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2012

➤ **Group Leader  
Manual**

(Updated February 2012)

- SENIOR HIGH: June 10-16, 2012
- COMBINATION: June 10-16, 2012
- JUNIOR HIGH: July 15-20, 2012



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To offer and experience the love of God  
through connection and service for the transformation of ourselves and others.

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# Welcome to CTCYM

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Thank you for choosing to join CTCYM in building hope in the world by being the hands and feet of Christ to a world in need.

CTCYM provides meaningful opportunities for Christians to put their faith to work. Youth and adults together discover the importance of loving with actions, not just words. Participants realize the power of God's love as they provide hands-on assistance to others.

**REMINDER: mandatory Group Leader Training will be in the Spring of 2012. This training is vital to your success as a Group Leader, especially for those who have not recently led a group.**



Physical, mental and spiritual preparation for this experience is a vital aspect of achieving the greatest impact for you and your group. Please use this guide as a tool toward that end. Please do not hesitate to contact the CTCYM office if you have any questions as you prepare yourself and your group for the 2012 trips.

We're looking forward to an awesome summer in the name of God!

In Christ,

Kyland C. Dobbins

# Preparing for the Trip

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## Timeline

### Ten Months to One Year Before a Trip

- Group leader begins to research CTCYM.
- Send completed Group Registration Form and \$100 per trip to CTCYM.
- Receive Group Leader manual.
- Begin promoting trip to potential participants.

### Six to Five Months Before a Trip

- Begin securing transportation reservations for trips including rental vans, trailers, etc.
- Attend Group Leader Training in Spring of 2012 (dates TBA).
- Begin recruiting adults (2 adults for every 5 youth).
- Encourage participants to register online in time to receive the Early Bird Rate (see the Fee & Registration Schedule).

### Three Months Before a Trip

- Begin collecting Medical Forms & Insurance.
- Start rounding up tools for the Group Tool List.

### Two Months Before a Trip

- Continue collecting Medical Forms & Proof of Insurance.
- Check on group's liability insurance and make sure it covers your trip.
- Do pre-trip training for your group.

### Four Weeks Before a Trip

- Registration closes. No additions or refunds available after this time.

## Online Registration

Individual registration will be done by each participant online at [ctcym.org](http://ctcym.org) beginning January 15, 2012. Online registration with CTCYM is a simple and intuitive process. Participants will be able to pay by credit/debit card directly on the website. They will be able to pay all of the CTCYM fee at once or in two stages.

As individuals register, you will receive a weekly report by e-mail updating you about who from your church/group have registered. You will still be required to collect the notarized release forms to CTCYM. You will bring the original plus one copy on the trip with you.

**Additional information about Online Registration has been included separately with this manual.**

## Online Payment

There are two options for you, as the group leader, to manage online payment.

1. **Participants pay online:** Registrants pay their own fees using the online registration tool. They will pay with credit card or by check. This is the best option for groups that do not charge more or less to their participants. If you do add to or pay part of their fees, you will be responsible for collecting those fees or reimbursing the difference.
2. **Church pays by check:** The group leader collects the fees from your participants and sends a check to CTCYM to cover their fees. You will receive a weekly e-mail list of people who have registered and the amount due. You will instruct your registrants to select "Pay by check" when they register.

## Liability Release and Proof of Insurance

Each participant of the group (youth and adult) must complete the Liability Release form as part of the online registration process. A copy of this form is included with this manual and available for download at [www.ctcym.org](http://www.ctcym.org).

As the group leader, you will be responsible for making sure each of your group's participants completes this form, has it notarized and returns it to you. You will bring the original forms plus one copy and two copies of the participant's insurance card with you on the trip. **These forms must be notarized** and include copies of medical insurance cards. Medical information will be provided by registrants during the online registration process also.

**No person will be allowed to participate or be covered under the Conference insurance plan without a liability release form.**

### Medical Insurance

Each participant is responsible for his/her own accident and medical insurance. A copy of the participant's insurance card is *required*.

**The Fee & Registration Schedule can be found in the Forms and Checklists section and at [ctcym.org](http://ctcym.org).**

## Adult Volunteers

Adult presence on a trip of this type is very important. As your group's leader, you are responsible for recruiting 2 adults for every 5 youth you bring. This ratio is very important to being able to set-up work teams that will be successful and safe. Recruit adults who will agree to set a positive example and participate fully in all aspects of the trip.

## Background Checks

All adults and youth 18 years or older who participate with CTCYM will undergo a background check to be completed by CTCYM. By fully completing the registration form online, participants give CTCYM permission to complete this check.

## Transportation

Each group must provide one vehicle for every seven people. The vehicle must have working seat belts for all seven people. It must also have room to transport tools, worksite supplies, water cooler, and ice chest. With this in mind, please plan to bring **only** vans or Suburban-sized SUVs. See [www.ctcym.org](http://www.ctcym.org) under the section For Group Leaders for van rental information.

Don't forget:

- Insurance/registration for each vehicle
- Extra set of keys



- Tarps or plastic to cover seats and floors

## Vehicle Expectations

People will not be allowed to travel in the back of pick-ups with or without campers. Please be cautious about hauling trailers.

During the week, individuals must ride in their work team vehicle anytime travel is required. This insures that the medical release form for each individual will be with them at all times.

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Each vehicle must be insured for liability and collision with proof of insurance in the vehicle at all times. CTCYM assumes no liability for damage or accidents to vehicles while on the trip.

### Scholarships

The group registration fees paid in December are set aside as a scholarship fund for participants who may not be able to afford the full cost of the trip. Through this fund, CTCYM is able to offer a limited number of \$100 scholarships to participants for their CTCYM registration fee. Scholarships are based upon a genuine, verifiable need, and on a first-come, first-served basis to **registered applicants**. No more than half your total group can receive scholarships. All applications must be received by March 9, 2012. Scholarships will not be applied until after an applicant has registered if scholarships are still available. The scholarship will be made as a credit to the online registration after the participant has registered.

**Scholarship Applications will be available to download on January 16, 2012 from the "For Participants" section at [www.ctcym.org](http://www.ctcym.org).**

### What to Bring

#### Individual Needs

Years of experience have helped CTCYM develop a list of exactly what is and is not needed to bring to CTCYM. Provide your group members with the "What to Bring" list and they will be well-prepared for the trip. The "What to Bring" list serves as the official Dress Code for CTCYM.

**The Individual What to Bring Checklist can be found in the Forms and Checklists section and at [ctcym.org](http://ctcym.org)**



#### Group Needs

Each group will be expected to bring certain items as well including a first aid kit, cleaning kit for each van and group tools. The first aid and cleaning kits will remain with the van throughout the trip and be used by the Work Team assigned to each van. The group tools should be labeled and will be available as needed to everyone at the Living Center. CTCYM has provided checklists for each of these items.

**The First Aid Kit, Cleaning Kit and Tool Checklists can be found in the Forms and Checklists section and at [www.ctcym.org](http://www.ctcym.org).**

### Spiritual, Physical and Mental Preparation

Spiritual, physical and mental preparation for CTCYM is very important for the success of the trip for everyone. Your efforts to prepare your group directly contribute to the depth and quality of their individual experience.

Group leaders are expected to conduct a pre-trip training event for your group. Curriculum for this event will be available to download in late March. If you would like to combine your efforts with another group, contact the CTCYM office for help in identifying a group.

# Living Center & Worksite

## The Living Center

All participants will stay at a CTCYM Living Center which is usually a United Methodist Church, a local school or community center. In most cases, each Living Center will be made up of more than one church.

Sleeping quarters are in classrooms with at least two adults in each room. Sleeping quarters are separated by gender.

Evening programs take place in a fellowship hall or similar setting. All meals will be prepared at the Living Center. Breakfast and dinner will be eaten at the Living Center, and lunch will be eaten at the work site.

If showers are available at the Living Center, participants will clean up after a day of work there. If not, showers will be made available at a local school or other community center.

### Personal Dignity Policy

As Christians, our goal is to build up one another through the love of Christ. With this in mind, CTCYM does not condone any acts that harass, humiliate or demean one another including as a means of “punishment” for lost nametags, water bottles, etc. Implied or expressed consent of participation is not an excuse.

### Living Center Leadership

It takes many people working together to make a successful trip. Each Living Center is managed by a Leadership Team of volunteers. You are the designated Group Leader for your church and will be the central point of contact for your group before, during and after the trip. The Group Leader will be notified and/or consulted

on issues of health, discipline or other serious matters concerning any participant from his/her church. It is imperative that Group Leaders convey rules, guidelines, and any appropriate Center Director communications to their group.

The four Leadership Positions are:

**Center Director:** Ultimately responsible for all aspects of the Living Center, the Center Director oversees the planning and management of the Living Center. This includes preparing for the trip, supervision during the trip and reporting after the trip. *There may be an Administrative Coordinator position to support the Center Director.*

**Program Director:** The Program Director is responsible for the morning and lunch devotionals, evening activities including recreation, music and worship. *There may be two program directors who divide the work.*

**Worksite Coordinator:** The Worksite Coordinator is in charge of the work being done at each worksite. This person will help locate and evaluate worksites, plan worksite needs, deliver tools and supplies and advise on worksite needs.



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*There will most likely be Assistant Worksite Coordinators depending on the Living Center size.*

**Head Cook:** The Head Cook is responsible for planning, purchasing for and coordinating all meals. *There will be additional cooks to help in meal preparation.*

### Arriving at the Living Center

Plan to arrive at the Living Center at 6 p.m. on Sunday night where you will be greeted by the Leadership Team. As the Group Leader, you will be asked to check-in with the Center Director and make sure that all of your paperwork is in order. You will be given nametags, water bottles and other instructions for your group at that time. Your group will be directed to the sleeping area to unload.

### Living Center Schedule

Exact daily schedules will vary from Living Center to Living Center, but each day can be divided into three primary sections:

- *Morning:* Your day starts with breakfast and morning devotionals around 6:30 a.m.
- *Work Day:* Teams leave for work around 8:00 a.m. and work until 4 p.m. They eat lunch and do a lunch devotional at the work site.
- *Evening:* The teams come back together each evening for dinner, activities and worship.

### Chores at the Living Center

There is an allotted time each day for “chores” around the Living Center. Each work team will complete a different chore each day. These include cleaning the Living Center, helping prepare meals and other daily tasks.

### Managing Discipline

The ultimate role of discipline is the Center Director’s. However, every adult at the Living



Center should assume this role when they see inappropriate behavior. Every participant has signed the Covenant of Conduct and will hear the explanation of rules at the beginning of the trip. Thus, all participants know the expectations.

Maintaining a consistent level of discipline throughout the week is vital to creating an environment conducive to everyone’s benefit and to reflect Christian values. The Group Leader is the primary point of contact for any discipline problems that arise with a member of his/her group.

### Visitors

While community involvement is encouraged during the week, other visitors are not allowed. The Living Center is trying to form a cohesive community environment that may be disrupted by visitors from home. Community participation will be limited to dinner and worship for liability purposes. Youth without proper adult supervision is strictly prohibited; CTCYM cannot be responsible for any youth or adults who are not official trip participants.

## The Work Site

The Living Center will be divided into work teams of approximately five youth and two adults. Each of these teams will receive work assignments for the week. These will usually be construction or repair on someone's home in the community. Sometimes these assignments may be working on repairs for local churches or service organizations.

With guidance from the Group Leaders about managing personalities, work teams will be created by the Center Director and Worksite Coordinator before the week of the trip. Each team will be composed of individuals from all the churches represented at the Living Center.



Generally, work days start at 8 a.m. when teams leave for the work sites and end at 4 p.m. when teams leave for the showers. Each day, the team will take time to participate in a lunch devotional. Devotionals should be meaningful, relevant, and fun.

### Work Site Courtesy

Courtesy and kindness are the key words for groups at the work sites. This includes the language we use and the clothing we wear. Shirts with short sleeves, long pants and a pair of closed-toe shoes are the minimum requirement for clothing at the worksite. Please review the "What to Bring" list for specifics.

### Medical Needs

If there is an illness or injury while on the trip, the participant will be taken to a local hospital emergency room. The Center Director will work with the Group Leader to attempt to notify the parents prior to any procedure. Should the parents be unavailable and an emergency exists, treatment decision will be made by the emergency room physician and the Center Director. The parents will be notified of all procedures as soon as possible.

# Rules for Behavior

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CTCYM reserves the right to determine any inappropriate behavior and to send a participant home in disciplinary cases. It is impossible to cover every rule of safety and appropriate behavior, but the rules listed below are the most basic guidelines necessary for a safe, enriching experience.

**PARTICIPATION:** Each participant, youth or adult, is expected to be present for all devotions, meals, meetings, evening gatherings and group activities. Everyone will sleep at the church. No outside arrangements may be made for lodging. When asked to be serious and thoughtful, participants will willingly do so. Flexibility, patience and understanding are expected by all participants.

**PERSONAL DIGNITY:** As Christians, our goal is to build up one another through the love of Christ. With this in mind, CTCYM does not condone any acts that harass, humiliate or demean one another including as a means of “punishment” for lost nametags, water bottles, etc. Implied or expressed consent of participation is not an excuse.

## ISSUES OF RESPECT:

*Dress:* All participants will abide by the dress code as established by the “What to Bring List.”

*Facility:* Participants will respect the vehicles, property and facilities in which we live, ride and work. Participants may be financially responsible for damage to the facilities or vehicles caused by their own negligence. Nametags will be worn at all times in public (center & outside) during the week. Participants will not be wasteful of time or resources during CTCYM.

*Equality:* Participants will treat all persons regardless of race, religion or culture with respect and consideration.

*Abuse:* Participants will not abuse others physically, verbally, sexually or mentally.

*Language:* Participants will refrain from use of profanity.

**WORK:** All participants are expected to put in a full day of work which begins at 8 a.m. and ends at 4 p.m. Participant will eat lunch with their work teams at the worksite. “Paint fights” or “water fights” are strictly prohibited.

## SMOKING, DRUGS AND ALCOHOL:

Purchase, possession or use of alcohol and illegal drugs are strictly prohibited. Illegal purchase, possession or use of tobacco products is strictly prohibited. Any use of tobacco by adult participants\* is restricted inside any building or at any worksite. Individuals are expected to be aware of other local regulations. Consult your Center Director for clarification or questions.

\*Youth over 18 are not considered adults

## INAPPROPRIATE SEXUAL BEHAVIOR:

Participants will refrain from any sexual activity or inappropriate displays of affection. Pornographic or sexually related materials are strictly prohibited.

## RESTRICTED ITEMS AND ACTIVITIES:

In addition to other items listed here, weapons, fireworks, inhalants are strictly prohibited. Illegal activity of any kind, including vandalism and shoplifting, will not be tolerated.

**ELECTRONIC EQUIPMENT:** Cameras and video cameras are allowed. No photos/video

should be taken without consent. Do NOT take “before” and “after” pictures of the work or of the “bad” conditions of the area. Electronic games, MP3 players, stereo equipment, cell phones, CD/DVD players or any other electronic devices, should never distract from the purposes of CTCYM. They are to be used only in times designated by the Center Director and never taken to the work site. Participants will agree to honor any request from CTCYM leaders and/or adults to cease use of these devices. Additionally, CTCYM reserves the right to request relinquishment of these devices to its leaders and/or adults upon request. Scooters or skateboards are prohibited. CTCYM accepts no responsibility for the security of these items.

**VEHICLES:** Work Teams must always travel together. This includes going to the showers and traveling to any “off site” activity (including the bathrooms), etc. This ensures that no one is left out or unaccounted for or traveling without a medical release form.

No youth participant may ride as a passenger in a vehicle driven by anyone under the age of 21, except in an emergency. At the discretion of the Center Director, young adult participants may drive themselves while conducting official activities.

No one may ride in the back of a pick-up truck or trailer. All people must ride inside vehicles with seat belts buckled at all times.

All safe-driving procedures must be observed and drivers must have a current license and insurance.

No youth participant may drive a vehicle during the trip. If a youth has keys to a vehicle on the trip, they must give the keys to their parents, youth leader or Center Director.

**SAFE SANCTUARIES:** If any participant feels that his/her right to be treated with respect and dignity has been violated, he/she should tell another individual and steps will be taken to correct the situation. Please consult the Central Texas Conference Abuse Prevention Plan available at [www.ctcym.org](http://www.ctcym.org) and posted at every Living Center for specific reporting procedures of violations.

**SPECIFIC CENTER RULES:** Each Living Center will post specific rules as they relate to that Living Center. All participants will be expected to abide by these additional rules which will be reviewed upon arrival at the Living Center.



### Managing Discipline

The ultimate role of discipline is the Center Director's. However, every adult at the Living Center should assume this role when they see inappropriate behavior. Every participant has signed the Covenant of Conduct and has heard the explanation of rules at the beginning of the trip. Thus, all participants know the expectations.

Maintaining a consistent level of discipline throughout the week is vital to creating an environment conducive to everyone's benefit and to reflect Christian values. The Group Leader is the primary point of contact for any discipline problems that arise with a member of his/her group.

Generally, violations of rules fall into three categories: minor, moderate and major.

#### Minor Violations

Minor violations refer to those things which are inconsistent with CTCYM. Adults will immediately address minor concerns, and it is expected that no further dealing with the issue is needed. Consequences appropriate to the offense will be decided upon by the appropriate adult. Minor violations include, but are not limited to:

- Use of inappropriate language.
- Being late for an activity.
- Not working at the work site.

#### Moderate Violations

Moderate violations refer to those things which require more than a word of instruction or correction. A moderate concern will require dealing with the issue with the Center Director. Appropriate

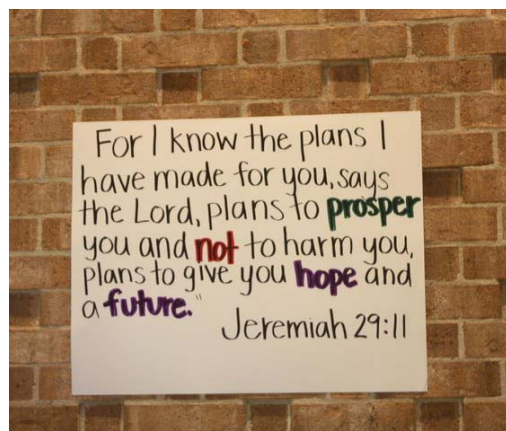
consequences will be decided upon by the Center Director, the individual's group leader and other appropriate adults. Moderate violations include, but are not limited to:

- Repeated violations of the minor rules.
- Disrespect of any youth or adults.
- Missing a scheduled event.
- Carelessly putting yourself or others in a dangerous situation.

#### Major Violations

Major violations refer to activities which fundamentally undermine the trip. The violations will result in the student's parents being called and involved in determining the consequences. A major violation may result in someone being sent home. Major violations include, but are not limited to:

- Use of alcohol, inhalants, illegal use of tobacco, other illegal drugs, weapons
- Sneaking out
- Any illegal activity such as shoplifting or vandalism
- Physical fighting
- Inappropriate sexual activity
- Purchase of inappropriate items (ie; sexually related products, fireworks, weapons, etc.)
- Throwing tools to cause injury
- Any intentional bodily or emotional harm to another (including tampering with one's food or personal possessions)



# Resources

## Trip Promotion

CTCYM has created a trip participant brochure and trip posters for Group Leaders to use to promote the trip. These brochures do not include prices or due dates. This allows you to set your own due dates for materials and prices to cover your other expenses including transportation. These materials can be downloaded from the “For Group Leaders” section at [ctcym.org](http://ctcym.org).

CTCYM has also provided sample Press Releases to send to your local media before and after the trip. Copy/paste or type these news releases onto your church letterhead. Mail, fax or e-mail it to area media. Include a picture of your group preparing for the trip for the pre-trip release and a picture of the group on the trip for the post-trip release. Include your contact information so editors can contact you if they have any questions.

Be sure to send the CTCYM office any media coverage your group might receive for our archives.

***The sample Press Releases can be found in the Forms and Checklists section and at [www.ctcym.org](http://www.ctcym.org).***

## Vehicle Rental

Each group provides transportation to and from your mission trip location. During the trip, the vehicles you bring will be used to transport teams to and from the work sites. Each vehicle must accommodate seven passengers, a set of



van tools, individual participants’ tools, a cleaning kit, and first aid kit. CTCYM recommends large SUVs (Suburbans, Excursions, etc.) or full-size vans. You may consult your Center Director for clarification. See [www.ctcym.org](http://www.ctcym.org) under the section For Group Leaders for van rental information.

## Fundraising

Many groups don’t have a separate budget for mission trips, but by sharing the experience with others, groups can raise the necessary funds to serve. Here are a few ideas for fundraising:

**Youth Served Meals** – occasional meals prepared and served by the youth is a simple and beneficial idea. Sell tickets or take a donation. Pancake breakfasts, fish fries, holiday chili dinners, formal Italian dinners, casserole luncheons, and picnics are all good ideas.

**Carwash** – Inexpensive, fun, easy to staff, and usually successful. A tip for continued success is to find a festival, car show, or fair in your area,

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secure use of a nearby parking lot. Wash and park cars while they check out the event.

**Stock Sales**– Supporters and friends can buy a “share” in the trip. Provide ‘stock’ certificates of their importance to the trip and share the experience with a stockholder’s reception after the trip. See [stockinyou.com](http://stockinyou.com) for more information.

**Flamingo Flock** – Buy several pink flamingo yard decorations and make a “Flamingo Flock” sign to go with it. People can pay the youth group to “flock” someone else’s yard or people can buy insurance to prevent having their yard “flocked.” See [humanefundraising.com](http://humanefundraising.com) for more information.

**Sonic “Car Hop” Fundraiser** – Most local Sonics will allow a local youth group to “carhop” for a day and keep all the tips earned. Contact your local Sonic.

**Bake Sales** – Bake sales are as effective as ever and extremely cost efficient with the youth supplying all the baked goods. Tip: check with your local Wal-Mart. Most of the time they will double your profits by matching what you make.

**Youth Auction** – Auction youth for one day to members of the church to do whatever labor based, humor based, or otherwise helpful tasks are asked of them.

**“Parent’s Night Out” babysitting** – simple and effective, use church nursery and Sunday school classrooms, get all youth involved. This is especially popular around the holidays to allow parents to do their Christmas shopping or to celebrate New Year’s Eve.

**Sub Sandwich sale** – Sell sub sandwiches after church on super bowl Sunday to offer a quick solution for anyone trying to make it

home to their lazy boy and TV.

**Krispy Kreme** – The Krispy Kreme donut company offers great deals on fundraisers for youth groups.

**Gift Wrapping/Wrapping Paper Sale** – Wrap gifts for church members or sell wrapping paper from a dealer.

**Mothers Day Roses** – Sell roses in honor of a mother or grandmother to be placed on the altar on Mothers Day. Sell the roses for \$5 each, and buy them wholesale from any warehouse/florist like Sam’s.

**Pecans** – Buy pecans wholesale and package in medium packages, then sell them for \$1 per package.

**Tool shower** – Throw a shower for the youth before mission trip, in which the youth cook dinner and instead of money the congregation brings tools.



# Forms & Checklists

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The following pages include checklists to help you plan your trip and other helpful resources including:

- SH & Combo Trip Planning Checklist
- JH Trip Planning Checklist
- Fee & Registration Schedule
- Individual What to Bring Checklist
- Group First Aid Kit Checklist
- Group Cleaning Kit Checklist
- Group Tools Checklist
- Sample Pre-trip Press Release
- Sample Post-trip Press Release

# SH & Combo Trip Checklist

<input checked="" type="checkbox"/>	Due Date	Task	Notes
<input checked="" type="checkbox"/>	12/29/11	Send group registration and deposit to CTCYM	
		Read group leader manual	
		Send brochures to group	
		Hang posters in youth room/church	
	1/15/12	Individual online registration open	
	2/23/12, 3/1/12, or 3/3/12	Attend Group Leader Training	
		Reserve vans	
		Recruit adults (2 adults for every 5 youth)	
		Recruit notary	
		Begin collecting notarized medical release forms and proof of insurance	
	3/8/12	Last day for individuals to register at Early Bird Rate of \$225	
		Put together first aid kit	
		Put together cleaning kit	
		Put together group tools	
		Continue collecting medical release forms and proof of insurance	
	4/5/12	Last day for individuals to register at On-Time rate of \$235	
		Confirm group liability insurance	
		Conduct pre-trip training	
	5/10/12	Registration closes. Make final additions and/or drops	
		Make copies of notarized medical release forms and proof of insurance	
		Pick up vans/trailers	
		Pack and load trailers	
	6/10/12	Depart for trip to arrive at Living Center at 6 p.m.	

# JH Trip Checklist

☑	Due Date	Task	Notes
✓	12/29/11	Send group registration and deposit to CTCYM	
		Read group leader manual	
		Send brochures to group	
		Hang posters in youth room/church	
	1/15/12	Individual online registration open	
	2/23/12, 3/1/12, or 3/3/12	Attend group leader training	
		Reserve vans	
		Recruit adults (2 adults for every 5 youth)	
		Recruit notary	
		Begin collecting notarized medical release forms and proof of insurance	
	4/5/12	Last day for individuals to register at Early Bird Rate of \$200	
		Put together first aid kit	
		Put together cleaning kit	
		Put together group tools	
		Continue collecting medical release forms and proof of insurance	
	5/3/12	Last day for individuals to register at On-Time rate of \$210	
		Confirm group liability insurance	
		Conduct pre-trip training	
	6/21/12	Registration closes. Make final additions and/or drops	
		Make copies of notarized medical release forms and proof of insurance	
		Pick up vans/trailers	
		Pack and load trailers	
	7/15/12	Depart for trip to arrive at Living Center at 6 p.m.	

# Fee & Registration Schedule

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## Senior High & Combo

## Junior High

Dec 29 2011	Group Registration due. <i>Add \$50 late fee after this date.</i>	Group Registration due. <i>Add \$50 late fee after this date.</i>
Jan 12, 2012	Group Registration closed.	Group Registration closed.
Mar 8	Qualify for Early Bird Fee of \$225 with \$100 deposit.	
Apr 5	<ul style="list-style-type: none"> <li>Qualify for On-time Fee of \$235 with full payment.</li> <li>Late Fee of \$250 effective after this date.</li> </ul>	<ul style="list-style-type: none"> <li>Qualify for Early Bird Fee of \$200 with \$100 deposit.</li> </ul>
May 3		<ul style="list-style-type: none"> <li>Qualify for On-time Fee of \$210 with full payment.</li> <li>Late Fee of \$225 effective after this date.</li> </ul>
May 10	Registration closes. No additions/refunds after this date.	
Jun 10-16	Senior High & Combo CTCYM Trips	
Jun 21		Registration closes. No additions/refunds after this date.
Jul 15-20		Junior High CTCYM Trip

- Adults must be an active participant in a Central Texas Conference United Methodist church for six months prior to the trip.
- Scholarships are based upon a genuine, verifiable need, and on a first-come, first-served basis to **registered applicants**. No more than half your total group can receive scholarships. All applications must be received by March 9, 2012. Scholarship applications will be available at [ctcym.org](http://ctcym.org) on January 16, 2012.

# Individual What to Bring List

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This list serves as the official Dress Code for all CTCYM trips.

## Personal Items

- Sleeping bag and pillow
- Cot or twin size air mattress (nothing larger)
- Soap, shampoo, deodorant, tooth brush, etc.
- Bible
- Towel
- Bug repellent spray
- Rain gear
- Tote bag (taking belongings to shower)
- Sunscreen
- Spending money
- Flashlight
- Medication (labeled)
- Musical instrument (if one is played)

## Work Clothes

Bring enough clothes for the entire week. Laundry facilities are not available. Expect a week filled with hard work, sweat, paint and dirt. Don't bring your favorite clothes for work.

- Shirts with sleeves and long pants must be worn at all times while working at the work site
- Work Shoes (for safety reasons must be enclosed shoes, old tennis shoes are fine if they have a good sole)
- At least one long sleeve shirt (to be worn if you are working with insulation)
- Work gloves
- Cap, visor or bandana for sun protection

## Casual Clothes

Think about modesty and being Christ's representative.

Do not bring shirts ripped out at the seams or reveal bare midriffs, tube tops, low-cut tops, crop tops, see-through shirts, fish-net clothing or tight bike pants/shorts. Do not bring clothing with content advertising or related to alcohol, drugs or sexual behavior.

CTCYM adults/leadership reserve the right to request a change of clothing.

- Shorts for evening activities (must be no shorter than three inches above the knee)
- Shirts for evening activities (sleeveless shirts must be three finger widths across shoulder)
- Tennis Shoes
- Shoes for shower (flip flops, water shoes, etc.)
- Swimsuit (athletic or one piece)

## Personal tools

Mark tools clearly with your name so you will be sure to take them home with you.

- Claw Hammer (16 oz. suggested)
- Safety goggles
- Pencil
- Utility knife
- Paint brushes ( 2" & 4" latex)
- Nail apron (cloth or leather)
- Paint scraper
- Dust mask
- Tape measure
- Screw drivers (Phillips/Flathead)

# Group First Aid Checklist

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Each work team vehicle must have at least one First Aid Kit.

## Bandages

- Box of Band-Aids
- Roll of bandage tape
- Sterile gauze sponges x6 (3 large, 3 small)
- Roller bandages x2 any size
- Ace bandages x2 any size
- Triangular bandage x1 or 2

## Equipment

- Cotton balls
- Instant cold pack x2
- Tweezers
- Scissors
- Ammonia caps x2
- Gloves
- Thermometer

## Medication / Liquids

- Eye irrigator (1 bottle)
- Antiseptic wash (alcohol/peroxide)
- Antiseptic spray or cream
- Chig-a-rid
- Calamine lotion/hydrocortisone
- Benadryl

## Miscellaneous

- Hard candy (for diabetics)
- Safety pins
- Paper cups
- Small box of Kleenex
- Small paper bag
- Baby wipes
- Bug repellent spray
- Aloe Vera gel
- Sun screen
- Feminine hygiene products

# Group Cleaning Kit Checklist

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Each work team vehicle must have at least one Cleaning Kit.

- Assortment of rags (cotton preferred)
- 2 buckets (plastic or metal)
- Broom & dust pan
- Cleaner (409, Fantastic, etc.)
- Fire ant powder or liquid
- Rubber gloves
- Jar heavy hand cleaner (GOJO or Fast Orange)
- Assortment of sponges
- Mop
- Scouring powder (Ajax, Comet, etc.)
- Wasp spray
- Roach spray or powder
- 2 rolls Paper Towels
- Box garbage bags
- Toilet Brush
- Toilet Bowl Cleaner

# Group Tools Checklist

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Use this as a check off list before you leave. You should have enough for each work vehicle to have ALL these items. Label each tool with individual owner's name and church.

- |                                                                            |                                                                |                                                          |
|----------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Minimum 2 gallon water cooler                     | <input type="checkbox"/> Chalk line with chalk                 | <input type="checkbox"/> Roll of 3/4" or 1" masking tape |
| <input type="checkbox"/> Ice chest large enough to hold 8 lunches          | <input type="checkbox"/> Staple gun & staples                  | <input type="checkbox"/> Sharp hand saw                  |
| <input type="checkbox"/> 2 One gallon water jugs (to hold water and juice) | <input type="checkbox"/> Chisels, wood & steel                 | <input type="checkbox"/> Sandpaper                       |
| <input type="checkbox"/> Circular power saw                                | <input type="checkbox"/> Tin snips                             | <input type="checkbox"/> Paint tarp/plastic              |
| <input type="checkbox"/> Drill motor & bits                                | <input type="checkbox"/> Needle nose pliers                    | <input type="checkbox"/> Paint rollers 12", 4 each       |
| <input type="checkbox"/> Extension cord, 100 ft.                           | <input type="checkbox"/> Vice grips                            | <input type="checkbox"/> Paint roller extensions         |
| <input type="checkbox"/> 3 prong electrical adaptor                        | <input type="checkbox"/> Files                                 | <input type="checkbox"/> Paint rags                      |
| <input type="checkbox"/> Measuring tapes (25' & 100')                      | <input type="checkbox"/> Screw drivers (Phillips and flathead) | <input type="checkbox"/> Paint buckets, four each        |
| <input type="checkbox"/> Level                                             | <input type="checkbox"/> Hack saw                              | <input type="checkbox"/> Paint tray, two each            |
| <input type="checkbox"/> Framing square                                    | <input type="checkbox"/> Sledge hammer                         | <input type="checkbox"/> Shovels                         |
| <input type="checkbox"/> Speed square                                      | <input type="checkbox"/> Saw horses                            | <input type="checkbox"/> Garden rake                     |
| <input type="checkbox"/> Utility knives & blades                           | <input type="checkbox"/> Rope                                  | <input type="checkbox"/> Leaf rake                       |
| <input type="checkbox"/> Crow bar                                          | <input type="checkbox"/> Putty knives (narrow and wide)        | <input type="checkbox"/> Hoe                             |
|                                                                            | <input type="checkbox"/> Paint rollers                         | <input type="checkbox"/> Pick                            |
|                                                                            | <input type="checkbox"/> Paint scrapers                        | <input type="checkbox"/> Pliers                          |

\*\*LADDERS ARE VERY IMPORTANT. WE OFTEN NEED MORE.

## Warehouse Tools

The following tools should be supplied by each participating church group to be put in the tool warehouse area at the Living Center. These tools will be available to the whole group to be used at work sites as needed. Label each tool with individual owner's name and church.

### For Every 10 People:

- Hedge clippers
- Lawn mower
- Weed eater
- Wheel barrow
- Jumper cable
- Posthole digger
- Chain Saw
- Extra ladders

### For Every 20 People:

- Insect sprayer
- Axe
- Bow saw
- Swing blades
- Masonry trowels
- Come-a-long
- Concrete edger
- Concrete Trowel

# Pre-Trip Press Release

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*Type the pre-trip press release on church letterhead. Mail, fax or e-mail the release to area media. It's always good to include a photo of your group preparing for the trip if possible. Include your contact information so the publication can contact you if they have any questions.*

## **PRESS RELEASE**

For immediate release

Contact:

[Contact name]

[Contact phone number]

[Contact secondary phone number]

[Contact e-mail address]

## **[Your Church Name] Prepares for Mission Project in [name of area your group will be going]**

More than [number] youth and adults from [Church name] in [City] will join [1,800 for senior high/700 for junior high] other youth and adults for a week of service [in Northern Arkansas & Southern Missouri (Senior High/Combination)/in North Texas (Junior High)]. From [insert dates of trip here], they will work with Central Texas Conference Youth in Mission (CTCYM), a ministry of the United Methodist Church, to repair and rebuild homes for people in need.

[Quote your contact person or pastor. Sample quote: "Our youth and adults have worked very hard to prepare to serve the people in [City]," said Rev. [Name]. "CTCYM makes an amazing impact on the communities it serves by uniting youth and adults from around Central Texas to make a difference in the name of Christ."]

CTCYM has served communities in and around Texas since 1993. Volunteers answer Christ's call to become his hands and feet to a world in need. While painting, roofing and building, youth from different churches build relationships with one another, with the families they help and with God.

This summer, more than 100 church groups will participate in a week of service at one of 30 CTCYM Living Centers. These groups will spend the week repairing and rebuilding homes weathered by age, poverty or natural disaster. The work they do is fed each day by activities, devotionals and evening worship.

[At the end you might include your group's plans to prepare for CTCYM, how the group plans to share their experience when they return and a thank you to those who helped finance the trip.]

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# Post-Trip Press Release

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*Type the post-trip press release on church letterhead. Mail, fax or e-mail the release to area media. It's always good to include a photo of your group preparing for the trip if possible. Include your contact information so the publication can contact you if they have any questions.*

## **PRESS RELEASE**

For immediate release

Contact:

[Contact name]

[Contact phone number]

[Contact secondary phone number]

[Contact e-mail address]

## **[Your Church Name] Returns from Mission Project in [name of area your group went to.]**

More than [number] youth and adults from [Your church name] in [Your city] recently returned from a week of service [in Northern Arkansas and Southern Missouri (Senior High/Combination)/in North Texas (Junior High)]. They plan to share their experiences on [date] at [location] and the public is invited.

Working with Central Texas Conference Youth in Mission (CTCYM), a ministry of the United Methodist Church, the group spent [enter dates] helping repair and rebuild homes for people in need. They will share pictures and stories from their week of service.

[Quote your contact person or pastor about what your group accomplished.]

CTCYM has served communities in and around Texas since 1993. This summer, more than 100 church groups will participate in a week of service at one of 30 CTCYM Living Centers. These groups will spend the week repairing and rebuilding homes weathered by age, poverty or natural disaster. The work they do is fed each day by activities, devotionals and evening worship.

[At the end you might include a couple of quotes from volunteers telling about CTCYM experiences such as: the effect on their lives, the effect on the lives of the families they have served, plans to continue serving others after returning, and a thank you to those who helped finance the trip.]

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## **GROUP LEADER MANUAL 2012**

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