



MEETINGS TO HOLD

Before the Trip

PARENT MEETING

We recommend having two meetings with parents.

- Hold your first meeting early in the year as an informational meeting for parents of students who are interested or on the fence about signing up. We recommend using the following resources during this meeting (all of these are found on your YW dashboard):
 - **YouthWorks Purpose, Vision & Values**
 - **Youth Covenant**
 - **Typical Daily Schedule**
 - One of the videos under “Promote Your Trip”
- The second meeting should be further into the process of planning the trip. This pre-trip meeting will provide more specific information and provide an opportunity to distribute additional paperwork and resources to parents. These documents include the following:
 - **Additional forms** that require parent and student signatures prior to the trip. *These can be found on your My Trips page.*
 - Community-specific logistics, our **Packing List & Clothing Policy** and **Parent Processing Guide**.

During this meeting, be sure to highlight some of our basic safety guidelines and policies, including COVID or illness policies. You can find these on our website and in the Adult Leader Guide.

Don't forget the importance of prayer with any group you are meeting with, whether students, parents or Adult Leaders.

ADULT LEADER MEETING

If possible, have at least one meeting with just your Adult Leaders.

- Make copies and hand out the **Adult Leader Guide**.
- Use the Adult Leader Guide as your meeting outline. The Adult Leader Covenant on the last page (which they signed online as part of their paperwork) will be very helpful in giving them insight into their responsibilities. Take time to review these and emphasize any that seem extra important for your group.
- Review the **Packing List & Clothes to Pack** document with your Adult Leaders. Not only is this helpful for their preparation, they'll also be helping participants follow these guidelines.
- Review basic safety guidelines and policies, including COVID or illness policies. You can find these on our website and in the Adult Leader Guide.

Invite (or better yet, require) your Adult Leaders to be a part of all the youth preparation sessions, so they can get to know the youth and the other adults going on the trip.

Involve Adult Leaders in the leadership of the preparation sessions whenever possible.

TEAM MEETINGS

Meeting with your team before your trip is key to your success. We recommend having 3–5 meeting times beforehand.

- We have provided five Team Session Guides (**Preparing Your Team**) to help you facilitate your pre-trip meetings as well as a list of other resources you might use.
- Instead of having multiple times to gather students, you may choose to have one day-long event, fitting in several meetings' worth of content in a short amount of time.
- Remember, the intention of team meetings is not only to pass along information but also to build camaraderie and create good expectations with students.