

# Youth Summer Ministry

## *Contact Person Resources*



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## 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 serve with us. I am thankful also for your commitment to organize the details of this trip. It is no small task to bring a group of youth and adults to Mountain T.O.P., so it is with gratitude that I extend my appreciation to the work you will be investing into a successful trip. Speaking of a successful trip, what exactly does that look like?

**Planning and preparing a successful trip means understanding the importance of both the details and the hearts.** While logistics are really important—and they are all really important!—preparation of the heart should also be a high priority. This particular guide is focused on the logistics and is intended to keep all the need-to-knows and need-to-haves in one place (for the exception of the Roster document, which is in a separate link on the website). Here you will find a preparation time, webinar schedule, vehicle and tool requirements, the role of adults in the mission experience (highly suggest having all adults participating read through this), a packing list, preparation forms, and directions to our camps.

Communication will make this process so much smoother. If you have any questions, please do contact to me. Choose your method, call or email, and let's talk about any questions or concerns you have. We will all be thankful you asked your question or voiced your concern sooner rather than later. I am here to serve you in any way I can.

One thing I want to leave you with: in the midst of forms and deadlines and invoices, I encourage you to **surround this process with prayer**. I don't just mean to encourage you just to pray for the financial resources to be provided or for the final roster to finally work out or for no one to get sick in the van on the way to camp. These, of course, are important requests to lift up in prayer. However, I want to encourage you to pray for the hearts of your youth and adults to be transformed. I encourage you to pray that you will arrive with humble and teachable hearts, open minds, ears and eyes ready to witness the Lord working around you. I encourage you to pray for the families and children you'll be working with, that they will experience the love of Christ through the interactions they have with Mountain T.O.P.

Welcome to the adventure that is Mountain T.O.P. It is by the grace of God that we are able to serve the Lord in the ways that we do, and we are grateful that you have chosen to be part of this life-transforming ministry. We'll see you at camp!

Thankful to serve with you,

Rachael Osborn  
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(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.
- Review preparation materials. Please note that we are making final changes and will notify you when there is new or different material.
- Schedule a time for your training session(s) or retreat.
- Schedule fundraisers.
- [Check the schedule](#), and sign-up for webinars.
- Solidify participant numbers for Day Camp and Service Project. (These are part of the 1st and 2nd payment invoices.)

## *March*

- Plan session(s) or retreat for your training. The training should create a sense of team building and purpose in mission.
- Start securing the proper number of vehicles. Reserve rental vehicles.

## *Beginning of April*

- Receive your camp assignment, host list and travel guide
- 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.

## *Late April*

- Collect money for final payment, which is due early May.
- Complete Roster.
- Collect adult self-screening forms and do background checks.
- Make list of amount and sizes if you want to pre-order theme t-shirts

## *Early May*

- **Mail in** 1) Final Payment, 2) Final Payment Invoice, 3) Completed Roster, 4) All adult self-screening forms

## *A few weeks before departure*

- Make sure tools are collected.
- Collect, make copies and organize participation forms by the guidelines given
  - TWO copies of medical forms/statement of release forms should be brought to camp for every participant

## Financial Guidelines

The financial guidelines have been developed in order to operate responsibly and make decisions as far as staffing, open facilities, food purchasing, etc., in a timely manner.

- Fees include all meals, lodging, project materials, programming, camp staffing.
- The Early Registration will be applied to the 1<sup>st</sup> Payment. **It is non-refundable.**
- You will not receive a payment invoice until the Dec. 1<sup>st</sup> first payment deadline, unless requested.
- The first payment is 75% refundable up to Jan. 8<sup>th</sup> second payment date.
- The second payment is 50% refundable up to the March 2<sup>nd</sup> third payment date.
- The third payment is 25% refundable up to the May 4<sup>th</sup> final payment deadline date.
- Final payments and/or payments made on or after May 4<sup>th</sup> are nonrefundable.

Early Registration for Group	1 <sup>st</sup> Payment per person	2 <sup>nd</sup> Payment per person	3 <sup>rd</sup> Payment per person	Final Payment per person	Total Cost per person
\$200	\$55	\$80	\$155	\$105	\$395
Sept 1 <sup>st</sup> - Dec 1 <sup>st</sup>	Dec 1 <sup>st</sup>	Jan 8 <sup>th</sup>	March 2 <sup>nd</sup>	May 4 <sup>th</sup>	

### Prices & Discounts

- \$395 – standard price for returning churches (per participant)
- \$350 – first-time churches (per participant)
- \$325 – former MTOP staffer
- Free – 1 Senior Pastor, 1 Youth Director (limit ONE of each per group)

## Webinars 2017 - 2018

\*All times are in CENTRAL TIME.

\*Note there is a limit of 25 attendees for each webinar time

### **Organizing your MTOP Adventure**

Attendees: anyone

Topics: website orientation, payment and paperwork deadlines, where documents are located at website, a brief look at the updated Core Guides!

Dates: Nov. 7, 2017 @ 2:00pm, CT

Nov. 14, 2017 @ 10:00am, CT

### **Preparation Materials Overview**

Attendees: anyone

Topics: an in-depth look at the updated Core Guides, the importance of doing your preparations, where things are located and organized on the website; how to plan training sessions for your group

Dates: Dec. 5, 2017 @ 2:00pm, CT

Dec. 6, 2017 @ 10:00am, CT

### **This is my First Rodeo**

Attendees: first time churches or new youth directors coming with returning churches

Topics: highlights for first time churches, Q & A session

Dates: Jan. 9, 2018 @ 2:00pm, CT

Jan. 10, 2018 @ 10:00am, CT

### **Been Here, Done That**

Attendees: returning churches

Topics: how to be good returning church, pitfalls of returners, what can make your returning trip a great one

Dates: Feb. 6, 2018 @ 2:00pm, CT

Feb. 7, 2018 @ 10:00am, CT

### **Still Have Questions?**

Attendees: anyone

Topics: It's up to you—general Q & A session, last minute questions and going over FAQs

Dates: April 3, 2018 @ 2:00pm, CT

April 4, 2018 @ 10:00am, CT

*Please reserve your spot in the conversation by emailing Rachael at [rachael@mountain-top.org](mailto:rachael@mountain-top.org). We look forward to preparing the way with you!*

# Vehicle Requirements, part 1

*It is your responsibility to provide adequate transportation for the week. At a minimum, we ask you to provide:*

- 1 vehicle for every 7 participants in your group.
- Each vehicle you drive during the camp week must have 7 seatbelts for Service Project or 12 seatbelts for Day Camp.
- Each vehicle used during the week must have a first aid kit. (First aid kit requirements are listed on the following page.)

## **Service Project**

The required vehicle for Service Project must be a 7-passenger van per every seven participants. This allows seven YRG 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**

The required vehicle is one 12-passenger or 15-passenger van per every seven participants. This allows five YRG members to pick up 5-7 children from the county 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. If you bring extra people over increments of 7, you may be responsible for helping to secure and pay for an additional vehicle for the camp week. The churches that are bringing extra people will be responsible for making the arrangements for van rental and delivery. Sharing the cost will also be an option for those churches participating in Day Camp. Churches with a small number of Day Camp participants are encouraged to share the cost of a 12 or 15-passenger rental van.

## Vehicle Requirements, part 2

### *First Aid Kit Requirements*

Each vehicle must have a complete First Aid Kit.  
Mountain T.O.P. will be responsible for restocking all kits as needed.

First Aid Kit Requirements	
Band-Aids – variety of sizes	Aspirin
Medical/athletic tape	Hydrocortisone cream
Alcohol wipes/bottled alcohol	Throat lozenge or cough drops
Antibiotic ointment	Aloe
Gauze	Sunscreen
Cotton swabs	Hand Sanitizer
Latex gloves	Medicated Powder
Scissors	Thermometer
Tweezers	Anti-Motion sickness
Ziploc Baggies – just a few	Kleenex
Antacid	Laxative
Decongestant or allergy relief	Poison ivy cleanser
Anti-diarrhea	Bug Spray
Benadryl	Lice Treatment
Ibuprofen	Clear Nail Polish
Tylenol	Ear Plugs



# Tool Requirements & Process, part 1

## *Service Project Van Bucket Tools*

The following is a list of tools needed **FOR EACH VEHICLE**. 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.* Our goal is that one day we will have a supply of van buckets in our tool shed so that churches will no longer have to bring them.

TOOL	Per Van	NOTES
2-cycle oil mixture	1	Bottle
Baby Oil	1	For driving nails/Clean-up
Box End Wrench Set	1	
Bug Repellent	1	
Carpenter’s Square	1	
Chalk Line	1	With chalk
Cooler – Water	1	5 gallons
Cooler-Ice Chest	1	48 qt for lunch each day
Drill-cordless	1	With driver & bit set
Drill-corded	1	With driver & bit set
Drop Cloth	2	For painting
Electric Adapter	2	2 prong to 3 prong
Extension Cord	2	40' +
First Aid Kit	1	See list for requirements
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
Rope/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	
Screwdrivers - Flat	2	
Screwdrivers - Phillips	2	
Scrub Brush	3	
Socket Wrench Set	1	
Speed Square	2	
Sunscreen	2	Bottle/Can
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	

*\*This cooler will not stay in your van all week. You will drop it off in the evenings and pick it up in the mornings so the kitchen staff can fill it with your lunch.*

## **Tool Requirements & Process, part 2**

### *Day Camp Van Bucket Tools*

*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

## **Tool Requirements & Process, part 3**

### *Service Project 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 YRGs throughout the summer as well as using during other MTOP programs. We are providing this list (our entire tool shed stock) as a guide for you to know what is going to be provided as well as to let you know **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.

<b>TOOL</b>	<b>NOTES</b>
Axe	Double headed if possible
Bucket with lid	5 gal, for mixing paint
Hatchet	
Hedge Clipper	
Hoe	
Hoe – Grubbing	
Ladder – Extension	20ft.
Ladder – Step	
Mattock	
Pencil Point Bar	Sounding rod/Spud bar
Pick	
Post Hole Digger	Quality
Pruner – Hand	
Pruning Shears	
Pruning Saw	
Rake – Gravel	
Rake – Leaf	
Shovel – Flat	
Shovel – Spade	
Sledge Hammer	10lb.+
Swing blade	
Trowels	Any type
Wheel barrow	

# 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.
- **Dress Code** - 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. 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).
  - Adults are asked to help Mountain T.O.P. staff monitor dress code while at camp.
- **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 parents’ expense.
- **Fireworks** - Do not bring fireworks into camp – these are dangerous items, especially in wooded areas.
- **Adult Self-Screening Forms** - All adults ages 18 and over need to have completed a satisfactory background check before they arrive at camp. If a background check has not been performed in the last 3 years, then one is completed by Mountain T.O.P. at their expense. Adult Self-Screening Forms are kept in the Mountain T.O.P. office.
- **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 everyone will stay in his or her cabins 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 youth group leader and have the camper call their parents. If there is a second incident of them sneaking out, the policy is to send the camper home at their parent's expense.

- **Tobacco** - The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Our tobacco policy follows the guidelines of the United Methodist Social Principles. Anyone under the age of 18 is prohibited from smoking, using or possessing tobacco in any form during a Mountain T.O.P. camp week. 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.
- **Electronic Devices** - The use of cell phones, iPods, is prohibited at the work sites. We want to encourage the gift that is building community and getting to know the Cumberland Mountain families and children. Also, we want to be sensitive to one another's musical tastes. The use of these items in camp is strongly discouraged for the same reasons.
- **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.

***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. This way everyone can build a mission team and learn to work together. 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 TEAM BUILDING 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.

## **In the Youth Renewal Group (YRG)**

The adult is the designated driver for the YRG. We are intentional about calling the 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 YRG. An example of this might look like assigning a youth to be the safety coordinator on the worksite for the day. Or, let the YRG be the decision-makers for the YRG'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 the YRG becomes a team, working together for the good of everyone. Adults who encourage and empower the YRG 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 YRGs. 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.



# What to Bring

## Must Haves:

- Work clothes for one week
- 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
- Hat or visor
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Closed-toe, hard-sole shoes / work boots
- 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, iPods, 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.

**ALL THREE PAGES MUST BE KEPT IN THE VEHICLE IN WHICH YOU ARE TRAVELING AT ALL TIMES.**

**This is a 3-page form and must be FULLY completed.**

## Medical Information Form

Last Name _____	First _____	MI _____
Address _____	City _____	St _____ Zip _____
Phone _____	Occupation _____	
*Social Security Number _____	Date of Birth _____	
Church _____	Church Phone _____	
Church Address _____	City _____	St _____ Zip _____
Personal Physician _____	Phone _____	
*Insurance Company _____	*Phone _____	
*Policy # _____	*Insured ID # _____	*Prescription Card # _____
In case of emergency contact:		
Name _____	Relationship _____	
Daytime Phone _____	Evening Phone _____	
Name _____	Relationship _____	
Daytime Phone _____	Evening Phone _____	
Medication(s) you cannot take _____		
_____		
Medication you are currently taking _____		
_____		
These medications are to be administered by (circle one): Youth / 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.***

## Statement of Activities and Release Form

Youth Service Ministry (YSM) at 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) yard work, porch and steps repair, flat roof painting and repair, shed construction, winterization projects, painting, cleaning, insulation, window repair/replacement, and other minor home repairs 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.

YSM 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 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. mission project.

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:

Adult Group Leader (Print full name): \_\_\_\_\_

*and*

MTOP 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

# 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 \_\_\_\_\_

*Circle One*

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 participated in Safe Sanctuary or similar youth protection training program? **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: \_\_\_\_\_

***Your background check MUST be on file at your church.***

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 \_\_\_\_\_

# Adult Skill Sheet

*(Note: For YSM participants, only ADULTS need to fill out this form.)*

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Camp Week : \_\_\_\_\_ Camp: Baker Mountain Cumberland Pines

It is important to know that construction skill is never a prerequisite for participation at Mountain T.O.P. We simply have a very wide range of physical needs to meet, and we want to match you/your group with the most appropriate project to ensure a quality experience for you and the family you will be working with. Please honestly rate your skill/experience in the following areas. If there are multiple options beside a skill, circle all that apply.

**H = High – Professional: Been paid for it**  
**M = Medium - Could do it alone with little or no supervision**  
**L = Low – Would need direct supervision at beginning**  
**Z = Zero – Never even heard of it**

Rough Framing	H	M	L	Z	Finish Carpentry (Trim)	H	M	L	Z
					(Cabinets)				
Plumbing	H	M	L	Z	Electrical (Rough-in)	H	M	L	Z
					(Trim out)				
Drywall (Hanging)	H	M	L	Z	Door Installation	H	M	L	Z
(Finishing)									
Roofing (Shingle)	H	M	L	Z	Window Installation	H	M	L	Z
(Metal)									
Siding (Lap Board)	H	M	L	Z	Flooring (Hardwood)	H	M	L	Z
(T-111)					(Laminate-snap together)				
(Vinyl)					(Vinyl - Linoleum)				
Yard work	H	M	L	Z	Painting	H	M	L	Z

Other skills not listed above: \_\_\_\_\_

Are you comfortable using power tools? \_\_\_\_\_

Will you be bringing any specialty tools? (air nailers, miter/table saw, drywall tools, etc.)

Which type of project would be most rewarding for you? (Painting, yardwork, construction, other) \_\_\_\_\_

# Directions to our Camps

We have two camp facilities; Camp Cumberland Pines and Camp Baker Mountain. Our year-round office is located at Camp Cumberland Pines. *Unfortunately, our mailing addresses are not found by most Internet map searches.*

## Using Internet mapping software

We suggest using Google Maps or MapQuest. Both recognize our physical addresses. Google Maps also recognizes “Mountain Top” for Camp Cumberland Pines, and “Mountain T.O.P. Camp Baker Mountain” specifically.

## Our turn-by-turn directions

### Camp Cumberland Pines

*GPS Coordinates: N35° .24.551' W085° .42.109'*

*Physical Address: 480 Old Hwy 56 Coalmont, TN 37313*

*Mailing Address: P.O. Box 128 Altamont, TN 37301*

**From Nashville:** I-24 East (estimated driving time = 1 hour and 45 minutes)

- Follow I-24 East out of Nashville towards Chattanooga - approximately 1 hour and 20 minutes
- Get off at exit 127, the Pelham exit and turn LEFT, back over the interstate on Highway 50 toward Altamont – follow up mountain about 18 miles
- Highway 50 dead-ends into Highway 56 in Altamont (you will see Corner Market on your right).
- Turn RIGHT toward Coalmont and Tracy City – follow for 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

**From Chattanooga:** I-24 West (estimated driving time = 1 hour and 20 minutes)

- Follow I-24 West out of Chattanooga towards Nashville - approximately 45 minutes
- Get off at exit 135, the Monteagle/ Tracy City exit and turn RIGHT – follow 0.5 mile
- Turn RIGHT at the “South Cumberland Recreation Center” sign which is Highway 41 - follow highway 41 to Tracy City – follow 5.5 miles
- Turn LEFT onto Highway 56 (it is at the first stop light in Tracy City) toward Coalmont and Altamont – follow 10 miles
- Go straight through intersection with 108 (L & L Market will be on the left) - follow 2.3 miles
- Turn LEFT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

**From Knoxville:** I-40 West (estimated driving time = 3 hours)

- Follow I-40 West out of Knoxville, towards Nashville – approximately 1.5 hours
- Get off at exit 288, the Livingston/ Sparta exit and turn LEFT onto 111 south – follow 19 miles

- Veer RIGHT onto 70S West after you pass through Sparta – follow 17 miles
- Turn LEFT onto 127 – follow 6 miles
- Turn LEFT onto 56 – follow 24 miles into Altamont
- Go straight through the intersection of 56, 108 and 50 – follow 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

### **Camp Baker Mountain**

*GPS coordinates are: N35°.42.575' W085°.32.200'*

*Physical Address: 263 Mountain Top Road Spencer, TN 38585*

*Mailing Address: (same as above)*

#### **From Nashville:** I-24 East (estimated driving time 1 hour and 45 minutes)

- Follow I-24 East out of Nashville – follow approximately 1 hour
- Get off at exit 111 and turn RIGHT onto 55 east – follow 23 miles
- Stay on 55 and it will turn into 70S east – follow 6 miles
- Veer RIGHT onto 30 east – follow 9 miles
- Pass the small white market that used to be a gas station at Bone Cave Rd on your left – follow 1 mile
- Turn RIGHT onto Baker Mountain Rd (it sneaks up on you, but look for the yellow road sign indicating that there is an upcoming road) – follow 2.5 miles
- Turn LEFT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you’ve gone too far) – follow 0.3 mile
- The paved road will run you into the center of camp!

#### **From Chattanooga:** Highway 27 North (estimated driving time = 1 hour and 20 minutes)

- Follow Highway 27 north out of Chattanooga – follow approximately 20 miles
- Veer LEFT to merge onto Highway 111 north – follow 37 miles
- Take a RIGHT at the Baker Mtn Road exit
- Turn LEFT at the stop sign – follow 7.5 miles
- Turn RIGHT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you’ve gone too far) – follow 0.3 mile
- The paved road will run in to the center of camp!

#### **From Knoxville:** I-40 West (estimated driving time = 2 hours and 15 minutes)

- Follow I-40 West out of Knoxville, towards Nashville – approximately 1.5 hours
- Get off at exit 288, the Livingston/ Sparta exit and turn LEFT onto 111 south – follow 37 miles
- Take a RIGHT at the Baker Mtn Road exit
- Turn RIGHT at the stop sign– follow 7.5 miles
- Turn RIGHT onto Mountain T.O.P. Rd at the white Mountain T.O.P. sign (if you start going back down the mountain, you’ve gone too far) – follow 0.3 mile
- The paved road will run in to the center of camp!