

# GROUP LEADER CHECKLIST

*All forms and documents are due no later than May 15, 2024. If you utilize the online forms, remember that it's still your responsibility as group leader to make sure everyone submits the needed forms.*

**GROUP FORMS** (to be completed ONLINE 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 Bobby 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.
- **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 5th and July/August mission weeks no later than June 2nd).

**INDIVIDUAL FORMS** (to be completed by each participant- group leaders must provide their email to all participants to include on the form so that leaders receive a copy)

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

**A FEW REMINDERS....**

- Please share the Rules & Expectations and Sensitivity Guidelines **with your entire group**.
- **Contacts:** Please leave a copy of the "Stay in Touch with Hinton" sheet with your church office and with parents/guardians, in case of an emergency.
- We **highly recommend a 1:4 adult to youth ratio**, but you must have at least a **1:5 adult to youth ratio** for your group.
- **Supplies:** Please bring enough first aid kits for each work team in your group. We provide water coolers, but you can bring those if you'd like as well.
- We create a **"Group Me" thread** for your week of missions prior to your arrival. Group leaders will be added, but if you want to add other adult leaders, that's also encouraged. We use the Group Me for updates and announcements.