

Mountain T.O.P.

Contact Person Resource Guide

Summer 2019



Mountain T.O.P.
P.O. Box 128, Altamont, TN 37301
Phone: (931) 692-3999, Fax: (931) 692-3807
mountain-top.org

Table of Contents

Contact Person Resources: *all the need-to-knows about your trip preparations, including participant forms*

Letter from Rachael	3
Preparation Timeline	4
Vehicle Requirements	5
Tool Requirements & Process: Service Project	6-7
Tool Requirements & Process: Day Camp	8
What to Bring	9
Medical Information Form	10
Statement of Activities & Release Form	11-12

Creating Safe Communities: *a packet for all adults to read & understand before coming to camp*

Letter from Ed	14
Expectations for Participation	15-17
The Role of the Adult	18-19
Adult Self-Screening Form	20

Greetings, Contact Person!

Welcome to the guide with (nearly) all the resources you'll need to prepare a successful trip to Mountain T.O.P.! We are thrilled that you have decided to follow Jesus to the Cumberland Plateau and serve with us. It is certainly no small task to organize a mission trip for a group of youth and adults, so it with abounding gratitude that I extend my appreciation for the work you will be investing into this trip and, ultimately, the kingdom of God.

If you have not already, I highly suggest reviewing the [2019 Registration Packet](#). The registration packet introduces a few very important changes to our summer programs. This particular resource guide has two parts. The first includes a preparation timeline, vehicle and tool information, packing list, and participant medical forms. The second half of this guide (pages 13-20), focuses on Mountain T.O.P.'s desires and efforts to **create safe communities** and how adults can help do just that. This section needs to be read and understood by **ALL** adults (18+). In effort to create safe communities within our camps and in our service area, we are asking all adults to spend more time intentionally preparing themselves to be trustworthy and mature role models for our youth. More about this section can be found on page 14.

Furthermore, there are a few very important updates to the content to this resource guide that are worth pointing out to you:

- Preparation timeline: includes updated deadlines for payments and paperwork
- Van bucket list for Service Project & Day Camp
- NEW Creating Safe Communities packet: all adults must complete the Adult Self-Screening form, and submit a copy of both that form AND a copy of their background check to the Mountain T.O.P. at the time of the final payment (April 15).

Communication will make this process so much smoother. If you have any questions, please contact me. Choose your method—phone or email—and let's talk about any questions or concerns you have. I am here to serve you in any way I can.

One thing I want to leave you with: in the midst of payments and paperwork, I ask that you to **surround this process with prayer**. I encourage you to pray for the hearts of your team members to be transformed by the grace and goodness of Jesus, that you will arrive with teachable hearts and open minds, and that that families of the Cumberland Plateau will be positively impacted by their interactions with Mountain T.O.P.

Welcome to the adventure that is Mountain T.O.P. We are looking forward to seeing you in camp this summer! It is by the grace of God that we are able to serve in the ways we do, and we are grateful that you have chosen to be part of this life-transforming ministry!

With courage,

Rachael Osborn
Senior Program Manager: Ministry Logistics
rachael@mountain-top.org, (931) 692-3999

Preparation Timeline

We know there is a lot that must go into planning such a trip as this. **Let us help you** by guiding you through the preparation process. Preparation—of logistics and of heart—is vital.

December – Mid March

- Make plans to meet the payment requirements. See the [Registration Guide](#) for reference.
- Read this guide and disperse the Creating Safe Communities portion to all adults in your group.
- Schedule a time for your training session(s) or retreat.
- Schedule fundraisers.

March & April

- Plan session(s) or retreat for your training. Use the [Team Training materials](#) to introduce or refresh your team on the basics of Mountain T.O.P., an overview of the camp week, and what their service experience will look like.
- Start securing the proper number of vehicles. Reserve rental vehicles.
- Receive your camp assignment and host list.
- Consider lodging arrangements for travel to and from camp.
- Make lodging arrangements for travel to and from camp.
- Start collecting van bucket tools.
 - NOTE: A good way to involve your congregation is to ask them to lend tools/materials.

By April 15

- Submit final payment and the following paperwork, due April 15.
 - Complete electronic Roster and email to Rachael
 - Ensure ALL adults have read and understand the Creating Safe Communities portion of this packet. All adults (18+) must submit a completed Adult Self-Screening form and a copy of their background check to the MTOP office.
 - Pre-order theme t-shirts, if desired. Submit the number of sizes wanted and payment.

A few weeks before departure

- Make sure van buckets are compiled and ready
- Collect, make copies, and organize participation forms by roster order
 - TWO copies of medical forms/statement of release forms should be brought to camp for every participant (pages 10-12)

Vehicle Requirements

Service Project

If participating in Service Project, you must provide **one 7-passenger vehicle per every seven participants**. This allows seven team members, tools/materials and a cooler for lunch to be transported to and from the work site. Each vehicle must have seatbelts for seven people, **at a minimum**. Vehicle with roof rack is recommended, but not required

Day Camp

If participating in Day Camp, you must provide **one 12 or 15-passenger vehicle per every seven participants**. This allows five the team of about seven people to pick up 5-7 children from the community every day for camp. Each vehicle must have seatbelts for 12 people **at the minimum**.

Tennessee State Law

All vehicles must be equipped with seat belts for each passenger. Campers will not be allowed to ride in vehicles without seat belts or in truck beds.

Sharing the Transportation Cost

Please be prepared to help share the cost of a van if you have extra participants over increments of 7 for whom you do not have a vehicle. This is an equitable way for everyone to help bear the burden of transportation costs. Please contact Rachael if you need assistance in arranging transportation.

Coolers

Each vehicle must have a 5-gallon water cooler and large water chest for lunch. This cooler will not stay in your van all week; the kitchen staff will prepare it each day for the group to take out their site.

First-aid Kits

Each vehicle must have a First-Aid kit with the following items. Camp staff will restock if needed.

- Bandages
- Medical/ athletic tape
- Alcohol wipes
- Antibiotic ointment
- Aspirin
- Hydrocortisone cream
- Cough drops
- Aloe
- Gauze
- Cotton swabs
- Latex gloves
- Scissors
- Sunscreen
- Hand sanitizer
- Medicated powder
- Thermometer
- Tweezers
- Ziploc baggies
- Antacid
- Allergy relief
- Anti-motion sickness
- Facial tissues
- Laxative
- Poison ivy cleanser
- Anti-diarrhea
- Benadryl
- Ibuprofen
- Tylenol
- Bug spray
- Lice treatment
- Clear nail polish
- Ear plugs

Tool Requirements & Process

Service Project Van Buckets

The following is a list of tools needed **for each vehicle** that will be participating in Service Project. Please put all of these tools in a “van bucket” to keep them organized. During the week, they will STAY in your vehicle. It is possible that a tool may be broken during the week. Please take the time to collect tools that are in good working condition.

Planned projects cannot be accomplished without the appropriate tools. Van bucket lists are compiled based on years of experience. As a minimum, please bring all the tools requested, but feel free to bring any extra tools! *Any church that donates their van buckets will not have to bring them again.*

Tool	per van	Notes
Baby Oil	1	For driving nails/Clean-up
Box End Wrench Set	1	
Carpenter’s Square	1	
Chalk Line	1	With chalk
Drill - cordless or corded	1	With driver & bit set
Drop Cloth	2	For painting
Electric Adapter	2	2 prong to 3 prong
Extension Cord	2	40' +
Hammer	5	16 oz +
Hand Sanitizer	1	Medium sized bottle
Hand Wipes	1	
Level	1	4ft
Measuring Tape	3	16' +
Paint Brush - Wide	4	
Paint Brush - Thin	3	
Paint Roller	3	
Paint Roller Pad	6	
Paint Scraper	5	Wide & thin
Paint Tray	3	
Pliers	1	
Post-Level	1	Optional
Rags	10	Bring them clean
Ratchet strap	At least 2	To tie down ladders
Safety Goggles	2	

Saw - Circular	1	With extra blade(s)
Saw - Hack	1	
Saw - Hand	1	
*Screws	5 lbs.	2 or 3 inches
Screwdrivers - Flat	2	
Screwdrivers - Phillips	2	
Scrub Brush	3	
Socket Wrench Set	1	
Speed Square	2	
Trash Bags	1	box
Tin Snips	1	
Utility Knife	1	
Wasp/Bee Spray	2	
Wood Chisel Set	1	Optional
Work Gloves	7	
Wrecking Bar	2	

*Not required, but these are acceptable alternatives to using nails.

Community Tool Shed Tools

Mountain T.O.P. is in constant need of updating our Community Tool Shed tools that we make available to all participants throughout the year. We are providing this list as a reference for you to know **what will be provided** and **what you can donate**. Much of our tool shed was stocked by church groups donating their tools to us. We would appreciate your help with keeping our tool sheds stocked and our tools in good working order.

- Axe
- Bucket w/ lids
- Hatchet
- Hedge clippers
- Hoes
- Ladders - extension, step
- Mattock
- Pencil point bar
- Pick
- Post hole digger
- Pruner - hand
- Pruning shears
- Pruning saw
- Rake - gravel, leaf
- Shovel - flat, spade
- Sledge hammer
- Swing blade
- Trowels
- Wheelbarrows

Tool Requirements & Process

Day Camp Van Buckets

Just like Service Project, there are “tools” for Day Camp that are necessary in meeting the Four Needs of the children participating in our camp programs. This is compilation of items frequently used during Day Camp. We have found it is helpful to have some sport and craft supplies on hand either in the free time before or after an activity. Feel free to bring additional supplies that you think will be beneficial!

This van bucket will stay in your vehicle during the week. Some of these materials are consumables and will be completely used up by the end of the week. Compiling the supplies for the van bucket is a great way to get other church members involved in your service at Mountain T.O.P.

- 3 packs of crayons
- 1 ream of white paper
- 2 packs of construction paper
- 1 pack of sidewalk chalk
- 3 bottles of bubbles
- 1 frisbee
- 1 football
- 1 bottle of 50 SPF sunscreen
- 1 bottle of hand sanitizer
- 1 can of bug spray
- 1 roll of paper towels
- 5 trash bags

What to Bring

Must Haves:

- Work clothes & shoes for one week (see Special Notes for specifics)
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- At least one long-sleeve shirt, jacket or sweatshirt for possible cold evenings
- Sunscreen, Bug Repellent
- Flashlight
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Water bottle

Optional:

- Portable camp chair for more comfortable seating than the ground offers
- Fan (might need small extension cord for it)
- Spending money for canteen, camp store (T-shirts and other items will be sold, local dairy bars, local shops, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

Special Notes:

- Required during workday
 - **Service Project** - Long pants (NO leggings or yoga pants), closed-toe, hard-sole shoes or work boots and shirts with at least short sleeves
 - **Day Camp** - Shorts are okay, as well as open toe shoes. Shoes should be comfortable and appropriate for all day activities such as hiking or touring the area (please no flip-flops, or other slip-ons). Appropriate shorts are fine at camp in the evening.
 - All clothes should be conservative when it comes to their content (i.e. no beer or possibly offensive designs) and how revealing they are.
- Bring enough clothes for the entire week. Laundry facilities are not available.
- Please leave valuables at home and/or locked in vehicle for the week. This includes expensive jewelry, electronics, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples.

Medical Information Form

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Occupation _____

*Social Security Number _____ Date of Birth _____

Church _____ Church City, State _____

Personal Physician _____ Phone _____

*Insurance Company _____ *Phone _____

*Policy # _____ *Insured ID # _____ *Prescription Card # _____

In case of emergency contact:

Name _____ Relationship _____

Primary Phone: _____ Alternative Phone: _____

Name _____ Relationship _____

Primary Phone: _____ Alternative Phone: _____

Medication(s) you cannot take _____

Medication you are currently taking _____

These medications are to be administered by (circle one): Self / Contact Person / Staff

Allergies / special health problems or concerns _____

Do you have a current tetanus shot? Yes / No If yes, indicate date _____

If no, we encourage you to get one before you come.

***In lieu of this information, you may provide a copy of the front and back of your medical insurance card. All 3 pages must be FULLY completed and kept in the vehicle in which you are travelling at all times.**

Statement of Activities & Release Form

Mountain T.O.P. is a Christian Service ministry with the people of the Cumberland Mountains in Tennessee. Volunteers participating in the activities of this ministry will be expected to be involved in all activities and to respect the people of the Cumberland Mountains at all times.

Volunteers will participate in (but will not be limited to) home repair projects and working with local youth as need determines and are within the capability of the volunteer service team. These activities may include the use of hand tools and the handling of materials and supplies. Power tools will only be used under the direct supervision of an adult and then only if the individual has the necessary skills to appropriately handle the power tool. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely.

Participants understand that photos and video may be taken during the course of the camp week that may be used by Mountain T.O.P. in the future promotion of our ministries and programs.

Participants are expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy, abuse or harassment, and other Mountain T.O.P. policies, going to places in the area which have been identified by camp staff as dangerous, and being disruptive to the camp life.

We acknowledge that every effort has been made in preparing the participants for this mission experience. We therefore release Mountain T.O.P., Incorporated, its agents, employees, and any and all persons connected therewith from any and all liability, claims, and causes of action of any type whatsoever arising out of or in any way connected with participation in the activities of the Mountain T.O.P.

Further, consent/permission is given for (participant) _____ to be treated by competent medical personnel in the event of an accident or medical emergency and to receive reasonable medical treatment as deemed necessary by a licensed physician.

In the event treatment is called for which a physician and/or other professional health care provider in the hospital/clinic refuses to administer without my consent, we hereby authorize:

Contact Person (Print full name): _____

and

MTOC Camp Director (Print full name): _____

to give such consent for us in the event that we are not readily accessible by phone. If in the event it becomes necessary for either of the identified persons to give consent for us, we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent. We understand that Mountain T.O.P. requires proof of personal insurance or acknowledgment of financial responsibility for all medical expenses. We agree that our insurance company (if applicable) will be used for all necessary medical expenses and we are aware that we may be billed by the medical provider for any medical expenses not covered by our personal insurance policy and will be responsible for payment of those expenses.

This is the _____ day of _____, 20 .

Signature (Participant)

Signature (Parent or Guardian if participant is a minor)

Please circle one:

I give permission to release this information to adult drivers and summer staff in order to ensure my/my youth's health issues are properly addressed. **YES / NO**

THIS FORM MUST BE NOTARIZED for anyone under the age of 18:

Subscribed and sworn to before me this _____ day of _____, 20 .

Notary Public signature

My commission expires: _____

Notary Public seal or stamp required above

Creating Safe Communities

A packet for all adult participants



What does it mean to create safe communities?

Friends,

Thank you for volunteering to be an adult on this mission trip. Your participation allows the youth in our camps the opportunity to experience and share the love of Christ in many transforming ways. Our goal is to provide a safe and welcoming place for all to be able to grow in their faith. We never want to be a barrier to someone knowing Christ.

As adults in camp, **you play a very important role** in providing that safe, affirming environment for the youth. You have a great responsibility in helping us to provide an encouraging and caring place for the youth.

We have developed guidelines and procedures that are included in this preparation packet that are essential to providing this safe space. We ask that you carefully review this information before embarking on this journey. In the following pages you will be introduced to:

- **Expectations for Participation:** These guidelines apply to all people, but we depend on adults to consent and model these expectations.
- **The Role of the Adult:** In every step of the process, adults are a meaningful and important aspect of creating a safe place for youth.
- **Adult Self-Screening form:** Remember that all adults 18 and older need to submit the Adult Self-Screening form along with a copy of their current background check at the time of final payment.

You are encouraged as part of the adult team to meet with your fellow travelers to discuss this information. Any questions or concerns should be addressed with your trip contact person, or the Mountain T.O.P. staff.

Thank you again for your commitment to growing new leaders in Christ. I look forward to seeing you at camp.

Grace & Peace,

Rev. Ed Simmons
Executive Director
ed@mountain-top.org, (931) 692-3999

Expectations for Participation

The following are some of the basic expectations we hold for all youth and adults who participate at Mountain T.O.P.

Camp Attendance and Participation

Arriving late or leaving early from the camp week is **not** an option. Leaving at any time during the week and coming back to camp is also **not** an option. We design our program very carefully to ensure that all participants receive the maximum benefit from their experience. On Sunday, our staffs will be breaking the community into work teams and on Saturday morning the community will have its final closure experience; missing either of these would hinder the experience for a person and the community. If there is an extreme situation, we are willing to address special cases.

Programming

Youth and adults are expected to attend and participate in all structured activities, recreation, programs, and worships. Please do not ask us for any exceptions to this camp participation expectation. We want everyone to gain the most they can while at camp together.

- One night during the week churches will have the opportunity to meet together during free time. The camp director will set and time and place, and it is up to the Contact Person if this time is used.

Service Team Experience

Participants in the Youth Summer Ministry (YSM) and Neighbors Helping Neighbors (NHN) will be mixed up with other churches to create Youth Renewal Groups (YRGs). YRGs are created through a spirit-led, staff-facilitated, and participant-driven process in order to create groups that have a balance of experience, age, gender, and church background. Participants in Senior High Camp (SHC) will form Ministry Production Teams (MPTs) by staying with their church for their service experience.

Adult Self-Screening Forms

All adults ages 18 and over need to have completed a satisfactory and current (within the last 3 years) background check before they arrive at camp. Background checks can be run by the participant's church or by Mountain T.O.P. for \$10/check. **A copy of the Adult Self-Screening form and a copy of the background check must be submitted to the Mountain T.O.P. office at the time of final payment.**

Dress Code

The dress code applies to all genders. Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Additionally, halter or spaghetti-strap tops, bathing suit tops, sports bras, shorts with an inseam less than 4" and jeans with offensive holes are not appropriate and should not be brought to camp.

- **Service Project:** For safety reasons, the youth and adults with Service Project are to wear long pants (**no** leggings or yoga pants), closed-toe and hard-sole shoes and shirts with at least short sleeves during the workday. Scrubs are allowed. Appropriate shorts are fine at camp in the evening.
- **Day Camp:** Youth and adults participating in Day Camp can wear appropriate shorts instead of pants and do not have to wear closed toed shoes. Shoes should be comfortable and appropriate for all day activities such as hiking or touring the area (please no flip-flops or other slip-ons).
- The Mountain T.O.P. staff relies on adults from within the church to monitor the dress code of their participants. If necessary, the staff will assist in addressing the situation.

Electronic Devices & Social Media

We discourage the use of electronic devices as they can become a barrier in the spiritual practice of building community; however, adults are encouraged to have a cell phone with them during the day in case of emergencies and to communicate with the camp staff. Devices are not to be used during any programming events, but can be used appropriately during free time. It is the discretion of the church to withhold participant's cell phones during their time at Mountain T.O.P. Adults should never interact with youth on social media without the permission of the parents.

Lights Out Policy

Your camp staff will set times for "lights out" each night, and they typically set a slightly later time on Friday night. The staff will take responsibility for the initial bed check at the designated lights out. Our expectation is that all participants will stay in their cabin after this time. We do not intend for the staff (nor are they able) to stay up for hours putting people back to bed and/or chasing them around camp. We ask for your group's understanding and cooperation in this matter. *We depend on the leadership and maturity of the adults present in camp for assistance.* If campers are found out of their cabins, the staff will find the Contact Person. Repeated offenses will require the participant's parents to be called, with the possibility of being sent home at the individual's expense.

Tobacco

The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Anyone under the age of 18 is prohibited from smoking, using, or possessing tobacco in any form—including vaping and electronic cigarettes. Mountain T.O.P. recognizes the need to establish a designated tobacco area for those who use tobacco. This designated area is to be in a private and discreet area of camp. This is due to our desire to discourage the use of tobacco products and the need to not promote the use of tobacco as a social activity or as a part of the community process.

Alcohol & Drugs

Do not bring any alcoholic beverages or illegal drugs to camp. Those who bring such items can be sent home at their parent's expense.

Prescription Drugs

Sharing of prescription drugs is strictly prohibited. Those who do can be sent home at their participants' expense.

Fireworks

Do not bring fireworks into camp – these are dangerous items, especially in wooded areas.

Camp Visitation Policy

All our Partners, family, and former staff members are welcome to visit our camps during program periods with prior notification and approval of the camp director. In your desire to come visit please acknowledge that part of the Mountain T.O.P. participant experience is to get away from the norms and expectations of their everyday life. Mountain T.O.P. values providing this environment to its participants and discourages visitation to a point that it becomes distracting to the individual or community. For this reason, the number of visitors will be limited each evening and will be handled on a first come first serve, case by case basis. If you want to visit, please let us know as far ahead of time as possible so that we can make appropriate accommodations. Call the administrative office (931) 692-3999 to schedule your visit.

Abuse Tolerance

Mountain T.O.P. has a zero tolerance for abuse. It is the responsibility of every adult participant to act in the best interest of youth at all times. In the event any participant observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, "grooming," etc.) or suspected abuse (physical, emotional, sexual, or virtual) it is the responsibility of each such participant to immediately report their observations to the Mountain T.O.P. staff.

Reporting Suspicious or Inappropriate Behaviors

Mountain T.O.P. is committed to providing a safe, secure environment for minors and intends to create and foster a culture of communication, reporting safety concerns, or policy violations. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with Mountain T.O.P. policies and state law, to Department of Children's Services and/or other appropriate agencies.

The Mountain T.O.P. Summer Staff has overall responsibility for all activities. Therefore, camp directions and expectations given by the staff are to be followed.

The Role of the Adult

During the Preparation Process

The role of the adult during the preparation process is very crucial. The preparation process is a time of learning together and preparing to be a team in ministry. The adult is often the person who sets the tone of the session by showing enthusiasm as well as seriousness about the importance of preparation. When youth see adults wanting to learn, grow, and prepare, they begin to understand the necessity of working through the material.

Because adults are full participants in the Mountain T.O.P. experience, it is important for adults to share in the preparation process with the youth. By involving adults in the preparation, they will not only feel a part of the group, but will also know what to expect when they arrive at camp.

At Camp and with the Camp Staff

The role of the adult at camp is one of support and partnership with the staff. It is important that all adults and staff work together so that the experience will be one of wholeness for everyone involved. The Mountain T.O.P. experience is designed for youth, with adults playing a supportive role. When youth feel ownership in the experience, they learn and grow more. We desire for our participants—no matter their age—to grow in their leadership skills, confidence, and spiritual depth. That doesn't happen unless the adults are invested and encouraging.

The adult is a role model for the youth. Therefore, we encourage all adults to help set a positive, uplifting, spiritual, and motivating attitude at camp so that the spiritual community concept will work! If there is a problem, the adult who demonstrates care, concern, and love for others during the situation is a powerful model for the youth. By keeping a positive outlook on the experience, adults teach youth a vital lesson in maturity.

Adults are expected to participate in 100% of the camp activities because they, just like staff and youth, are a part of the community forming process. When everyone plays, works, and worships together, people begin to see a Christian community at work in their lives. Everyone working for the same goals and objectives is the power behind a community that is working for GOD! The beauty of Mountain T.O.P. is watching youth and adults building up the kingdom of Christ in the Cumberland Mountains.

While Serving

We are intentional about calling the drivers "drivers," and not team leaders. The adult is a team member, which means that we encourage adults to let youth take responsibility and leadership within the team. An example of this might look like assigning a youth to be the safety coordinator for the day. Or, let the youth be the

decision-makers for the group's worship station. This gives the youth a chance to experience leadership and taking responsibility.

The adult plays a significant role in challenging youth in this area. Letting the group make decisions together is an effective way of being a team member. Some adults have the tendency to play the role of decision maker and decide what the group should do. While letting go of the decision-making can be difficult, we encourage adults to let the leadership formation be a group process so that this handful of individuals becomes a team, working together for the good of everyone. Adults who encourage and empower the group to make decisions and take responsibility will see a tremendous difference in the youth with whom they work.

The adult brings to the Mountain T.O.P. ministry a maturity that the people in the Cumberland Mountains appreciate and look for in our participants. By guiding youth in decision-making and by sharing personal experiences, the adult adds a tremendous amount of security, safety, and growth to the camp community. We ask each adult to take this role seriously and prayerfully.

Lastly, our feedback tells us that for Youth Summer Ministry and Neighbors Helping Neighbors participants, the Youth Renewal Group (YRG) experience is among the top rated aspects of Mountain T.O.P.'s program. It is a gift to grow and serve alongside people from different backgrounds. We trust our adults to facilitate healthy, Christ-centered relationships between team members.

Adult Self-Screening Form

****Form must be completed and background check administered for ALL participants 18 & older***

Camp week _____ Camp _____

Church _____

Last Name _____ First _____ MI _____

Address _____ City _____ St _____ Zip _____

Phone _____ Email _____

Occupation and Employer _____

*Social Security Number _____ Date of Birth _____

Driver's License number _____ Issuing State _____

If you will be driving during the camp week, you must fill out the following two lines:

Car Insurance Company _____

Policy # _____ Phone _____

1. Have you ever been convicted of a felony? **Yes** **No**
2. Have you ever been convicted or formally accused of any sex related or child abuse offense? **Yes** **No**
3. Have you had a background check completed within the past 3 years to verify the responses to the above questions? **Yes** **No**
4. Have you read and now understand the contents of the Creating Safe Communities packet (pages 13-20)? **Yes** **No**

If you answered YES to questions #1 and/or #2, please fully explain on back of form.

If you answered YES to #3, what was the date of your background check: _____ 1

Your check MUST be submitted to the MTOP Office at time of final payment.

If you answered NO to question #3, you must have a background check completed before arrival to camp. If your church does not offer this service, Mountain T.O.P. will have one processed.

You will need to reimburse Mountain T.O.P. for this cost for \$10.

YES, we need Mountain T.O.P. to process a background check for me. *SSN only needed if Mountain T.O.P. is completing background check.

I fully support Mountain T.O.P.'s effort to increase the probability of having a safe environment in our camp week for youth to perform mission work without fear of irresponsible adults who may take advantage of them or put them at risk of being hurt. I certify, to the best of my knowledge, the information that I have provided on this form is true and accurate. I authorize any investigation, including a background check, of any or all statements made on this form.

Signature _____ Date _____

Contact Person Signature _____ Date _____

Senior Pastor Signature _____ Date _____