

# FORMS CHECKLIST



**\*Please note: All forms are due May 15, 2019.**

## GROUP FORMS (to be completed by the group leader)

- **GROUP ROSTER & TRAVEL INFORMATION** – Please list 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. 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. *Be sure to keep a copy.*
- **DIETARY FORM** –In order for Chef Phillip to plan, it's necessary that you list any special dietary needs or restrictions.
- **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) has individual skill/interest sheets to complete.
- **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 6<sup>th</sup> and July/August mission weeks no later than June 3<sup>r</sup><sup>d</sup>).

## INDIVIDUAL FORMS (to be completed by each participant ---adult AND youth--- and submitted by the group leader)

- **MEDICAL CONSENT/ LIABILITY FORM** – Each participant must complete and sign. Participants under age 18 must have a parent/ guardian sign the form as well.
- **INDIVIDUAL REGISTRATION FORM** – Each 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.*

Forms may be mailed or emailed. Questions? Contact Dawn at 828-389-8336 or email [dawn@hintoncenter.org](mailto:dawn@hintoncenter.org).