

## GROUP LEADER CHECKLIST

All forms and documents are due no later than May 15, 2025.

**GROUP FORMS** (to be completed by the group leader)

- **GROUP ROSTER & TRAVEL INFORMATION** – Please list each individual in your group. Double check to make sure that age and gender are correct on the form and note any special instructions that will be helpful as we make lodging assignments. Please complete the travel section and specify arrival and departure times, especially if these times are different from the prescribed schedule. Also, it's important that you provide detailed documentation of each vehicle that you'll bring to Hinton. Your vehicles will be needed to transport teams from your group plus a Hinton Center Summer Ministry Leader to worksites. Be sure to keep a copy.
- **DIETARY FORM** – In order for our kitchen staff to plan, it's necessary that you list any special dietary needs or restrictions.
- **GROUP SKILL/INTEREST SHEET** -- ONE form that is to be completed by group leader in consultation with group. Try to be as accurate as possible. We welcome all skill levels; however, being too conservative or generous with skills may hinder your team's progress for the week.

**INDIVIDUAL FORM** (to be completed by each participant online)

- **MEDICAL CONSENT/ LIABILITY FORM & REGISTRATION FORM** – Each participant must complete and sign. Participants under age 18 must have a parent/ guardian sign the form as well. Keep a copy of this form in the vehicle with the participant at all times.
- **PLEASE NOTE:** If you have participants who do not sign the media waiver/release, it is YOUR responsibility as group leader to let Hinton staff know.

**A FEW REMINDERS....**

- Please share the Rules & Expectations **with your entire group**.
- **Contacts:** Please leave a copy of the "Stay in Touch with Hinton" sheet with your church office and with parents/guardians, in case of an emergency.
- Remember, you **MUST** have a **1:5 adult to youth ratio** for your group. We recommend a 1:4 ratio.
- **Supplies:** Please bring enough **first aid kits** for each work team in your group. This summer, we're asking groups who are able to bring **water coolers** along (like the big Gatorade jugs).
- We create a **"Group Me" thread** for your week of missions prior to your arrival. Group leaders will be added, and you're encouraged to add all adults. We use the Group Me for important updates and announcements.
- **Thursday pre-arrival meeting:** Zoom meeting at noon EST the Thursday before your Sunday arrival. Required for group leaders and strongly encouraged for all adults.