



The logo for "Love at Work" features the words "love at work" in a lowercase, sans-serif font. The letter "o" in "love" is replaced by a small circle with a dot in the center. Above the "o" is a simple line-art outline of a house with a cross on top. The text "Application Checklist" is centered below the logo in a bold, dark red, serif font.

Application Checklist

- Group Registration Form**
- \$25 per person deposit**
- Love at Work* Policy affidavit**

***Group Roster to be sent in by March 3rd with first payment.**

****Medical Release forms to be sent in before May 16th.**

The total cost of Love at Work is \$300 per person. We encourage you to offset the cost for your adult leaders by having the youth raise additional funds through the sale of “stock” to your congregation and then have a “stockholder’s dinner” after your return from camp. You should receive confirmation of your registration with two weeks by either mail or e-mail. After receiving your deposit we will send you registration material examples for your group and promotional items. All deposits and payments are non-refundable. The first payment of \$75 is due by March 3rd with the completed group roster. The balance will be due no later than May 2nd and the medical release forms are due no later than May 16th. You may add participants before May 2nd if space is available. Refunds for cancellations after May 5th will be granted in the amount of \$200 only when the spot can be filled with someone from the waiting list.



Application – Summer 2008

Group Name _____

Address _____

City _____ **State** _____ **Zip** _____

Pastor _____

Contact Person _____

Email _____

Phone (_____) _____ **Cell** (_____) _____

Contact Person(s) _____

Email _____

Phone (_____) _____ **Cell** (_____) _____

Registration is based upon a first come, first serve basis. This application and a nonrefundable deposit of \$25 per participant (including adults) are required to hold your spot. The maximum number of participants each week is 80. To check on availability or if you have any questions call the hotline (850.508.1697) and someone will get back to you as soon as possible.

Desired Dates

- | | |
|---|---|
| ____ I Sunday June 1 – Saturday June 7 | ____ III Sunday July 6 – Saturday July 12 |
| ____ II Sunday June 22 – Saturday June 28 | ____ IV Sunday July 27– Saturday August 2 |

****A minimum of 1 adult for every 4 youth participating is required****
****The maximum is 2 adults for every 4 youth****

Youth Attending _____ **+ Adults Attending** _____ = **Total Participants** _____ **x \$25**

Nonrefundable Deposit enclosed \$ _____ **Check #** _____

Registration applications and deposits along with a list of participants will be accepted no later than December 1, 2007. You should hear back within two weeks to confirm your reservation. Once you have registered your group we will send you registration material examples for your group as well as promotional items. The first payment of \$75 is due March 3, 2008 with a group roster. The remaining balance of \$200 per person is due no later than May 5, 2008. Medical Release forms are due no later than May 16, 2008. Make all checks payable to *Love at Work*.

Please mail this application with your deposit to:

Love At Work Missions
c/o Killlearn United Methodist Church
2800 Shamrock South
Tallahassee, FL 32309



Policies

DEPOSITS: A \$25 deposit for each participant (youth and adults) is required to register your group before October 1st and is nonrefundable.

FIRST PAYMENT AND GROUP ROSTER FORM: The first payment is due by March 3rd with the Group Roster Form. We only have 44 beds for girls and 44 beds for guys so we need to make sure we have room for everyone. The additional information will help us prepare for your arrival and develop your work crews.

CANCELLATIONS: Before making the first payment you will only lose the \$25 deposit for each cancelled spot. After making your first payment you will lose the \$25 deposit and \$75 first payment. Refunds for cancellations after May 1st will be granted in the amount of \$200 only when the spot can be filled with someone from the waiting list - no exceptions.

WAITING LIST: You have the option to be added to a waiting list for the camp you would like to attend if it is full. We do not require deposits or payment until spots become available. Once you accept the spots, deposits are due within 7 business days. If the deposits are not received within 7 business days, the spots will be released to the next church on the waiting list.

MEDICAL RELEASE FORMS: All participants are required to have a notarized medical release form on file. The original medical release forms must be received by May 18th. Faxes of forms will not be accepted and medical release forms do not negate the need for the group roster.

NATIONAL DISASTER CANCELLATION POLICY: In the event of a national disaster or act of terror that cancels a Love At Work week, we will be unable to return your deposits. We purchase equipment, hire staff and rent non-refundable facilities based on your registrations. Please be advised that if a Love At Work week is cancelled, we cannot refund your deposits at any time.

WEATHER CANCELLATION POLICY: Love At Work has your group's safety in mind as we have camp. If we are forced to cancel a week of camp due to weather conditions, deposits cannot be refunded. Refunds of final balance payments will be made only if properties and/or locations refund Love At Work for these costs. If a week takes place as scheduled and your group cancels or reduces number due to weather conditions, all payments are non-refundable.

CAMP ATTENDANCE: Everyone (youth and adult) is expected to attend camp from the time your group arrives Sunday afternoon to the time your group leaves the following Saturday. Exceptions can be made for limited leaves of absence from camp due for extenuating circumstances. Visitors should notify the staff before arriving at camp and should never go directly to a worksite. If they plan on working they must have a medical release form on file with us.

BEHAVIOR AND DISCIPLINE: The Love At Work staff will work to promote a Christian community within the LAW camp. Love At Work participants are expected to be respectful of their peers, the staff and the adult leaders. If there is a behavior issue with a youth it will be dealt with by a LAW staff member and corrective action may take place such as cleaning duties. If the problem continues it will be brought to the lead adult from their church to reach a solution. If a solution cannot be met or a problem continues, it must be handled by the lead adult from that

youth's church. Love At Work reserves the right to send any participant home who is disruptive to the camp experience.

DRESS CODE: There is always a lot of discussion about appropriate attire at the worksites and at camp. While at the worksites all participants must wear long pants and shoes. We know it's hot, but this precaution prevents injury and accidents. Half-shirts, halter tops, spaghetti strapped shirts, muscle shirts, shirts that are ripped or clothing with suggestive material will also not be allowed. Undergarments (boxers, etc.) should remain unseen. Additionally, two-piece bathing suits are not allowed at the pool. At camp, shorts should be of modest length (finger tip).

SAFETY ON THE WORKSITE: If at anytime the group feels unsafe while on the worksite it is recommended that you leave immediately. Once the group has left the adult leader should call the worksite intern and notify them.

CARS: If a camper drives their car to the camp the vehicle is to be unloaded and then locked. Keys must then be turned into the Executive Director for safe keeping. Keys will be returned at time of departure.

MONEY: Love At Work seeks to create an attitude of service so we discourage our participants from going to the store to buy candy, soda, etc. However you might want to have a little cash on hand for a small gift for your homeowner or incidental needs. During the week Love At Work will have merchandise on sale and our musician may have CD's for sale.

FOOD: Food is permitted at camp, however it must be stored in sealable plastic bags, or in a container with a lid. The reason for this is to prevent bugs and rodents in the dorms.

PHONE USE: There is a phone in the kitchen at camp that participants can use to make local calls (Tallahassee is a local call) in case of emergencies. Campers are not to bring their cell phones to camp. If they do have their cell phone with them they are required to turn it off and leave in the dorm. Adult leaders are encouraged to bring their cell phones and have them with on hand while on the worksite.

THINGS TO BRING

Each participant should bring their own hammer, tape measure, work gloves, carpenter's pencil and painting supplies. In addition we request that your group bring any ladders or power tools that you have at your disposal. Any personal tools that you wish to bring is fine with us, however they are your responsibility to keep up with (donations are gladly accepted). Please bring enough clothes for the work week, including enough long pants to wear at the worksite.

PROHIBITED ITEMS: Love At Work seeks to create an environment of growth and fellowship. There are several items that we feel interfere with that process so we ask that participants leave the following items at home:

- Two piece bathing suits for girls
- Speedos for boys
- Electronic games
- MP3 Players
- Tape/CD players
- Boom boxes
- Fireworks
- Alcohol*
- Illegal drugs*

- Firearms*
- Any type of weapon*

If a prohibited item is found it will be taken and reported to staff and the lead adult of that camper's church. Corrective action will then be taken by the staff; limiting activities, requiring clean up duty, etc.

*If any of these items are found then LAW staff will report to the lead adult of that campers church and the camper may be asked to leave camp. Corrective action is left up to the lead adult.

RIGHT TO SEARCH: Luggage, backpacks, personal belongings and bed space are all subject to search by the executive director or designated LAW staff. If a prohibited item is found the above policy will be followed..

CAMP ATTENDANCE

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 _____

LOVE AT WORK POLICY AFFIDAVIT

Please call if you have any questions regarding tool requirements, policies, participation or financial guidelines these policies before signing (850.508.1697). Please attach this affidavit with your application.

I _____, from _____, expect to be notified by Love at Work within two weeks of receiving our application with a deposit of \$25 per participant. We acknowledge that the first payment is due by March 3rd with the Group Roster Form. The remaining balance will be due no later than May 5th. Additionally, I am aware that all payments are nonrefundable. I have read and agree to the camp policies above and will inform the participants in my group of them and vow to help enforce them.

Signature _____ Date _____

INSTRUCTIONS FOR STOCK SALES

Please follow these instructions if you are choosing to sell shares of stock. Stock can be sold to family, friends and church members. Please remind those you sell to that their purchase of stock is tax deductible.

1. Use the phone script below as a guide to help you make phone calls.
2. Log all sales on the green Stockholder Form.
3. When you've completed a sale send your stockholder the following:
 - ✦ A copy of the Stockholder Letter (please make additional copies from the master found in this packet)
 - ✦ A stock certificate listing the number of stock shares sold (please make additional copies from the master found in this packet)
 - ✦ Include an envelope addressed to yourself so the Stockholder can mail his/her check to you.
4. When you receive checks from your Stockholders, mark them as paid on the green Stockholder Form. Bring the checks to the church once you receive them and have logged them on your form.
5. Follow-up with Stockholders who have not sent a check with-in 2-weeks of a sale to remind them or to find out if they sent it to the church. Sometimes they will send their checks directly to the church which you need to know so you can log that information on your green Stockholder Form.
6. Return your green form to the youth office when you have reached your financial goal.

SAMPLE SCRIPT OF WHAT TO SAY WHEN SELLING STOCK

Hello, my name is _____ from First United Methodist Church of Niceville. I'm going on a mission trip to Gretna, Florida June 11th to June 17th. We will help the people repair their homes and have Bible school with the children. I was wondering if you would like to buy shares of stock for \$10 each to help support this mission project.

{Wait for answer...}

"No" – Thank you for your time. Good-bye.

"Yes" – How many shares would you like?

I will send your stock certificate in the mail with a return envelope. Please mail your check to me, made out to the church as soon as possible. If you will, please put Love at Work and my name in the memo line of your check. Also, please plan on attending our Stockholder's dinner on _____.

Thank you for your time and support.

Make sure you know how many shares they are buying (10 shares or \$10 makes a big difference). Write the number of shares of stock on the Stock Certificate you mail to the buyer. Also, be sure to record all your stockholders on your stockholder form (the green sheet).





Dear

The youth of _____ will be traveling to Gretna, Florida, one of the most needy communities in America, with Love At Work Missions. There we will spread the Word of God by repairing houses for the needy and sharing the Bible with those in the community.

Your support of this project is greatly appreciated, and buying stock is a great way to help. In buying stock, you ensure that the Word of Christ is taken to Gretna by a member of our youth group. Each participant must raise \$300 to pay for materials, room and board. Stock is sold in shares of \$10 each.

You are invited to our "Stockholders Dinner" on _____, at _____ in the _____ at _____.

In Christ,



Include this form with your Stockholder Check
Please mail back to me no later than _____
(the sooner the better!)

Please make checks payable to:

Name of Youth: _____

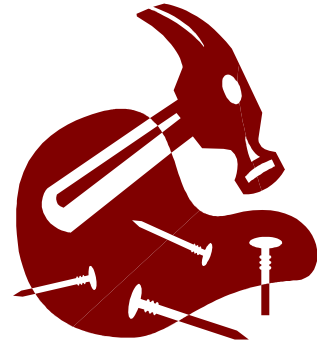
Stockholder: _____

Address: _____ Zip: _____

Number of Shares _____ X \$10.00 = \$ _____ amount enclosed



STOCK CERTIFICATE



*Church
Youth Ministries
City, State*

Share of Stock issued to:

Name of Stockholder

Date

Missionary Signature



STOCK CERTIFICATE



*Church
Youth Ministries
City, State*

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Name of Stockholder

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