

GROUP LEADER FORMS CHECKLIST



GROUP FORMS (to be completed by the group leader)

- ❑ **TSHIRT PREORDER FORM** – Pre-order tshirts by submitting the order form and payment. (We must receive the orders for June mission weeks no later than May 4th and July/August mission weeks no later than June 1st).
- ❑ **GROUP ROSTER** – Please complete the group roster by documenting each individual in your group. Double check to make sure that age and gender are correct on the form and note any special instructions that will be helpful as we make lodging assignments. Be sure to keep a copy.
- ❑ **DIETARY & TRAVEL FORM** – Combined this year! In order for Chef Phillip to plan, it's necessary that you list any special dietary needs or restrictions. Please complete the travel section and specify arrival and departure times, especially if these times are different from the prescribed schedule. Also, it's important that you provide detailed documentation of each vehicle that you'll bring to Hinton. Your vehicles will be needed to transport teams from your group plus a Hinton Center Summer Ministry Leader to worksites.
- ❑ **GROUP SKILL/INTEREST SHEET** -- ONE form that is to be completed by group leader in consultation with group. *Please note: Week 7 (Mixed Youth Groups) will have individual skill/interest sheets to complete.

INDIVIDUAL FORMS (to be completed by each participant and submitted by the group leader)

- ❑ **ADULT LIABILITY/MEDICAL CONSENT FORM** – Each adult participant must complete and sign.
- ❑ **YOUTH LIABILITY/MEDICAL CONSENT FORM** – Each youth participant (17 years old or younger) must complete this form and a parent/guardian must sign it.
- ❑ **INDIVIDUAL REGISTRATION FORM** – Each adult and youth participant must complete this form and include a copy of their health insurance. If no health insurance, you might consider arranging for a short term policy. *Please keep a copy of this form in the vehicle with the participant at all times.*

Questions? Contact Dawn at 828-389-8336 or email dawn@hintoncenter.org.