

FORMS OVERVIEW



SUMMER 2013

This is your Summer 2013 Forms Packet. This packet includes all the forms you need to make copies in preparation for your trip, whether that means copies for each person coming on the trip or copies just for yourself as the Trip Leader.

All forms included in this packet can also be found on the YouthWorks website and are a part of Phase 6 on the Trip Checklist. <http://www.youthworks.com/trips/phase6.aspx>

To be prepared, please take time to read and understand all the information in this packet. We realize there's a lot here but we want you to have all of your paperwork in order BEFORE you get to your YouthWorks community.

Forms that need to be completed by each person coming on the trip before you leave. Bring these forms with you to your YouthWorks site.

- ☐ Participant Release Form
 - Bring original and 2 additional copies
- ☐ Youth Covenant
 - Bring only original document
- ☐ Adult Leader Covenant
 - Bring only original document
- ☐ Site Specific Release Form
 - If your site has specific release forms they will be here. Some of the service partners we work with require additional release form documentation.
 - Bring original and 2 additional copies

Forms that need to be completed by you, the Trip Leader

- ☐ Roster Form
 - Bring only original document to site
- ☐ Proof of Liability Insurance Information
 - Please complete & fax to the YouthWorks office, 612-746-6505
- ☐ Background Check Form
 - Bring the original to site and send a copy to the YouthWorks office
 - There is a Background Check FAQ document included in this packet if you have further questions

Your preparation is important to us. Please feel free to call us with any questions 800-968-8504.

2013 YouthWorks Participant Release Form

(To be filled out by both Students and Adult Leaders)

Bring original form
and 2 copies to site.

Name of Participant (please print) _____

Sponsored by (Church or Organization Name) _____

Name of Site _____ Week Attending _____

Liability Release Agreement

I/we understand that there are inherent risks involved in any mission trip, and I/we hereby release YouthWorks!, Inc., its staff and volunteer workers from any and all liability due to any injury, loss or damage to person or property that may occur during the course of my/our involvement with the YouthWorks organization. I understand that during the week participants may be photographed or video taped for promotional materials.

Transport Home Agreement for Students

I/we, the undersigned, are the parents having legal custody or the legal guardians of the above named participant, a minor, have given our consent for him/her to attend a mission trip operated by YouthWorks, or are of legal consenting age myself. I/we understand that a member of the YouthWorks staff or the lead adult of our group may need to send a participant home as a result of illness or discipline problem. I/we understand if the participant named above is dismissed from the mission site, I/he/she will be transported home at my/our expense. YouthWorks or the lead adult of our group will attempt to contact the parent or guardian to arrange such transportation.

Medical Release Agreement

I/we the undersigned, are the parents having legal custody, or the legal guardians of the above named participant, a minor, have given our consent for him/her to attend a mission trip operated by YouthWorks!, Inc., or are of legal consenting age myself. In the event that I/he/she is injured while attending the trip and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is called for, which a physician and/or hospital personnel refuses to administer without my/our consent, I/we hereby authorize _____, the lead adult of our group, or a member of the YouthWorks staff to give such consent for us if I/we cannot be reached by telephone at one of the numbers listed below, or because of an emergency, there is not time or opportunity to make a telephone call. In the event it becomes necessary for that person to give consent for us, I/we agree to hold such person free and harmless of any claims, demands or suits for damages arising from the giving of such consent so long as the treatment is administered by or under the supervision of a licensed physician. I/we also acknowledge that I/we will be ultimately responsible for the cost of any medical care should the cost of that care not be reimbursed by the health insurance carrier. Further, I/we affirm that the health insurance information provided below is accurate at this date and will, to the best of my/our knowledge, still be in force for the participant named above at the time of the mission trip.

Full Name _____ Date of Birth _____ / _____ / _____

Home Address _____ Phone _____

Date of Last Tetanus Shot _____ Known Allergies _____

Date of Last Tuberculosis Test* (if applicable) _____ Positive or Negative _____

Current Medications or Health Conditions _____

Please attach a copy of your insurance card to this form.

2013 YouthWorks Participant Release Form

(To be filled out by both Students and Adult Leaders)

Bring original form
and 2 copies to site.

Emergency Contact Information

1) _____
Relationship to Participant _____
Home Phone _____
Work Phone _____
Cell Phone _____

2) _____
Relationship to Participant _____
Home Phone _____
Work Phone _____
Cell Phone _____

Insurance Information

Name of health insurance company _____
Health insurance policy number _____
Phone/address of health insurance company _____
Name of policy holder _____
Policy holder's phone number _____

*Participants without health insurance are still able to join, understanding the risks and personal liability to any and all medical payments.

Participation on a YouthWorks trip is contingent upon compliance with all the policies stated on the previous page.

Liability Release
Transport Home
Medical Release

Student Participant (Print) _____
(Signature) _____ Date _____

Parent/Guardian (1) (Print) _____
(Signature) _____ Date _____

Parent/Guardian (2) (Print) _____
(Signature) _____ Date _____

---- OR ----

Adult Leader Participant (Print) _____
(Signature) _____ Date _____



**Bring Signed
Form to Site**

2013 YOUTH COVENANT

2013 Youth Covenant

You're about to meet some new people in a new place and hopefully learn some pretty awesome stuff! But before you do, there are a couple things we want everybody to agree on, so your trip will be the best it can be. We've thought carefully about what's important for everyone to see eye-to-eye on and listed those things below. These expectations will help to make this experience meaningful, fun and safe for everyone – and by “everyone,” we mean YouthWorks staff, community members, adult leaders, other students and, especially, you!

Please read this covenant carefully so you understand YouthWorks policies. By signing at the bottom, you'll be agreeing to respect the community you are serving and commit to being a team player in your group.

- | | |
|--|---|
| ★ I agree to look for ways to serve others with a joyful attitude, so I can help people like Jesus did. I understand that I am on the trip to serve God, help a community, build new relationships and learn new things. I agree to come prepared to do just that! | ★ I want to respect the people around me, so I agree to follow the YouthWorks Clothing Policy. The way I dress can affect my ministry. I will respect my group, the community and myself by dressing modestly. |
| ★ I am aware that my actions affect people other than just me. I agree to obey all local laws and ordinances pertaining to use of drugs and alcohol by minors. I will not bring or use any weapon or illegal substance during my mission trip week. | ★ I agree that this mission week is a group experience. I'll be in different group settings all week. Because of this, I will do my best to build community, create relationships, be welcoming and include others. I agree to treat everyone – leaders, staff, other students and community members – with the utmost respect. |
| ★ I want to stay focused on the people and experiences at the mission site. Out of respect for the policies of YouthWorks' ministry and housing partners, I will consider leaving my cell phone at home. If I choose to bring my cell phone, I understand that I will only be allowed to use it during approved times, and I will risk theft or loss. I understand that my parents will be given instructions on how to contact my adult leaders in case I need to be reached. | ★ I realize that there are adults in my life and on the trip who care about my well-being. Plus, I want to be safe! So, I agree to stay within the designated YouthWorks boundaries, follow rules at ministry sites, stay in groups of three or more, respect gender-specific areas (sleeping rooms, restrooms and showers), and refrain from using my cell phone in these areas due to privacy concerns. |
| ★ Because I want nothing to distract me in this week of serving others, I will consider leaving electronic devices at home. This includes iPods, mp3 players, electronic games, laptops, portable DVD players or any other devices that could cut me off from interacting with those around me or prevent me from fully engaging in activities. I understand that I will not be able to use these items during the week and that I risk theft or loss by bringing them. | ★ It matters how I treat people's things, so I agree that I will respect the property of all participants, the community members and the housing site where we stay. My actions will show my love for Jesus and others. I will keep in mind the purpose of the trip and my job of showing Jesus to the community. |

I agree to follow all the above expectations because I want to be safe, love others and represent Jesus well at all times.

Participant Signature

Date

Parent/Guardian Signature

Date



**Bring Signed
Form to Site**

2013 ADULT LEADER COVENANT

2013 ADULT LEADER COVENANT

Welcome to YouthWorks! We appreciate the sacrifices you have made to be here. Your role as an Adult Leader is very important this week. Your attitude and leadership are critical in making this experience Christ-centered and life-changing for your students. That's why this week we're asking you to:

ENGAGE STUDENTS as a...

Processor – As your students interact with the community, each other and Jesus, there will be much to process. By asking questions – then asking more questions – you'll help students internalize the experience. Changed lives come from changed hearts, and this can't happen without thoughtful reflection. Your role as processor is crucial!

Participant – By actively participating in activities, service and conversations you'll not only deepen your experience, you'll show teenagers that these experiences are worth being involved in. Sit, serve and participate with students, and you will both set an example and set yourself up for incredible interactions.

Motivator – Teenagers need your words of encouragement. As you serve alongside students, use your language to uplift them. Help students understand the importance of what they are doing.

Team Player – You'll be on many "teams" during your mission trip – a team of adult leaders, a crew of students serving together, your church group and the larger YouthWorks group that may include other churches. Realize that others may have different needs and come from different backgrounds. Choose to make every effort to be respectful and conscientious of those you share the week with.

LEAD STUDENTS as a...

Activator – Rally the "troops" by helping everyone to be on time for meals, leaving for ministry sites and activities, turning lights out, and so on. Be positive as you encourage students to jump in.

Servant Leader – Look for opportunities to serve each other, the students and this community. You may be asked to do something that is out of your comfort zone. Be flexible and approach every task with a willing heart.

Tone-Setter – Your attitude matters. If you make it apparent that you dislike an activity, it's likely your students will dislike it too. Remember that your youth are watching you and you will impact their trip, for better or worse, by how you respond to situations. Choose to respond patiently, flexibly and positively.

Communicator – Be proactive about communicating questions and concerns with the YouthWorks staff. Attend all Adult Leader meetings and work with the YouthWorks staff to make the ministry days as effective as possible.

DIRECT STUDENTS as a...

Safety Champion – Safety is top priority. You are crucial to helping us keep your students safe. Make sure your group is staying within the site boundaries and that everyone is following the Three-Together Rule at all times. Dehydration is a serious danger; remind students to take breaks and drink plenty of water throughout the day.

Advocate of Expectations – All students signed a Youth Covenant. Please do your part in making sure students are upholding these expectations and are conducting themselves in a way that honors God.

Through all these roles, we need your help putting Jesus at the forefront. Seek to exemplify Christ in your attitude, actions and speech. Your spiritual leadership is vital to your youth's experience.

Please sign below acknowledging that you have agree to meet the expectations of this Adult Leader Covenant and have read the Youth Covenant and agree to help hold your students accountable to the listed expectations.

Signature

Date

**Thank you for taking this week to invest in your students and the community.
We look forward to serving with you.**

YMCA of Greater New York
Application for Guest and Day Pass
Photo ID Required

YMCA: _____

Today's Date: _____

Type of Day Pass: ☐ Family ☐ Adult Individual ☐ Youth ☐ Teen ☐ Senior ☐ AWAY: _____

Note: If a completed Guest Pass is presented, staple it here and only ask guest to complete bottom of form and back side.

First Name _____ MI _____ Last _____ ☐ M ☐ F Age _____

Address _____ Birth Date ____ / ____ / ____

City _____ State _____ Zip Code _____ - _____

Home Phone _____ E-mail Address _____

Emergency Contact _____ Relationship _____ Phone _____

To help us better serve you, please complete the following information. This information is kept confidential.

How did you hear about the Y? ☐ Newspaper ☐ TV ☐ Radio ☐ YMCA Brochure ☐ Member ☐ Other _____

Ethnicity: ☐ Asian ☐ African-American ☐ Hispanic ☐ Latino ☐ Caucasian ☐ Other: _____

Standard Release Form

In consideration of the goodwill, public service and community aid provided by the YMCA of Greater New York, which I support and from which I have received benefit, I hereby grant permission to YMCA of Greater NY to use my name, to take and publish photographs, videotapes or motion pictures of me which include my voice, in any media for any legitimate purpose. I release all rights to such photographs, videotapes, motion pictures and recordings. I acknowledge that the YMCA of Greater NY will be the sole owner of all rights arising out of their use of any purpose. I understand that I shall receive no compensation from their use from any source whatsoever.

Signature: _____ Date: _____

Signature (Parent or Guardian, if under 18 years old)

_____ Date: _____

Please complete back of form

YMCA of Greater New York

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT FOR
MEMBERS AND PROGRAM PARTICIPANTS

IN CONSIDERATION of being permitted to enter the YMCA for any purpose, including, but not limited to observation, use of facilities or equipment or participation in any way, the undersigned: hereby acknowledges, agrees and represents that he or she has, or immediately upon entering will, inspect such premises and facilities. It is further warranted that such entry in the YMCA for observation, participation or use of any facilities or equipment constitutes an acknowledgement that such premises and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation or use.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION, USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY WAY, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA; (hereinafter referred to as "releasees") from all liability to the undersigned: for any loss or damage, and any claim or demands therefor on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise, while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA whether caused by the negligence of the releasees or otherwise.

THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of New York and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made. This agreement shall be binding upon me and my spouse, my heirs, my estate, my executors, my administrators and my successors and/or assigns.

My signature below indicates that I have had sufficient opportunity to read this entire document, that I have read it, and that I understand it affects my legal rights; I agree to be bound by its terms.

Signature of Applicant (if under 18, signature of parent or guardian): _____

Print Name: _____

Date: _____

PARENT/GUARDIAN AUTHORIZATION AND RELEASE OF LIABILITY

I/We _____, the parent(s) and/or legal guardian(s) of _____, a minor, hereby give my/our complete consent to said minor performing any and all volunteer services performed by or on behalf of Respond and Rebuild. My/our consent is given in full recognition that many of the services performed by Respond and Rebuild involve extraordinary and serious physical risks. I/we also give our consent in full recognition that the conditions under which my/our minor will be working involves serious health risks arising from the potential exposure to illness and disease from a wide variety of sources. I/we fully understand that the volunteer base and worksites are an adult environment, and that Respond and Rebuild, its employees, agents, and assigns are not in a position nor does it have the resources or capability to provide parental supervision nor an in loco parentis relationship to or with said minor and that the responsibility for such supervision devolves entirely upon me/us. I/we are also completely aware that the availability of medical care for said minor is limited and may be substantially delayed in the event of a medical emergency. I/we assume full responsibility for the medical needs and care of said minor.

I/we certify that I/we am/are the parent/legal guardian of the minor stated here, and hereby release Respond and Rebuild, its employees, agents, and assigns from any and all liability for an injuries or illnesses sustained by said minor while performing volunteer services for Respond and Rebuild, including, but not limited to, acts or omissions of negligence.

Print Name(s): _____

Relationship to Minor: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Bring Form to Site
(DO NOT send to the YouthWorks office)

2013 YouthWorks Roster Form

Please fill out this form and bring it to the mission site to give to the Site Director.
Include both students and adult leaders on this form. If there is not enough space, please make additional copies.

Church/Group Name _____

Church/Group Address _____
Street Number Street Name City State/Province Zip/Postal Code

Phone Number () _____ **Trip Leader** _____

Site Name _____ **Trip Dates** _____
Start Date End Date

Middle School (completed 6th grade – 8th grade*)
 High School (completed 8th – 12th grade)
 18+ must have completed background check

First & Last Name	Emergency Phone Number (w/area code)	Adult or MS / HS Student	18+ check	Male or Female
		circle one	check	circle one
1 _____		A MS HS	<input type="checkbox"/>	M F
2 _____		A MS HS	<input type="checkbox"/>	M F
3 _____		A MS HS	<input type="checkbox"/>	M F
4 _____		A MS HS	<input type="checkbox"/>	M F
5 _____		A MS HS	<input type="checkbox"/>	M F
6 _____		A MS HS	<input type="checkbox"/>	M F
7 _____		A MS HS	<input type="checkbox"/>	M F
8 _____		A MS HS	<input type="checkbox"/>	M F
9 _____		A MS HS	<input type="checkbox"/>	M F
10 _____		A MS HS	<input type="checkbox"/>	M F
11 _____		A MS HS	<input type="checkbox"/>	M F
12 _____		A MS HS	<input type="checkbox"/>	M F
13 _____		A MS HS	<input type="checkbox"/>	M F
14 _____		A MS HS	<input type="checkbox"/>	M F
15 _____		A MS HS	<input type="checkbox"/>	M F
16 _____		A MS HS	<input type="checkbox"/>	M F
17 _____		A MS HS	<input type="checkbox"/>	M F
18 _____		A MS HS	<input type="checkbox"/>	M F
19 _____		A MS HS	<input type="checkbox"/>	M F
20 _____		A MS HS	<input type="checkbox"/>	M F
21 _____		A MS HS	<input type="checkbox"/>	M F

* Mixed sites should count students who have completed 8th grade as High School Students.

(2013 YouthWorks Roster Form Continued)

Middle School (completed 6th grade – 8th grade*)

High School (completed 8th – 12th grade)

18+ must have completed background check

<u>First & Last Name</u>	<u>Emergency Phone Number (w/area code)</u>	<u>Adult or MS / HS Student</u>			<u>18+</u>	<u>Male or Female</u>	
		<i>circle one</i>			<i>check</i>	<i>circle one</i>	
		A	MS	HS		M	F
22		A	MS	HS		M	F
23		A	MS	HS		M	F
24		A	MS	HS		M	F
25		A	MS	HS		M	F
26		A	MS	HS		M	F
27		A	MS	HS		M	F
28		A	MS	HS		M	F
29		A	MS	HS		M	F
30		A	MS	HS		M	F
31		A	MS	HS		M	F
32		A	MS	HS		M	F
33		A	MS	HS		M	F
34		A	MS	HS		M	F
35		A	MS	HS		M	F
36		A	MS	HS		M	F
37		A	MS	HS		M	F
38		A	MS	HS		M	F
39		A	MS	HS		M	F
40		A	MS	HS		M	F
41		A	MS	HS		M	F
42		A	MS	HS		M	F
43		A	MS	HS		M	F
44		A	MS	HS		M	F
45		A	MS	HS		M	F
46		A	MS	HS		M	F
47		A	MS	HS		M	F
48		A	MS	HS		M	F
49		A	MS	HS		M	F
50		A	MS	HS		M	F
51		A	MS	HS		M	F

* Mixed sites should count students who have completed 8th grade as High School Students.

2013 Proof of Church Liability Insurance

If church is attending more than one trip, only one form is required.

Send to YouthWorks
Office

Please fill out this form and submit it to YouthWorks with your Final Balance Payment

Church Name

Church Address

Address

City/Province

State

Zip

Site Name(s) / Date(s)

Trip Leader

Church Phone Number

()

Liability Insurance Provider

Liability Insurance Provider's Phone Number

()

Liability Policy Number

Liability Policy Expiration Date

Please Note: We require each church to have liability insurance to protect your church group. We encourage you to talk to appropriate staff/board members that handle your church insurance to make sure you have adequate insurance for your trip.

If you have already paid your Final Balance, please mail, fax or e-mail a copy of the completed form to:

YouthWorks

3530 East 28th Street

Minneapolis, MN 55406

Fax: 612.729.4113

servicecenter@youthworks.com

2013 Background Check Form

Bring Original Form to Site
(Send a copy to YouthWorks)

To promote a safe environment for the communities that we serve in and for participants on a YouthWorks mission trip, each organization needs to conduct a national, also known as a “multi-state” criminal background check on **all leaders and participants age 18 years of age and older** who are attending the YouthWorks mission trip. For the safety of your students, and our ministry, we strongly recommend you complete a reference check on each participant (whether adult or student) that is 18 and older.

Organization Name: _____

Organization Address: _____

Organization Phone: (_____) _____

Per the mission contract signed by your church, please also respect the **adult to student ratio** we have in our policy; 1 adult per 7 students for High School trips and 1 adult per 5 students for Mixed or Middle School high only trips. If your numbers are outside this ratio, please contact your Service Center Representative to seek approval.

Please print the name of *each* adult leader (including your own).

Please print the name of *each* participant 18+.

2013 Background Check Form

Bring Original Form to Site
(Send a copy to YouthWorks)

I, _____ (trip leader's name) acknowledge that

_____ (church/organization's name) has conducted a

national/multi-state criminal background check on all adults age 18 or older who are attending the YouthWorks mission trip to _____ (site name & week) and have been approved to work with children, youth and adults. We agree to indemnify and hold harmless YouthWorks for any liability created by any action of an adult being sent by _____ (church/organization's name).

TWO separate signatures are **REQUIRED**.

1. _____
Trip Leader's Signature Date

2. _____
Senior Pastor or Priest (other than, and not related to, the Trip Leader) Date
(Back-up: Staff Pastor, Church Treasurer, Deacon, Board Member, etc.)

If you have already paid your Final Balance, please mail, fax or e-mail a copy of the completed form to:
YouthWorks
3530 East 28th Street
Minneapolis, MN 55406
Fax: 612.729.4113
servicecenter@youthworks.com

2013 Background Checks Frequently Asked Questions

Why do I need to get background checks on all of my participants (adult leaders and students) 18 and older?

We require that background checks be completed on all participants (adult leaders and students) 18 and older (including you, the Trip Leader) to promote a safe environment for YouthWorks participants and for the communities that we serve. Knowing that all participants 18 and older have had a background check performed on them will give peace of mind to other groups that will be participating with you and for our community friends. It will also fulfill requirements from ministry partners that want background checks completed on adults that will be volunteering at their organizations.

Where should I go to get a background check done?

Your church may already use a company to run background checks on employees and volunteers. If they do not, we suggest checking with your denomination or churches in your area to see if they recommend a company. Here are some vendors that you can explore as well:

- Praesidium
 - www.praesidiuminc.com/
 - 800.743.6354
- ChurchStaffing.com
 - www.churchstaffing.com/Store/BackgroundCheck.aspx
- Safe Church
 - www.safechurch.com/Pages/Default.aspx
 - 800.747.2154
- National Employment Screening
 - www.nationalemploymentscreening.com
 - 800.459.3034

Please note: Fingerprinting does not need to be part of the background check. We require that a national (or multi-state) criminal background check be completed, not a state or county check completed. A local state or county check is not sufficient. Please check with the company that you are using for multi-state background checks to ensure they are doing a thorough national or multi-state background check.

I have a background check on file for my participants 18 and older. Do I need to run a new one?

As long as the check was completed within the last three years by your organization, there is no need to run a new background check.

My participant works at a school and has a background check on file there. Do I need to run one?

Our desire is that you and your church have seen the results of the background check on all participants and leaders 18 and older and approve them before allowing them to attend the mission trip.

What do I do with the results?

We have not set parameters on who can or cannot attend the mission trip. We are entrusting you and your church leadership with the responsibility to give adults approval to work with youth and children. Please do not send us the results of the background check. Keep the results for your files.

What does YouthWorks need from me?

You will find a downloadable, one-page Background Check Form in Phase 6 of the trip resources website. Please fill this form out and sign (as well as the senior pastor/priest) acknowledging that your adults have had a background check completed on them and have been approved to work with children, youth and adults. This form is due to YouthWorks one month prior to your trip. The form can be mailed to YouthWorks 3530 East 28th Street Suite 100, Minneapolis, MN 55406 or faxed to 612.729.4113.