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SERVICE GROUP FORM

Please fill this form out and mail/fax to City on a Hill at **least 3 weeks prior** to your scheduled date. Once this form is received by City on a Hill, a staff member will confirm the date and times with you. **Please know these plans are not confirmed until you have received confirmation from a City on a Hill staff member.**

Group/Church Name: _____

Group/Church Address: _____

City: _____ State: _____ Zip: _____

Group/ Church Phone #: _____ Fax #: _____

Church Website: _____

Coordinator's Name: _____

Coordinator's Phone #: _____ Alternate #: _____

Coordinator's E-mail: _____

We will be participating in a:

Work Project

(Saturday Service Days or buildings & grounds)

Ministry Project

(Event or Health Ministry)

We, _____, agree to participate in the following service project:
 (Name of Church/Organization)

- **Day & date:** _____
- **Arrival Time:** Group will **arrive** at City on a Hill at _____ a.m./p.m.
 (Saturday Service Day groups arrive at 10am & Health Ministry groups arrive at 10:30)
- **Departure Time:** Group needs to be ready to **depart** at _____ a.m./p.m.
 (Saturday Service Days end @ 3:30pm, Health Ministry ends @ 5pm)
- **Meals:** Please confirm meal plans with City on a Hill.
Work Projects- Please bring a bag lunch & beverage.
Saturday Service Days- Please bring a bag lunch & beverage.
Health Ministry- Meal provided. Please contact City on a Hill if interested in bringing food to serve at outreach or donate to ministry
Special Events- Contact City on a Hill; each event has a different program.
- **Estimated group size:** (a minimum of 10 people)
 _____ Adults _____ College Students _____ Youth (Leader Ratio- 1: 8Senior High, 1:5 Junior High)
 _____ # Males _____ # Females
- **We're bringing:** _____ Bag Lunches & Beverage _____ Food to serve at Ministry Project
 _____ Food for Food Pantry _____ Hygiene Items for City on a Hill Pantry

Complete For Saturday Service Day & Facility Work Groups:

Please check the projects that you think best fit your group's skills/maturity: (please mark if you're bringing any professional/skilled men/women in your group).

- Exterior Painting (Skilled)
- Electrician (Skilled)
- Housekeeping (Non-skilled)
- Movers (Non- skilled)
- Masonry (Skilled)
- Carpentry (Skilled)
- Sorting and testing donated items (Non-Skilled)
- Room Renovation (Skilled)
- Interior Painting (Skilled)
- Roofing (Skilled)
- Plumbing (Skilled)
- Grounds keeping (Non-Skilled)

Note: While we will try our best to accommodate your preferences, project assignments are made based on ministry or program need. Please communicate to your group the need to be flexible.

Thank You!

Supplies & Funding: (not required)

To help fund the projects your group will be involved with, are you able to provide the supplies needed or financial support for the cost of materials for your project? **YES** **NO**

If so, what do you plan to bring or how much funding is available for the project? _____

Special Needs: Please indicate any special needs for your group:

- Housing
- Children under the age of 14 attending with parents
- Group members arriving at different times
- Some group members have to leave early
- Other: _____

Confirmation and Agreement

We confirm that the individuals in our group are known within our church/organization, and trusted to serve as volunteers and work with children. We agree to select individuals well suited to the Service Group experience and to be accountable for our group's behavior. If your group is planning to be involved in a Ministry Project, please identify any volunteers who are active in your children's ministry and have had background checks.

- We will bring release of liability forms for each adult participant and signed parental permission forms for all participants under 18.
- We will contact City on a Hill **three working days prior to our arrival date** to confirm final numbers, travel arrangements, meal plans and arrival times.

Group Leader's Signature Date

Signature of Senior Pastor/Organization's Leader Date