



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](#)
 - [Sample Daily Schedule](#)
 - One of our promotional videos
- The second meeting should be closer to the trip. This pre-trip meeting will provide specific information and provide an opportunity to distribute additional paperwork and resources to parents:
 - [Additional forms](#) that require parent and student signatures prior to the trip. These can be found on [Go.YouthWorks.com](#).
 - [Community Overview](#) from [Go.YouthWorks.com](#).
 - [Packing List & Clothing Policy](#) and [Parent Processing Guide](#)
 - Highlight some of our basic safety guidelines and policies found 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 before the trip.

- Make and hand out copies of the [Adult Leader Guide](#). (Alternatively, you can send each Adult Leader a digital copy.)
- Use the Adult Leader Guide as your meeting outline. The Adult Leader Covenant on the last page (which all adults sign online as part of their paperwork) will give 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 found 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 Guidebook](#)) to help you facilitate your pre-trip meetings.
- Instead of having multiple times to gather students, you may choose to have one day-long event, fitting in several meetings 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.