

# Youth Leader Checklist

- ✓ Call TEAMeffort with any changes to your registration.
- ✓ Send in your final balance and completed participant list at least 30 days prior to arrival. Payments cannot be handled at check-in.
- ✓ Please refer any questions about your trip directly to TEAMeffort and not the host facility.
- ✓ Check [www.TEAMeffort.org](http://www.TEAMeffort.org) for a camp specific *What To Bring Checklist* and for a tentative *Weekly Schedule*. Also check the website regularly for any updated information about your mission trip.
- ✓ Everyone in your group, *including adults*, needs to have a *notarized* TEAMeffort permission slip and release of liability form to attend. These forms can be found on our website. Make copies to keep with you and give the originals to TEAMeffort at check-in.
  - \*There will also be a housing form from Circle of Care that will need to be signed by everyone in your group prior to arrival. This form does not need to be notarized.
- ✓ Every participant should have an up-to-date tetanus shot.
- ✓ Check-in on Sunday night is from 5:00 to 7:00 PM and Orientation & Worship is at 8:00 PM.
  - \*Remember dinner is not served at camp on Sunday night.
- ✓ At the TEAMeffort website, you can find an activity map for each camp to help in planning for your free day. Each map includes activity locations, phone numbers, and websites
  - \*Remember TEAMeffort does not provide transportation to or from free activities or worksites. You will only be asked to provide transportation for your own group, avoiding the liability of taking youth from other groups in your vehicles.
- ✓ Prayerfully consider recommending college students for TEAMeffort staff. This year we are offering your group one free registration for each staff member recommendation hired by TEAMeffort.