



world **changers**

**important forms**



# **Group Leader Expectations Form**

**THIS FORM IS A SUMMARY OF THE RESPONSIBILITIES AND EXPECTATIONS OF THE GROUP LEADER.**

- Ensure that each participant completes the required Pre-Project Study located online among other leader resources, which includes a work project for my group to do in my community, before reporting to the project.
- Bring only participants of the appropriate grade levels. All projects are for students who will have completed 6th grade by summer. Participants who do not meet these requirements will be sent home.
- Enlist capable adult leaders and bring one adult leader for every five students of the same gender. Adult leaders must be 21 years of age or older.
- Review Adult Code of Conduct with each attending adult leader.
- Background Checks: Group Leaders are required to run background checks on all adults coming with their group.
- Pay my group's deposits and balance by the required deadlines. See full Finance Policy on page 7
- Participant Forms: Bring a completed participant form for every adult and student. **Participants under age 18 must also have the signature of a parent or guardian and must have their form notarized, before leaving home for the project, to be eligible to participate in the project.**
- Enter in participant names and information into the Group Leader Portal 2 months before the project. Instructions for the Group Leader Portal will be emailed to you.
- Prepare my group for hard work, helping people in need, sharing the gospel, and for one of the best experiences of their lives.
- Be prepared to lead your group in youth group devotions.
- Read and understand the expectations further outlined in the participant packet. Ensure that all of you participants (Including adults) understand what is expected of them at the projects.
- Agree to not bring animals to the project unless a trained service animal and there are available accommodations for the service animal at your facility. Please contact the World Changers office to determine if there are accommodations for a service animal at your project.
- **Provide transportation during the project equal to the number of students I bring to the project.**
- Have a thorough understanding of all the information presented in the Group Leader Manual.
- Be part of the total World Changers experience by:
  - Following all responsibilities related to projects found in the Group Leader Manual and Important Forms
  - Arriving at the project by the designated time on the first day.
  - Attending all meetings, gatherings, etc. related to and during the project.
  - Staying until the conclusion of the project on the final morning (unless making prior arrangements with your Project Coordinator)
  - Adhering to the dress code found in the Group Leader Manual and enforcing it within my group.
  - Being a spiritual leader.

**Group Name:** \_\_\_\_\_

**Group Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Church Participation Agreement

World Changers is committed to serving your church or family ("Group") as you disciple students to learn about and engage people in different cultural contexts and felt-needs ministry through the lens of the Gospel. This best happens through teamwork with the local church (the "Sponsoring Church") to help create a meaningful and safe experience for all participants. The following responsibilities are required from each Group's leadership ("Group Leader") while participating in a World Changers experience (the "Event"):

***The Group Leader is responsible for the spiritual guidance of all individuals in the Group.***

This includes, but is not limited to, counseling students and adults concerning spiritual decisions in corporate gatherings, quiet time, church group time, as well as other opportunities throughout the Event.

***The Group Leader is responsible for discipline, supervision and leadership of individuals in the Group.***

This includes, but is not limited to, in the dorms/lodging, during corporate gatherings, during scheduled activities and throughout free time.

***The Group Leader staying in hotel or condo accommodations must read and abide by all hotel/condo respect policies, as well as general policies for the property they have chosen to stay in.***

***The Group is responsible for any damages incurred due to actions from members of the Group.***

***The Group Leader acknowledges that all decisions regarding medical needs of the Group is the sole responsibility of the Group Leader.*** This includes, but is not limited to, decisions about medical/injury treatment, collecting and maintaining copies of camp participant forms, medical history or attendees' medical insurance information, transportation to medical facilities if needed and communication with parents or guardians regarding any medical needs of the Group.

In the event of an accident or injury to a member of the Group, World Changers staff will not make any recommendations or decisions regarding medical treatment or diagnose illnesses or injuries, or provide medication of any kind. All medical decisions are reserved for the Group Leader.

***The Group Leader is responsible for a child protection policy.***

This includes conducting background checks and completing all sections of this Agreement, as well as establishing guidelines and policies that ensure the safety of all Participants in the Group.

The Group Leader certifies and affirms that the Sponsoring Church maintains adequate insurance.

Insurance Carrier: \_\_\_\_\_

Contact information: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

***The Group Leader is responsible for the arrival and departure of the Group and for all arrangements if a Participant is being picked up early.***

***The Group Leader acknowledges and confirms that he/she is not an employee, contractor or agent of World Changers for any purpose.***

**Group Name:** \_\_\_\_\_

**Group Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Statement of Compliance

The volunteering Adult Sponsors named below are know to the staff or recognized leadership of the Sponsoring Church and the Sponsoring Church knows of no reason why any should not serve as a sponsor for children and youth under the age of eighteen (18). The Sponsoring Church confirms it has taken reasonable steps to conduct sufficiently thorough background checks to confirm there is nothing in the adult sponsors background that would prevent them from serving in this capacity, including but not limited to a history of violence or abuse, and to confirm the individuals are not registered sex offenders. These steps include but are not limited to making inquiries ti law enforcement officials and/or by checking www.nsopr.gov (the National Sex Offender Public Website). The Sponsoring Church warrants that it has used \_\_\_\_\_company to perform nationwide criminal background checks on all Adult Sponsors. The Sponsoring Church warrants it has brought no Adult Sponsor not listed on this form.

Names of all Adult Sponsors:

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

The sponsoring church attest that it has done any and all appropriate and legally required required background checks based on the state in which the project is being held.

### **LIABILITY RELEASE**

The undersigned, on behalf of the Sponsoring Church, agrees and does hereby release from all liability and hold harmless World Changers and any of its employees, contractors or agents for claims of damage or loss that arise from the use of any premises, or property, or World Changers systems; except to the extent any claims for damage or loss arise from the negligence or willful misconduct of World Changers, its employees, contractors or agents.

This Agreement shall be governed by the laws of the State of Florida and any applicable Federal Law.

Sponsoring Church Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

_____	_____	_____
Authorized Representative Signature	Name Printed	Date



## **Transportation Guidelines**

These Guidelines only apply to churches transporting students not from their church. Churches transporting their own students should abide by their church's transportation guidelines, if any. These Guidelines are only in effect between the published start and ending dating of the event.

- Attending church groups are responsible for providing enough transportation with seat belts, drivers and gasoline to transport the number of participants their group has serving on ministry sites daily.
- Only church approved drivers will be driving their church's vehicle(s). Attending groups must provide at minimum one driver for each vehicle being used for transportation to and from ministry sites.
- For safety reasons, vehicles used to transport groups to the ministry sites are not allowed to pull trailers while students are in the vehicle.
- All drivers must be approved by their church insurance policy and be at least 21 years of age.
- If 15 passenger vans are brought for use by churches, we will not load more than 11 passengers (including driver) on them.

Any questions related to transportation should be doirected to World Changers staff.

I have, read, and am in agreement with, the stated World Changers Transportation Guidelines.

**Group Name:** \_\_\_\_\_

**Group Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Participant Form

**Group Leaders: Bring ONE notarized copy of this document to registration. Keep a photocopy for yourself to have with you in case of emergency.**

Project Location/Date: \_\_\_\_\_

**Church Information:**

Name of Church: \_\_\_\_\_  
Group Leader Name: \_\_\_\_\_ Group Leader's cell #(\_\_\_\_\_) \_\_\_\_\_  
Church Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Participant Information:**

Name: \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Grade Completed (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_  
Phone Numbers - Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_  
Mobile: (\_\_\_\_) \_\_\_\_\_ Other: (\_\_\_\_) \_\_\_\_\_

**Medical and Insurance Information:**

List any medical difficulties which are currently being treated: \_\_\_\_\_  
List any medicines or substances to which you are allergic: \_\_\_\_\_  
List any medications you are currently taking: \_\_\_\_\_  
List any special diet or special needs: \_\_\_\_\_  
Date of Tetanus Immunization: \_\_\_/\_\_\_/\_\_\_ Family Physician \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Insurance Co. \_\_\_\_\_  
Policy #: \_\_\_\_\_ Subscriber Name: \_\_\_\_\_ Subscriber Number: \_\_\_\_\_

**In consideration of Participant's ability to participate in the event(s), I, the undersigned Participant, (and, if Participant is a minor, I the undersigned Parent/Guardian):**

**A. Permission For Medical Treatment:** Hereby grant my permission for the First Aid Coordinator and/or their designee to obtain necessary medical attention in case of sickness or injury to Participant, including transporting Participant to a medical facility and sharing the above information with medical personnel, and further hereby give permission for medical personnel to administer medical care to Participant, as necessary.

**B. Acknowledgement and Permission:** Hereby acknowledge that any activity involves the potential for contact with someone other than camp staffers (i.e. employees at a non-World Changers sponsored event, church volunteers, etc.) **I further acknowledge that if Participant is attending a camp with:**

**1. Construction Activities,** that those may include but are not limited to 1) painting, installing doors, installing windows, building porches, constructing wheelchair ramps, conducting cleanup activities, scraping paint and removing debris from the work site, climbing ladders, nailing nails, scraping paint, carrying heavy building supplies and serving each day in sometimes extreme summer temperatures, 2) travel to and from each worksite, and 3) **PARTICIPANTS AGE 16 AND OLDER MAY ENGAGE IN ACTIVITIES INCLUDING OPERATING POWER TOOLS AND WORKING ON SLOPED ROOFS.**

**2. Recreation Event Activities** that those may include but are not limited to 1) initiative games, high and low challenge courses, outdoor education, paintball, aquatics (including beach activities where applicable) , 2) climbing or descending unpredictable and possibly slick or uneven terrain, 3) activities leading to elevated heart and respiratory rates, 4) traveling long distances in remote settings, 5) carrying weight on your back and shoulders, 6) encountering unforeseen forces of nature and weather, 7) experiencing uncomfortable group dynamics.

**3. Mission Event Activities** that those may include but are not limited to 1) travel hazards, 2) being a distance from medical care, 3) experiencing uncomfortable group dynamics.



# group leader manual

**4. International Mission Event Activities** that those may include but are not limited to 1) travel hazards, 2) being a distance from medical care 3) political instability in mission location, 4) traveling long distances in remote settings, and 5) experiencing uncomfortable group dynamics.

**C. Photograph/Video Acknowledgement and Permission:** Acknowledge that there may be photographs taken or videotaping during normal event activities, and I hereby grant my permission for such photographs/videos to be taken and to be used in promotional materials.

**D. Release and Indemnity:** Acknowledge and agree that I release and forever hold harmless World Changers the venue, church, project and event sponsors and state conventions as well as their members, trustees, directors, officers employees, agents, contractors and affiliates (collectively, the "Released Parties") from any and all claims or demands for personal injury, sickness, and death, as well as property damage and expenses, of any nature whatsoever, incurred by me or my minor child while participating in or employed by this project or the events and/or while on property leased or owned by the Release Parties. I further assume full personal responsibility for any loss of or damage to property to the extent caused by me or my minor child. I also assume full personal responsibility for all medical bills for me or my minor child. I agree to indemnify the Released Parties from any and all claims and demands for personal injury or death as well as property damage and expenses of any nature whatsoever arising out of the willful or negligent actions or omissions of me or my minor child. I further hereby assume responsibility for all transportation costs related to my or my minor child's dismissal from the project and/or event, as applicable.

**E. Understanding.** Represent and acknowledge that (1) I have completely read and understand this document and all its terms and all matters referred to herein, and my signature below is my voluntary, free act and deed, (2) I have had ample opportunity to obtain the advice of counsel, (3) by signing this document, I understand that I am relinquishing legal rights and remedies that may have otherwise been available to me, (4) I understand that the above Releases shall be construed as broadly and inclusively as is permitted by applicable law and agree that if any portion of this document is held invalid, the remaining shall continue in full force and effect, (5) to the extent any restriction on filing lawsuits is deemed unlawful, I agree to submit any claims to Christian conciliation/mediation organization for binding resolution, and (6) a copy of this form as signed shall be treated as authentic and binding as the original, and a copy of same may be provided to venue.

Complete and sign below (Consent by a parent or guardian is required for those under the age of majority which varies by state. For example, in Alabama and Nebraska consent is required for those under 19 years of age).

**Participant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if Participant is a minor)

**Notary Acknowledgement:** State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

On the \_\_\_\_ day of , 20\_\_\_\_, before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of \_\_\_\_\_ that the foregoing is true and correct. Witness my hand and official seal. I certify under PENALTY OF PERJURY under the laws of the state that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

**Notary signature:** \_\_\_\_\_

**My commission expires:** \_\_\_\_\_