

Mountain T.O.P.

Registration Packet

Spring 2019



Mountain T.O.P.
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Greetings, Contact Person!

Welcome to the guide with (nearly) all the resources you'll need to register for Mountain T.O.P. in 2019! We are thrilled that you are considering a mission trip with us. It is no small task to bring a group to Mountain T.O.P., so it is with gratitude that I extend my appreciation to the work you will be investing into this trip.

We will be doing online registration and payment through a new platform: RegPoint. Please be patient with us as we launch this new system and discover how to customize to best meet our needs. You can find more instructions about creating an account and registering your group on the "Register Now" page under the Spring BreakOut tab and on the RegPoint home page. If you have any questions, please ask!

As the Contact Person, your role is to communicate with the Mountain T.O.P. staff frequently. You are responsible for ensuring that payments and paperwork are submitted on time, and your participants are trained before arrival. Let's talk about any questions or concerns you have; choose your method—call or email. I am here to serve alongside you in any way I can. More preparation materials and updated training guides will be released in early 2019.

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 can't wait to see you on the Mountain in 2019!

Thankful to serve with you,

Rachael Osborn
Program Manager: Ministry Logistics
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Welcome to Mountain T.O.P.

Mission

Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all people we encounter. We see all four needs as equally important, and we meet those needs through Service Project and Day Camp. We serve in partnership with other agencies, churches, governments, businesses, and community leaders to help develop the communities in which we work.

Mountain T.O.P. (Tennessee Outreach Project) is an interdenominational, non-profit Christian Mission affiliated with the Tennessee Conference of the United Methodist Church, dedicated to rural life ministry in the Cumberland Mountains of Tennessee. Each year we welcome groups that come from Methodist, Episcopal, Lutheran, Presbyterian, non-denominational backgrounds, among others.

Mountain T.O.P.'s 5 Focus Areas

- Eliminating Substandard Housing: to provide direct services and organizational support that addresses severe housing issues in our service area.
- Leadership: to foster growth among staff, participants, donors, and the community.
- Community Development: to engage in solutions with community partners for holistic and sustainable community growth.
- Education: to provide and support opportunities for lifelong learning and personal growth for all ages.
- Health: to promote lifestyles that support healthy choices.

Service Project

The scope of our service projects includes construction, painting, and yard work. However, doing home repair is about more than building a porch or clearing a yard. It's about the accessibility that is gained when a family now has a safe way to enter and exit their home. It's about how that entryway will serve as a much more significant entryway into a healthier, more sustainable, and more socially-connected lifestyle. It's about providing our volunteers the opportunity to learn about power tools and the power of social connection.

Programming Philosophy

We desire to expose our participants to a variety of worship styles because we value the beauty of connecting with the Lord in different ways. Built into our daily schedule are four times to worship, either individually, in a small group, or as a whole community. Each day starts with a morning devotional time with led by a different member of the camp community, during the day a staff member will lead a small group discussion on-site with the Ministry Production Team (MPT), and each evening ends

with a time of sharing and a time of corporate worship. On Wednesday nights, we take groups to local church services for an additional opportunity to engage with our community. Groups are welcome to do their meetings in the evening, as well. These times of worship truly solidify the connection between the “what” and “why” of service.

Safety

Mountain T.O.P. is committed to creating a safe environment—physically, socially, emotionally, and spiritually—for all involved. Background checks are mandatory and are to be on file either at the church or with Mountain T.O.P. for all participants 18 years old and older. We trust that groups will appropriately screen their adult participants for the safety of the camp community. We have standards for appropriate adult behavior that are outlined at length in the Creating Safe Communities packet that will be released January 2019.

Customizing your trip

Interesting in coming to Mountain T.O.P. but want to do something a bit different? Let’s explore the possibilities! Groups are welcome to simply use our facilities, only participate in home repair projects, or just stay for a weekend. We can host families, student groups (junior high, senior high, or college), adult groups, or a mix thereof for a unique retreat experience. Our SBO program is designed for a Sunday - Friday experience, we can offer a flexible schedule and adjusted prices. Contact Rachael (rachael@mountain-top.org) to discuss the options for hosting your group this spring.

Spring Breakout Program Description

- Spring Breakout is for youth, young adults, and adults.
- There must be a ratio of at least **1 adult (25 years & older) for every 5 youth**.
- There must be **1 vehicle for every 7 participants** (youth & adults included). The ideal Ministry Production Team (MPT) size is 7 participants to keep everyone engaged and contributing to the experience.
- Each group must provide a first aid kit for each of their vehicles. Groups do not have to provide their own tools or materials for the home repair projects.
- Groups **can request to stay together** if needed for their service experience. If not requested, groups will be mixed up with other groups to create Ministry Production Teams (MPTs) for their service experience.
- The week is from 5:00 p.m. CST on Sunday to 10:00 a.m. CST on Friday.
- Background checks for all participants 18 years old and older are **mandatory**. These checks must be either on file at the adult participant's church or with Mountain T.O.P. We trust that groups will appropriately screen their adult participants for the safety of the camp community. If Mountain T.O.P. does not run the background check, a copy of the background check—either paper or digital—must be submitted at the time of final payment. Background checks run by Mountain T.O.P. are \$10/person.
- *Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.* Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- Mountain T.O.P. does not discriminate on the basis of race, age, gender, creed, national origin, sexual orientation, or ability.

Note: Groups can request to lengthen or shorten their stay if communicated at the time of registration. Adjusting the duration of your trip or participating in the ropes course will affect your pricing. Please contact Rachael (rachael@mountain-top.org) about customizing your trip.

Registration Information

- Registration will open on **October 15, 2018**.
- A deposit per person will be due at the time of registration. We highly suggest collecting these deposits from participants in advance to encourage financial investment in the trip, and avoid drops later in the year.
- ***Payments previously paid for dropped spots are forfeited and cannot be applied towards the remainder of a group's balance.***
Groups that decrease in size after a payment due date still are responsible for the payments for those dropped spots, and will be charged the full balance incurred as of due date.
- We encourage groups to **register conservatively**, then add more participants as they confirm them and as space allows.
- 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. This fee includes all meals, lodging, project materials, programming, and camp staffing.
- Participant rosters, Adult Self-Screening forms, and background checks must be submitted at the time of final payment.

Prices

- \$255: Standard week - groups will participate in 2 days of work out in the community, 2 days in camp
- \$280: All out week - groups will participate in 4 days of work out in the community, 0 days in camp

Discounts

- Free: 1 Contact Person

Registration opens	October 15	\$25/person – 2 in/2 out \$50/person – 4 out
2 nd Payment	January 15	\$115/person
3 rd Payment	February 15	\$115/person

Additional Opportunities

- \$15/person: Low ropes course led by the Mountain T.O.P. Staff
- \$25/person: High ropes course led by the Mountain T.O.P. Staff
- \$35/person: Both courses led by the Mountain T.O.P. Staff

Payment Instructions

General Note

- The Contact Person of the group creates an account on RegPoint and will register on behalf of the entire group.

Deposit: *All initial registrations must be made online; however, payments can be made by card or check.*

- If paying by **credit card**:
 - Login to RegPoint and choose the program you wish to register for.
 - When prompted to "Add Participant," this participant will be the Contact Person.
 - Choose "All Up Front" option at checkout.
 - Your card will appear to be charged initially for 1 participant until your camp week preference and participant number are approved. Once approved, you will be charged for the entire deposit amount.
 - If requested, a statement can be issued once the card is charged.
- If paying by **check**:
 - Choose the "Bill Me" option at checkout.
 - Your balance due will appear to be for 1 participant. Once your camp week preference and participant number are approved, you will be sent an invoice for the entire payment amount so you can submit a check.

Payment Installments: Regardless of payment method, an invoice will be sent approximately 4 weeks before the payment deadline to the Contact Person and administrative staff, if needed. *Payments must be received by the payment deadline.*

- If paying by **credit card**:
 - Login to RegPoint and choose "Payment Installments" for your particular program.
 - Choose the "Program Option" that corresponds with your specific number. (Example: if paying for the second payment, choose "2nd Payment" at the top.)
 - Answer the registration questions. If there is a change in your number of participants that hadn't been communicated to Rachael before the invoice was issued, please note that change in the number of participants online.
 - Choose "All Up Front" option at checkout.
 - Your card will be charged initially for 1 participant until your participant number is approved. Once approved, you will be charged for the entire payment amount.
 - If requested, a statement can be issued once charged.
- If paying by **check**:
 - Please return your *completed* invoice and check by the payment deadline.