers

#### **5) Scheduling a Camper, Adult Counselor and Parent Meeting**

- Make copies of all pages in Section 1 for each participant; include copies of Section 2 for all youth and Section 3 for all counselors.
- Review the following material in packet.
  - Discuss the SSP experience, the daily and weekly schedules, and the work and work teams.

- Go over the rules for living in community and being a guest on the reservation
- The dress code.
- Go over the What to Bring Checklist.
- Discuss your trip plans, including added costs.
- Discuss and plan fundraising.
- Encourage parents to make sure their youth's Tetanus shots are up to date.

## 6) Submitting Important Paperwork and Making Your Payments

- Jan 29: March 1 invoice emailed**
- Mail check** for second payment (\$185 x number of participants) to SSP office **postmarked before March 1. A 10% late fee will be assessed if your team's payment is postmarked after March 1. You will be billed for any late fees if not included in your payment.**
- April 15: T-shirt orders are due in the SSP & Email Counselor list to Meghan Waller**
- Scholarship Applications are due in the SSP office by May 1, postmarked or faxed to 916-484-0917.**
- Your final payment of \$100 per participant and all Counselor paperwork is due in the SSP office by June 1! Again, a 10% late fee will be charged if your final payment is postmarked after June 1.**
- June 15: Complete a copy of the Participant Record Form & email back to Meghan** (these forms will be emailed to you)
- Give parents the Emergency Phone Number and the Address** (on our website by June 1) so youth can receive mail. Mail at SSP is really fun, because the youth and adult counselors have to sing silly songs to claim it.

## 7) What to Bring to SSP

**Please bring these items in a manila envelope clearly marked with the Church name:**

- The original and two (2) copies of each Youth and Adult Counselor Medical Release form *(Go ahead and separate these copies into three groups. It is also a good idea to carry one group in each of your vans in case of an emergency. Collect them when you get to SSP.)*
- One copy of the signed Parental Consent form
- One copy of the signed Camper Covenant form
- A printed copy of the Participant Record form you filled out on-line. (These forms will be emailed to you and must be completed and returned by June 15).
- At least one large (5 Gallon) water cooler per vehicle, two is optimal.
- One first aid kit per vehicle
- Maps and directions to the SSP sites
- Maps and directions to any other destinations or stops

Please do not bring large amounts of junk food with you. It is our goal that all participants eat a healthy diet while at SSP.

**PLEASE CALL THE SSP OFFICE AT (916) 488-6441 WITH QUESTIONS, CONCERNS, OR LAST-MINUTE CHANGES.**





**Sierra Service  
Project  
Prep Packet 2010**

**Section 1: Information for ALL Participants**



## Senior High Reservation and Urban Sites

### Sr. High Typical Daily Schedule

A Typical day will look like this:

7:00am	Wake up and get ready
7:15am	Spiritual Awakening (voluntary)
7:45am	Breakfast
8:30am	Lunch crew makes sandwiches
9:00am	Arrive at work site, begin service repairing homes
Noon	Lunch and spiritual sandwiches at work site
1:00pm	Resume service repairing homes
4:00pm	Return to center, clean and store tools, shower, free time
5:45pm	Dinner
6:30pm	Community chore time
7:00pm	Singing and Evening Program
9:00pm	Campers prepare for bed; staff/counselor meeting
9:30pm	Closing worship
9:45pm	Story Time
10:00pm	Lights out; activity ends; sleep

### Sr. High Typical Weekly Schedule

Sunday:	Arrive 2-4pm; 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 am; cook-out & 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

## **Junior High Reservation Site**

### **Jr. High Typical Daily Schedule**

A Typical day will look like this:

7:00am	Wake up and get ready
7:30am	Breakfast
8:15am	Lunch crew makes sandwiches
8:45am	Energizers & Morning Program
9:30am	Arrive at work site, begin service repairing homes
Noon	Lunch and spiritual sandwiches at work site
1:00pm	Resume service repairing homes
3:00pm	Return to center, clean and store tools, shower, free time
5:15pm	Dinner
6:00pm	Community chore time
6:30pm	Singing and Evening Program
8:00pm	Campers prepare for bed; staff/counselor meeting
9:00pm	Closing worship
9:15pm	Story Time
9:30pm	Lights out; activity ends; sleep

### **Jr. High Typical Weekly Schedule**

Sunday:	Arrive 2-4pm; 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 am; Splatterfest and cook-out in the afternoon; evening program
Thursday:	Service at work site; evening program
Friday:	Evaluation completion and depart after breakfast

## **SSP's Goals for Healthy Eating**

As we all know, the consumption of junk food has exploded in the past 10 years. For teenagers, this creates a whole host of problems, including obesity, diabetes, eating disorders and reduced attention spans. There is a growing trend in schools and camps nationwide to promote healthy diets and to restrict access to low-nutrition foods.

Several years ago we found that there was a growing problem with the amount of junk food at SSP. In response to requests from church groups and our staff, we have taken measures to significantly curb the purchasing and consumption of junk food at our sites during the summer and have added healthy snack alternatives in the afternoon for everyone. Taking care of our bodies at SSP goes hand-in-hand with using our bodies to serve others.

Overall we have had great feedback about the meals particularly because they include more fruits, vegetables and salad. Afternoon snacks are a hit and some groups have arranged for bedtime snacks for big eaters. It is our goal to provide good, simple meals, to make sure there is enough food for everyone, and to keep the traditional SSP goodies a part of the week. It is not our goal to deny participants any sugar during the week.

### **Nutritious eating at SSP this summer**

1. Each afternoon during free time, the SSP staff provides a healthy array of snack foods for all counselors and campers. This consists of things like fresh fruit, cheese sticks, crackers, trail mix, carrots with ranch dressing, and others.
2. Work groups will be asked by the site directors not to make stops to purchase snacks at local markets during their trips to and from worksites and showers. Rewarding kids with sweets and junk food for hard work or for 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.
3. Church groups will be asked not to arrive at SSP with large quantities of junk food in their vans. Food is not allowed in the sleeping areas, for hygiene purposes and to prevent rodent problems. Churches that arrive with junk food will be encouraged to box it up for the trip home. Junk food will not be left in the vans during the week.
4. We request that SSP liaisons encourage parents not to send "care packages" containing low-nutrition foods to their campers. Care packages are very welcome, but should contain healthy snacks like granola bars, mixed nuts and fruit snacks for instance. Groups will be able to eat these snacks during afternoon snack time.
5. 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.

6. Traditional SSP lunches consist of peanut butter and jelly sandwiches and are augmented with fresh fruit where it is available and some salty snacks to help replace sodium that is lost through sweating. Lunch time may be a good time to reflect on how blessed we are to be eating a meal with friends.

### **What Are We Asking Each of Our SSP Liaisons To Do?**

We are counting on all church liaisons to help their counselors and youth understand and support these plans. This means that we need you to:

- Explain the expectations to your youth and their parents.
- Explain the reasoning behind our strong commitment to healthy eating.
- Work to see that your church team can support what we are trying to do. Ask them to support it with good humor and grace – it's only for one week!
- Churches have asked if they can bring sports drinks for the hot days on the worksite. Absolutely, but churches are asked to bring Gatorade powder for work teams to use in their water jugs, not individual bottles. Most jugs are 5 gallons and the standard 1-lb canister of powder works great.

## **The Work Teams and Typical Home Repairs**

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

- |                                |                              |
|--------------------------------|------------------------------|
| -Roofing**                     | -Drywall & Insulation        |
| -Stairs**                      | -Building porches**          |
| -Painting: Interior & Exterior | -Building wheelchair ramps** |
| -Awnings                       |                              |

\*\*Junior high participants will not be roofing or using any power tools except power drills. They may still work on construction building projects such as porches and wheelchair ramps, however only adult counselors and staff will use the appropriate power saws.

Here's how we determine what work needs to be done throughout the summer:

- In April we send Work Request forms to our host who distributes them among the homeowners.
- During "preparation week" (before campers arrive), the construction team and our tribal liaison begin to visit each home and, in consultation with the homeowner, coordinate what work will be done by the first week of campers and in general throughout the entire summer. The construction team arranges for the specific work to be done on a weekly basis, taking into account many factors, such as:
  - ◇ Unanticipated repair work arises or takes longer than anticipated
  - ◇ Weather
  - ◇ Work teams progress at different rates
- On Sunday afternoon, the Site Director and the SSP construction staff meet to divide campers 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 campers from other churches. This helps everyone get to know everyone else, to enhance the overall community of the camp, and to discourage campers from each church "sticking" together and not getting to know campers 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.

## **Expectations and Rules for Living in Community**

**SSP is all about creating community between all the participants each week and building community with the people we come to serve.**

Remember that we are guests of the local tribe, community, and facility where we stay. We want to be invited back. Living in community of 50 – 70 people means we simply can't do what we'd like to do all the time. It also means that we each have to do things a certain way and at a certain time. These 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. SSP does not allow anyone to arrive late or leave early.**
- The SSP staff has overall responsibility for all activities of the camp. Please show respect and cooperate with all directives 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.
- We expect everyone at SSP, including counselors, to participate in all activities. Adult counselors will be assigned to guide campers in various activities, to aid in keeping the facilities clean and functioning smoothly.
- All participants are expected to eat the three meals a day that SSP provides. Hard work requires well fueled bodies; SSP is not a time for dieting. There is a place on medical forms to indicate special dietary needs. Churches are strongly discouraged from bringing junk food to SSP. Work teams will be asked not to make stops on the way back from work sites to buy junk food. Healthy snacks will be available each afternoon
- 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 videos or audio of the host family may be done only with their permission. Staff will inform you of local customs.
- General work/repair hours for Sr. High are from 9am-4pm and 9:30am-3pm for Jr. High with an hour off for lunch at the work site and break times for safety and rest. If one member leaves a work site for any reason, all members must also leave.
- Visitors are disruptive and are not allowed during the week.
- We have the option of sending any camper 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 Dress Code

Reservation communities may have more conservative dress standards than the rest of the country. Our dress code reflects this. It is important to remember that we are guests in these communities. We also spend free time doing activities or playing games. The SSP staff would rather help both youth and adult volunteers have a meaningful service and faith experience than to be forced to confront them about how they are dressed. **We expect everyone to honor and respect our dress code - it's only for one week.**

- 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, we spend a lot of time sitting on the floor and a skirt would not be comfortable at site.
- 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.
- 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.

### 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.

## **Medical and Insurance Information for All Participants**

We are pleased to be able to tell you that in the 35 plus years of SSP, there have been few participant injuries. Our staff is CPR and First Aid trained and safety and health conscious. 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, campers 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 your child 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.

#### Campers 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.



**Sierra Service  
Project  
Prep Packet 2010**

**Section 2: Youth Participant Forms**



**Liaison: Bring the original and 2 copies of this 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 \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_  
 Father'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: \_\_\_\_\_

\_\_\_\_\_

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.)

*Youth Medical History Form - continued*

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. 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 signed copy of this with you to SSP for each youth participant.**



### **Camper Covenant**

As a camper 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 camp policies of SSP could result in the termination of my camping experience and departure from the site.

If asked to leave the camp 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.

\_\_\_\_\_

Camper's Signature

\_\_\_\_\_

Date

**Church Liaison: Bring one 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.

\_\_\_\_\_  
Child'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

## What to Bring Checklist

Each camper 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 & <b>Showers</b> ) <input type="checkbox"/> Sandals <input type="checkbox"/> Work boots or tennis 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"/> Bandana <input type="checkbox"/> Backpack for taking personal items to the worksite each day and to the water site on Wednesday <input type="checkbox"/> Flashlight  <input type="checkbox"/> An open spirit <input type="checkbox"/> Sense of humor <input type="checkbox"/> Sense of adventure
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## What NOT to Bring

These items are absolutely forbidden 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\*  
MP3 Players  
CD Players**

**Camera phones  
Computers  
iPods**

**Hand-held computer games  
2-way radios  
TV's**

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

\*Counselors may keep their cell phones for emergency use, but please be aware that cell phone coverage is generally not available at the reservation sites.





**Sierra Service  
Project  
Prep Packet 2010**

**Section 3: Adult Counselor Forms**



**Due June 1, 2010****Send to SSP Office**

### Counselor Disclosure Statement

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?<br>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 \_\_\_\_\_

**Due June 1, 2010****Send to SSP Office****COUNSELOR COVENANT**

Church Name \_\_\_\_\_

Counselor Name \_\_\_\_\_

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 polices 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 vise versa.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Bring to Site

**Church Liaison: Bring the original and 2 copies of this form (back and front) to site for each adult counselor**

## SIERRA SERVICE PROJECT

### Counselor Medical History & Release Form

Church Name \_\_\_\_\_

Name \_\_\_\_\_ Male/Female \_\_\_\_\_

Birth date \_\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_\_

Are you currently taking any medication? Yes\_\_\_ No\_\_\_

If yes, please list all medications: \_\_\_\_\_

\_\_\_\_\_

Continued on next page...

**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.

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Signature

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Date

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

## Site Information for summer 2010

**More Detailed information can be found on our website at <http://www.sierraserviceproject.org/SiteInformation.htm>**

**Navajo Nation - Northeastern Arizona:** We have been invited to spend the summer of 2010 in the community of Teec Nos Pos. Teec (pronounced "teess") is a remote community and SSP has never worked there before. We will either be housed in a building that belongs to the local chapterhouse or at a local school. We will publish more site details as we know them. As with all of our Navajo Nation projects in the past, you can expect hot days, cooler nights, rustic conditions with lots of dirt and mud. You can also expect great projects, beautiful sites and a wonderful introduction to the culture of the Navajo people.

**Fort McDermitt Reservation - Nevada:** The town of McDermitt is located on the Nevada-Oregon border, 75 miles north of Winnemucca. It is a small, rural and relatively isolated community. We will stay at the McDermitt Combined School, sleeping in the Gym (which is both in Nevada and Oregon) and using their showers. Our tribal hosts are Northern Paiute and Shoshone Indians who live on a reservation. You can expect hot days with temperatures in the 90's or higher.

**Indian Valley - Northern California:** We will return for the third year to the town of Greenville in Indian Valley. The beautiful valley is located in the northern Sierras about 3 hours from Sacramento. There is a very small Rancheria in the valley and a small tribe. Most Native Americans in the valley, however, aren't members of any recognized tribe. We will work again with the Roundhouse Council, an organization that provides a variety of services to Native American residents. Our living facility will be the Greenville United Methodist Church. We'll shower at the local high school and live, cook, sleep and do program at the church. We'll be using their education building for sleeping (and there is a nice lawn area for outside sleeping, too). With the exception of needing to bring in port-a-potties, the living conditions will be fairly comfortable. The elevation is about 4,000, so the days are going to be hot but it normally cools off nicely at night.

**Wiyot Reservation - Northern California Coast:** We will be working again with the Wiyot Tribe on their small but beautiful Table Bluff Reservation. The reservation is very near Loleta, California, located about 250 miles north of San Francisco on Highway 101. We will be staying at the Loleta Elementary School and using their gym for sleeping and program. The site is a few miles from the ocean, so expect cool days and even cooler nights. In addition to home repair work on the reservation, some teams may work on the tribe's Indian Island restoration project.

**Urban Los Angeles:** As always, our urban immersion will take place in the neighborhoods of South Los Angeles. We will once again be housed in the spacious Vermont Square United Methodist Church. The service experience is enhanced by a day of touring the city, visiting social services agencies, feeding the homeless on Skid

Row and spending an evening at the beach. This will be an exciting urban immersion experience. Our facility includes showers and indoor toilets.

**Yurok Reservation, Klamath, Northern California:** The small town of Klamath, located on the beautiful Northern California coast in Del Norte County, is the headquarters of the Yurok Tribe. The tribe has invited us to live and work on their reservation this summer. With 5,000 enrolled members, the Yurok Tribe is the largest in California. Many members live along the coast in the small towns north and south of Klamath. We will probably be housed in the local high school and use local United Methodist Church for cooking and eating. We will shower at a local campground owned by the tribe.

**Fort Hall, Idaho:** SSP is excited to launch our first-ever project in Idaho. We've been invited by the Shoshone-Bannock Tribes to live and work on their beautiful Fort Hall Reservation. Fort Hall is a large reservation located in southeastern Idaho. The Snake River flows through the reservation, which consists of flat bottom lands as well as some of the surrounding mountain areas. The reservation is home to about 3,500 tribal members. The flatlands are used to grow wheat and as rangeland. The reservation is the home of a 500-head herd of buffalo and eagles nest along the Snake River! The pictures here were taken in December and the ground was covered with a few inches of snow. However, summers are warm, with high's in the 90's and cooler nights. We will be housed in the local high school with group showers and indoor bathrooms.



# Sierra Service Project T-Shirt Order Form Due in SSP Office April 15

The fees you pay include an SSP t-shirt for each participant. Place your order by completing the form below and mailing it to Sierra Service Project, PO Box 992, Carmichael, CA 95609 no later than **April 15** to ensure that you get the sizes you need.

Church Name: \_\_\_\_\_

Site: \_\_\_\_\_ Week: \_\_\_\_\_

Youth registered: \_\_\_\_\_ Adults registered: \_\_\_\_\_ Group total: \_\_\_\_\_

<u>Size</u>	<u>Number</u>	
	<i>Adult Sizes</i>	<i>Youth Sizes (Some Jr. High)</i>
Small	_____	_____
Medium	_____	_____
Large	_____	_____
X-Large	_____	_____
XX-Large	_____	_____

**Your T-shirts will be available at the end of your week at SSP.**

You can also order extra T-shirts for \$12.00 each for friends and loyal SSP supporters. Let us know how many and what size and mail your check with this form. **Order extras here:**

SM \_\_\_\_\_ M \_\_\_\_\_ L \_\_\_\_\_ XL \_\_\_\_\_ XXL \_\_\_\_\_

**If you are unsure about sizes, please guess - your guess is bound to be better than ours!**

**Complete one form per group**