

2012 SPRING BREAK MISSION PROJECT

MONTGOMERY, ALABAMA & MARYVILLE, TENNESSEE

WORKER'S INFORMATION PACKET

**"The Gospel confers on each Christian
the vocation to love God and neighbor
in ways that bear fruit in the life of society . . .
in praise of God,
and in concrete deeds of justice and service."**

~ Economic Justice for All #327

For almost twenty years, now, Lansing Catholic students have been making a difference in the lives of others acting on their faith by building houses for God's people in need. We believe God has called us to this important work, and we're glad that you are considering responding to this call!

As you participate in this work camp, you will represent Lansing Catholic High School, Catholics and young people in general, Rebuilding Together and Habitat for Humanity each person that you meet. The success of this endeavor depends entirely on you. Your commitment to living out God's call in the small everyday events, as well as the large, will be a powerful witness to the love of God, the power of young people, and the ministry of Rebuilding Together, ad Habitat for Humanity, emphasizing partnership and the personal worth and dignity of each individual before God. Taking time to show appreciation for a small act of kindness, greeting a stranger on the street, listening to others are all ways to communicate that God cares through us and the two agencies we're serving through.

This mission project will maintain an image befitting Rebuilding Together, Habitat for Humanity and the mission of Lansing Catholic High School. Components of this image are equality, cooperation and mutual respect among participants and environmental responsibility. The adults from the school and the agencies' staff are committed to providing responsible leadership, a spiritual environment, a focus on participation and a sensitivity to the needs of all.

We know that as the time of the Work Camp approaches, you will have many questions. Below are some basic questions and answers regarding this mission project. On Wednesday, January 18 from 7:00-8:15 p.m. we will have an Orientation Meeting in the auditorium at Lansing Catholic High School. This time will be spent in prayer, explaining the mission of both agencies, the itinerary of the trip, the costs involved, who will be chaperoning, and what else needs to be done between now and the time of the Work Camp. Also, at that time, we will try to address any other specific questions and concerns that you and your family may have. Even if you're still not sure about signing-up, come to the Orientation Session, it should be able to help you decide.

What will I be working on?

We will be doing a variety of projects around Montgomery, Alabama and possibly Maryville, Tennessee. The staff at each of the agencies cannot tell us specifically what we will be doing until close to the time of our arrival. Tennessee would be a “seniors only” trip.

What skills do I need to participate?

A willingness to do hard, physical work and an ability to get along with others. Of course, if you have any building skills that would be an asset to the group. Adults and youth are to fill out the appropriate responses on the "Worker Information Sheet" noting skill level and areas of proficiency. Once the staff has knowledge of our skills as a group they will arrange our crew duties and responsibilities to meet the needs of the project and to best use our skills. Most of all, you need to have a willingness to serve others in a variety of ways---some will be more exciting then others, all of them will benefit people in need in Alabama and Tennessee.

What will my daily schedule be like?

Schedules may change as the work detail calls for, but past Work Camp schedules have looked like this:

- 7:45 am Morning Prayer
- 8:00 work detail briefings
- 8:05 Work begins
- 12-1 pm Lunch break
- 4:30-5 Work Day ends

What tools should I bring?

All crew members are **required** to bring the following tools:

- Hammer
- Nail Apron
- Tape Measure
- Utility Knife (w/spare blades)
- Pencils
- additional tools once we know what we’re doing
- Safety Glasses
- Putty Knife/Paint Scraper

IT WOULD BE HELPFUL TO ALL CONCERNED IF YOU WOULD PERMANENTLY MARK YOUR TOOLS FOR EASY IDENTIFICATION.

Other optional tools that are helpful include:

- Chalk line
- Paint brushes
- Drywall T-Square
- Pliers
- 1 50-foot extension cord
- Crowbar
- Staple Gun w/staples
- Screwdrivers
- 2' Level
- Chisels
- saws (skill, hand, circular, etc.)
- Square

What should I wear and bring?

CLOTHING - proper working attire will help make your day more comfortable. Spring can be hot (85 degrees) or cool (55 degrees), so plan your dress accordingly. Since this is a construction site, **jeans** are preferred, and shorts will generally be discouraged for most of the work detail. It should be old clothing that you wouldn't mind getting dirty or ruined.

A **bandanna** or two may prove most helpful. They can serve as towels or a sweatband and can protect your head from annoying insects and sun. A **baseball cap** can also keep paint scraps/chips out of your eyes.

Please also remember to bring **work gloves** to protect your hands.

SHOES - Work boots or work shoes (with steel toes is preferable) are recommended to wear at the work site. You need to break these in prior to the actual work camp. **TENNIS SHOES ARE NOT ACCEPTABLE** footwear for workers! (Except for roofing work.)

DAY PACK ITEMS - You may want to carry the following items to the work site in a small pack: sunglasses, sunblock, insect repellent, money, camera, etc. You will want a one-quart water bottle to carry with you to the work site.

EYES - All workers should wear **safety glasses** while working; don't take the chance of losing an eye!!

You are an integral part of the crew at the work site. You will receive direction from your crew leader who is a skilled worker. **IT CANNOT BE REPEATED ENOUGH THAT SAFETY MUST COME FIRST!** Keep in mind the following safety hints as you prepare for your exciting venture:

- ❖ Heat - drink lots of fluids during the day
- ❖ Exhaustion - pace yourself
- ❖ Injury - be honest with your Crew Leader if you are unsure about the use of power tools or other equipment. If something looks unsafe, **SPEAK UP!**

Other Items

- | | | |
|--------------------------------|----------------------|---|
| - Sleeping Bag & Pillow | - Camera and film | -Clothes for 4-5 days (avg temp is 50-70 °F) |
| - Spending Money (\$100-\$150) | - Jacket/Sweat Shirt | -Games, cards, etc. |
| - Cell Phone | - Towels | -Music & small radios/tape players |
| - Snacks for travel | - Hygiene Items | -Sleeping pad/mattress |

Everyone will only be allowed three bags and a sleeping bag: a bag for tools, a backpack for “carry on” items in the vans, and a SOFT suitcase to make packing easier.

Will anyone be working at the site besides us?

Agencies in both cities will more than likely have a supervisor working with us but probably no others at the site except for the homeowners will be there. We encourage you to get to know all these Work Camp partners and include them in your prayers each night. This Work Camp is a ministry that not only builds/repairs houses, but also builds relationships among people in Christ.

What will we be doing in the evenings?

Most will be spent taking care of meals and relaxing. However, expect one night for a local orientation, prayer every evening, and having some fun.

Montgomery is an historic city revolving around the civil rights movement, so we'll be doing some sightseeing including the civil rights memorial, the church where Martin Luther King, Jr. was pastor, and other sites. Maryville is close to the Great Smoky Mountains.

We'll do our best to make sure we also have fun in the midst of our work in both cities!

What about insurance?

Each worker must have their own medical insurance during the time of participation in the Work Camp. Be sure you provide your insurance company and policy number information on your "Worker Information Sheet".

What if I become ill or injured?

There will be provisions for medical assistance for any worker who becomes ill or injured. You will be welcome to rejoin the Work Camp after you recover and can fully participate. ALL WORKERS MUST COMPLETE A "MEDICAL RELEASE AND HEALTH HISTORY FORM" AND HAVE IT NOTARIZED TO PARTICIPATE---this includes adults as well (students who had this notarized as part of their school application may disregard this). Due to new requirements everyone will also need to complete a "Release and Waiver" form.

What about transportation?

We will be traveling in vans (rented for the Work Camp). According to diocesan policy, all drivers must be at least twenty-one (21) years of age, have a good driving record and must have a certain amount of insurance coverage (\$100,000 bodily injury/\$300,000 property damage liability per occurrence). In addition, all drivers will have maps to the Work Camp destination, as well as one of the parents of the participants to act as a contact person for the people "back home".

What if I experience a conflict with another participant?

A situation where a large number of people from diverse backgrounds, who live continuously together under potentially exhausting conditions requires that each participant practice honesty, mutual understanding, respect, and constant consideration of the needs of others. If you have a problem, talk WITH the person or persons involved in the problem, rather than ABOUT them to someone else.

Jesus' command that we love each other begins with how we treat each other. Our unity, our honest consideration of each other's needs, even in small matters, will be a powerful witness to the ministry of the Work Camp. We believe in partnership. We have faith in God's people because God has faith in us. We uphold the dignity and worth of each and every individual.

What is the Participant's Covenant?

One component of responsible leadership is establishing, communicating, and adhering to clear guidelines for both Work Camp participants and chaperones. To achieve this aim, we have developed the Work Camp Participant's Covenant which is included in this packet for you to sign and return to the Campus Ministry Office. Each worker is required to read carefully, sign and abide by this covenant. Until your signed copy of the Covenant is received in our office, you cannot participate in the Work Camp.

What if I break the Covenant?

Any action which is in violation of the Participant's Covenant will be immediately referred to the Work Camp Coordinator. Those who break the Covenant may be asked to leave the Work Camp at the discretion of the Coordinator. If this happens, arrangements will be made for your immediate transportation home, with you and your family bearing full responsibility of any costs incurred.

When will we be leaving and returning?

The drive to Montgomery will take approximately sixteen (16) hours straight through. For safety reasons, we will take periodic breaks for the drivers to rest, and will more than likely be staying in a church/camp near Bowling Green, KY to and from Montgomery, Alabama. For us to arrive in time to rest before working we will need to leave Lansing **by 10 a.m. on Saturday, March 24** and we expect to arrive back in Lansing **at 2 p.m. on Sunday, April 1**. The Tennessee group will leave at the same time as the other group and return by **9 p.m. on Saturday, March 31**. We will notify families through a phone tree as to our arrival in Alabama and once we cross the state line back into Michigan.

What type of housing arrangements can we expect?

We have been lucky to have been hosted by two generous churches in both cities! We will be sleeping in their youth rooms. Our understanding is that there are showers at both facilities where we are staying.

What are the estimated costs of the Work Camp?

We are charging a \$250 fee for each participant. The cost will vary on our expenses to rent vehicles for transportation, housing, food and other expenses. We will provide a more itemized breakdown of costs at the Orientation Meeting. Our hopes are to have parents work one of the school poker fundraisers to reduce our costs. Two nights have been set aside for this: Saturday, January 21 from 4:30pm-2:30am and Thursday, February 23 from 11:30am-2am (Friday morning). Two adults are needed for each of the afternoon/evening shifts. Those who work a shift will be able to reduce the cost of the trip by \$100.

How many adults will be going with us?

As said before, we want two (2) chaperones for every five students so that we have a pair of adults in each vehicle if possible. This usually consists of teachers and parents. Anyone interested should contact Mr. Moore at 267-2115. All chaperones must go through VIRTUS training prior to leaving.

How many will be able to go?

We are limited to taking only thirty (30) students to Montgomery and fifteen (15) students to Tennessee if we have enough chaperones for that amount (roughly two adults for every five students so there are two adults in each vehicle). If we have more people interested than openings, we encourage you to work in some local projects such Lansing Housing Coalition, Christmas in April, or the local Habitat chapter. Please keep this in mind and be supportive of all who express interest, whether you are able to attend the work camp or not.

When are the forms and the deposit due?

The one-hundred dollar (\$100) deposit and ALL of the completed forms (Worker Information Sheet, Participant's Covenant, Release & Waiver, and the Health History & Medical Release Form) are due by Wednesday, February 1. These may be turned in at the School or Campus Ministry Offices. Checks should be made payable to "Lansing Catholic High School". ***Spots will be filled on a first-come, first-served basis with preference given first to those who were on the waiting list last year, and second, those who have demonstrated a willingness to work at the local level and get along with others.*** The remainder of the fee will be due Friday, February 29. If, in the event, that you need to withdraw your spot, your deposit will be returned ONLY IF someone takes your place. The school does not fund this trip, and we have committed to the numbers stated above and have based our budget on those numbers.

Work Camp Participant's Covenant

I, _____, make this covenant with Lansing Catholic High School as a worker on the 2012 Spring Break Work Camp. As a part of my covenant, I have read and commit myself to the following:

- ❑ I commit myself to being physically prepared to work up to eight (8) hours per day. The safety of all participants on the Work Camp is a paramount concern. I commit to following all rules, regulations and policies established by the leadership of both Lansing Catholic High School, Rebuilding Together, and Habitat for Humanity.
- ❑ If I am injured while participating in the Work Camp, I will notify the Work Camp Coordinator or work site supervisor as soon as possible.
- ❑ I understand that all personal articles that I bring on the Work Camp are my individual responsibility. Lansing Catholic High School, Rebuilding Together, and Habitat for Humanity are not responsible for replacing lost, stolen or damaged property.
- ❑ I understand that all participants are encouraged to join in the spiritual life of the Work Camp by attending morning prayers and worship services.
- ❑ I understand that, if staying in homes, I will contribute to the family life there by helping out in any way possible, so that my stay is a blessing and not a burden.
- ❑ The Work Camp will maintain an image befitting Lansing Catholic High School, Rebuilding Together, and Habitat for Humanity's ministry. I understand that I represent the school, Catholics in general, Rebuilding Together, and Habitat for Humanity to the community and to individuals I meet. Recognizing this I will:
 - Refrain from the use of alcoholic beverages and controlled substances (drugs) during the Work Camp (this includes while driving to and from our destination); I will also refrain from smoking in vehicles or living areas.
 - Show consideration and respect for others, particularly by being sensitive to them in manner of speech and dress, by maintaining an appropriate standard of personal hygiene, and acting as a group member and not simply as an individual.
 - Resolve conflicts in a non-violent manner and refrain from bringing any type of weapon (pocket knives are acceptable).
 - Exercise environmental responsibility.
 - Enjoy myself, but not at the expense of others.
- ❑ I UNDERSTAND THAT IF I BREAK THIS COVENANT, I MAY BE SENT HOME IMMEDIATELY; WITH MY FAMILY BEARING FULL RESPONSIBILITY FOR ANY AND ALL COSTS INCURRED FROM SUCH MEASURES.

(participant's signature)

Name (please print)

(parent's/guardian's signature)

DATE

WORKER INFORMATION SHEET

Name _____ Age _____ Sex _____ Shirt Size _____

1. Please check the appropriate level and areas of proficiency:

Skilled - currently are, or have been a professional builder; feels comfortable supervising unskilled volunteers.

Semi-Skilled - have done construction on a part-time basis professionally or on own house. Knows how to use hand and power tools and have a basic understanding of the house building process.

Unskilled - little or no experience; basically non-technical things such as painting, etc.

framing

plumbing

roofing

electrical

trim and finish

dry wall finishing

cabinet installation

window installation

vinyl siding

painting

brick laying

paneling

List types of previous related experience below (i.e., house painting, porch building, etc.)

2. Please list any physical limitations

_____.

Insurance Policy #: _____ Expiration: _____

Company: _____

My emergency contact person during my time at the Work Camp is:

Name _____ Relationship _____

Phone Daytime _____ Phone Evening _____

Address _____

City _____ State _____ ZIP _____

WAIVER OF LIABILITY

As a volunteer in this Work Camp, I understand that Lansing Catholic High School, Rebuilding Together of Central Alabama, Montgomery Habitat for Humanity and Blount County HFH cannot be held liable for any injury or illness that I or my dependent(s) may suffer as a result of such participation. In the event of such injury or medical expense, I expressly waive any and all claims for compensation and liability against Rebuilding Together, Habitat for Humanity, and Lansing Catholic High School and their employees and volunteers.

Signature of Participant

Signature of Parent/Guardian

Date

HEALTH HISTORY & MEDICAL RELEASE FORM
For 2012 Spring Break MISSION TRIP

Participant's Name _____ Sex _____ Birth date ____ - ____ - ____ Age _____

Parent/Guardian _____ Relation to Participant _____

Address _____ City _____ State _____ Zip _____

Home Telephone _____ Work Telephone _____

HEALTH HISTORY

Family Doctor _____ **Doctor's Phone** _____

IMMUNIZATIONS (Record YEAR of last immunization or last time person had disease):

Tetanus/DPT _____	Measles _____	Mumps _____
Chicken Pox _____	Rubella _____	Polio _____
TB _____ (results _____)	Hepatitis B _____	Other _____

SPECIAL INFORMATION (please check all that apply---information will be held in strict confidence):

Sleep Walking _____	Fainting _____	Dizziness _____	Diabetes _____
Nosebleeds _____	Asthma _____	Seizures _____	Blackouts _____
Kidney Problems _____	Earaches _____	Frequent Colds _____	
Chronic Headaches _____	Severe Homesickness _____		

ALLERGIC REACTIONS (Please list all known allergies---plant, insect, food, medicine, etc. AND TYPE OF REACTION):

Please indicate any other medical problems/situations pertinent to your child:

Any physical limitations? If yes, explain:

Any emotional/psychological limitations or reactions to be aware of? If yes, explain?

Is the student presently taking any medication? All medication is to be well labeled with clear, concise directions indicated here (frequency, dosage, etc.):

EMERGENCY CONTACT & MEDICAL RELEASE FORM

In an **EMERGENCY**, and unable to reach parent/guardian, contact:

1. Name _____ Telephone _____

2. Name _____ Telephone _____

Attempts **will** be made to notify you if your child requires medical treatment (i.e., cases of high, persistent fever, severe vomiting, etc.). Please indicate whether or not you wish attempts to be made to contact you if your child becomes ill with minor symptoms (i.e., headaches, sore throat, low-grade fever, etc.).

Yes _____ No _____

SIGN AND DATE ONE OF THE FOLLOWING:

- A) I grant permission for non-prescription medication (i.e., Tylenol, cough syrup, etc.) and routine non-surgical care to be given to my child, if deemed advisable by the designated supervisor(s).

SIGNATURE _____ DATE _____

- B) I do NOT want ANY type of medication administered to my child unless the situation is life-threatening and emergency treatment is required.

SIGNATURE _____ DATE _____

IN CASE OF AN EMERGENCY, I hereby give permission to transport my child to the nearest hospital/emergency center for emergency medical or surgical treatment. I will be contacted as soon as possible and will be advised prior to any further medical treatment by the hospital or doctor, however, in the event it is impossible to contact me or the names listed above, I consent and authorize Lansing Catholic High School in Lansing, Michigan, and its agents to consent to any necessary steps that will ensure my child's health and safety under the advice of a licensed physician/surgeon (examination, anesthesia, diagnosis, treatment, surgery, and hospital care are included) as governed by the laws of the State where medical treatment is being sought. I understand that I am responsible for any and all costs incurred by the above actions being conducted.

SIGNATURE _____ **DATE** _____

FAMILY INSURANCE PROVIDER/HEALTH PLAN _____

HEALTH PLAN NUMBER (include expiration date): _____
