

S.L.A.M. TRIPS FORMS

Bring to Site: Please do not mail these forms to the S.L.A.M. TRIPS Office

1. **Participant Release Form-** bring original and 1 additional copy to site
 - Have all students and leaders complete the form and attach a copy of their insurance card.
 - o for students under 18 years of age, the parental/guardian release portion must be completed as well.
 - o Be sure to put the main Trip Leader's name in the "Medical Release" section.
2. **Youth Covenant- bring only original document to site.**
 - Each student and their parent/guardian need to read and sign the covenant.
 - Each adult leader needs to read the covenant (it is in the Adult Leader Guide).
3. **Adult Leader Form-** bring only original document.
 - Each adult leader needs to read and sign this form.
4. **Roster- bring only original document to site**
 - Please fill out the form and list the names of each youth and adult leader that will be participating on the mission trip.
 - Be sure to include both first and last name, phone number and indicate if they are a student or adult leader and male or female.
5. **Insurance Information**
 - Please fill out the proof of church liability insurance form prior to your trip. We are asking for general church liability insurance information- not personal or vehicle insurance info.
6. **Background Check Form**
 - Please fill out the background check form and bring a copy to the S.L.A.M. TRIPS Site. Results from the background check do not need to be provided to S.L.A.M. TRIPS unless we ask you to.
 - Have questions about the Background Check Form? Answers to FAQs are included in this packet.

Adult Leader Role What are we asking of you?

Welcome to S.L.A.M. TRIPS! We appreciate the sacrifices you have made to be here. Your role as an Adult Leader is very important this week. Please join us in making this a life-changing experience for your students by taking the following actions:

ENGAGE STUDENTS

Processor- Take every opportunity to engage your students in conversation about what they are observing and learning.

Motivator- Get students excited about serving! Be positive. Help them be involved and stay engaged at the work sites. Please don't leave work sites early.

Encourager- Encourage your students to do the work and look for ways to serve alongside them. Help students understand the importance and significance of serving others.

Team Player- Respect the people you are working alongside. Work together with your Adult Leaders. Handle conflict respectfully. Be conscientious of the other groups you might be working alongside. Set an example by exhibiting respect for the diverse beliefs and faith backgrounds of others.

LEAD STUDENTS

Activator- Rally the "troops" by helping everyone to be where they're supposed to be when they're supposed to be there such as meals, work sites, activities, lights out, etc.

Servant Leader- Look for opportunities to serve each other, the students, and our community. You may be asked to do something that is out of your comfort zone. Be flexible and approach every task with a willing heart.

Communicator- Be proactive about communicating questions and concerns with the S.L.A.M. TRIPS staff. Attend all Adult Leader meetings (this is when details and info about upcoming activities will be given).

DIRECT STUDENTS

Safety Promoter- Safety is top priority. Help us keep your students safe. Make sure your group is staying within the site boundaries and that everyone is always following the "Rule of Three". Dehydration is dangerous. Remind students to take breaks and drink plenty of water throughout the day.

Upholder- All students signed a S.L.A.M. TRIPS covenant. Please do your part in making sure students are upholding these expectations and are conducting themselves in a good way.

Throughout all these actions we need your help being an example of what a follower of The Jesus Way looks like. May all that you do be done with the mind of Yeshua. Let your attitude, actions, and speech honor Creator. Lead your students by example.

Please sign below acknowledging that you have read the S.L.A.M. TRIPS Covenant and agree to help hold students accountable to the listed expectations.

Signature

Date

S.L.A.M. TRIPS Roster Form

Please fill out this form and bring it to the mission site to give to the S.L.A.M. Trips Director.

Include both students and adult leaders on this form. If there is not enough space, please make additional copies.

Church/ Group Name _____

Church / Group Address _____

Street Number City State/Province Zip/Postal
Code

Phone Number _____ Trip Leader _____

Trips Dates _____

Start Date End Date

	<u>First & last Name</u>	<u>M/F</u>	<u>T-shirt Size</u>	<u>Adult/ Student</u>	<u>Age/Grade</u>
1	_____	___	_____	_____	_____
2	_____	___	_____	_____	_____
3	_____	___	_____	_____	_____
4	_____	___	_____	_____	_____
5	_____	___	_____	_____	_____
6	_____	___	_____	_____	_____
7	_____	___	_____	_____	_____
8	_____	___	_____	_____	_____
9	_____	___	_____	_____	_____
10	_____	___	_____	_____	_____
11	_____	___	_____	_____	_____
12	_____	___	_____	_____	_____
13	_____	___	_____	_____	_____
14	_____	___	_____	_____	_____
15	_____	___	_____	_____	_____
16	_____	___	_____	_____	_____

<u>First & Last Name</u>	<u>M/F</u>	<u>T-shirt Size</u>	<u>Adult/Student</u>	<u>Age/Grade</u>
17 _____	_____	_____	_____	_____
18 _____	_____	_____	_____	_____
19 _____	_____	_____	_____	_____
20 _____	_____	_____	_____	_____
21 _____	_____	_____	_____	_____
22 _____	_____	_____	_____	_____
23 _____	_____	_____	_____	_____
24 _____	_____	_____	_____	_____
25 _____	_____	_____	_____	_____
26 _____	_____	_____	_____	_____
27 _____	_____	_____	_____	_____
28 _____	_____	_____	_____	_____
29 _____	_____	_____	_____	_____
30 _____	_____	_____	_____	_____
31 _____	_____	_____	_____	_____
32 _____	_____	_____	_____	_____
33 _____	_____	_____	_____	_____
34 _____	_____	_____	_____	_____
35 _____	_____	_____	_____	_____
36 _____	_____	_____	_____	_____
37 _____	_____	_____	_____	_____
38 _____	_____	_____	_____	_____
39 _____	_____	_____	_____	_____
40 _____	_____	_____	_____	_____
41 _____	_____	_____	_____	_____
42 _____	_____	_____	_____	_____
43 _____	_____	_____	_____	_____
44 _____	_____	_____	_____	_____

<u>First & Last Name</u>	<u>M/F</u>	<u>T-shirt Size</u>	<u>Adult/Student</u>	<u>Male/Female</u>
45 _____	_____	_____	_____	_____
46 _____	_____	_____	_____	_____
47 _____	_____	_____	_____	_____
48 _____	_____	_____	_____	_____
49 _____	_____	_____	_____	_____
50 _____	_____	_____	_____	_____

PROOF OF CHURCH LIABILITY INSURANCE INFORMATION

PLEASE FILL OUT THIS FORM AND SUBMIT TO S.L.A.M. TRIPS WITH YOUR FINAL BALANCE PAYMENT

Church Name_____

Church Address_____

Street Address Street Name City/Province. State Zip

Date Of Trip_____

Trip Leader _____

Church Phone Number_____

Liability Insurance Provider_____

Liability insurance provider's phone number_____

Liability policy number_____

Liability Policy Expiration Date_____

Please Note: Church Liability Insurance is different from vehicle insurance. Double check with your vehicle insurance provider to ensure that your group can drive participants from other groups. If your group is unable to transport others, please try to obtain insurance that will allow it.

BACKGROUND CHECK FORM

To promote a safety environment for this community that you will serve in, and for participants on a S.L.A.M. Trips, each organization needs to conduct a national (multi-state) criminal background check on all adult leaders who are attending S.L.A.M. TRIPS.

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Please print the names of each adult leader (including your own)

I, _____ (Main Leaders Name) acknowledge that

_____ (Church/ Organization's Name) has conducted a criminal background check on all adult leaders who are attending the S.L.A.M. TRIPS for any liability created by any action of an adult being sent by

_____ (Church / Organization's Name).

Trip Leader's Signature & Printed Name

Date

Senior Pastor/ Priest Signature (other than leader)

Date

Why do we ask for a Background Check form to be done?

We are asking for background checks to be completed on each adult leader (including the Trip Leader) to promote a safe environment for S.L.A.M. TRIPS participants and for our community that you will serve. Knowing that all adult leaders are getting a background check will give peace of mind to the other groups that will be participating with you and for our community. It will also fulfill requirements from our partners that want background checks completed on adult leaders that will be volunteering with their programs.

Where should I go to get a background check done?

Your church may already use a company to run background checks on employees and volunteers. If they do not, we suggest checking with your denomination or churches in your area to see if they recommend a company. Here are some vendors that you can explore as well:

- Praesidium
 - o www.praesidiuminc.com/
 - o (800) 743-6354
- ChurchStaffing.com
 - o www.churchstaffing.com/Store/BackgroundCheck.aspx
- Safe Church
 - o www.afechurch.com/Pages/Default.aspx
 - o (800) 747-2154
- National Employment Screening
 - o www.nationalemploymentscreening.com
 - o (800) 459-3034
- National Sex Offender Registry (not for Background Checks)
 - o www.nsopw.gov/Core/OffenderSearchCriteria.aspx

Please Note: Fingerprinting need not be included as part of the background check. We require that a national (or multi-state) criminal background check be completed, not a state or county check. Please check with the company that you are using for multi-state background checks. Different companies exclude different states due to the number of records they feel they obtain from the databases from which they get their information.

What do I do with the results?

We have not set parameters on who can or cannot attend the mission trip. We are entrusting you and your church leadership with the responsibility to give adult leaders approval to work with youth. Please do not send us the results of the background check. Keep the results for your files.

I have a background check on file for my leader. Do I need to run a new one?

If the check was completed within the last three years by your organization, there is no need to run a new background.

My volunteer works at a school and has a background check on file there. Do I need to run one? Yes. We want the people who will approve the adult leaders to work with youth to see the results from the background check before allowing them to attend the mission trip.