



# PAPERWORK CHECKLIST

## For Trip Leaders

We're excited for you to join us! As you're planning for your trip, you'll notice that there are several required paperwork elements that are due at various times. These required paperwork documents are available on the paperwork page on your YouthWorks dashboard (you can go there directly at [go.youthworks.com](https://go.youthworks.com)). We hope that this handy checklist will make planning your trip easier.

## DUE 30 DAYS BEFORE YOUR TRIP (DIGITAL)

*The following are due 30 days before your trip and are found on the paperwork portion of your dashboard. FAQs on these documents are found under "Helpful Info" on the paperwork page.*

- Proof of Church/Group Liability Insurance** – Enter information through this form. Do not send in your certificate of insurance.
- Background Check & Safety Assessment Form** – All participants who are 18+ must have a background check and safety assessment completed on them. Please see the Background Check FAQ document for details. You'll also need a 2<sup>nd</sup> signature from your pastor or priest.

## DUE TWO WEEKS BEFORE YOUR TRIP (DIGITAL)

*Each student and Adult Leader will fill out online versions of these forms.*

- YouthWorks Participant Release Form** – Includes medical & insurance information
- Youth and/or Adult Leader Covenants**

## DUE ON YOUR TRIP START DATE

- Additional Community Specific Release Forms** – Many of our community partners require additional release forms, which you will find under Site Specific Documents on the paperwork page. Participants will also have access to these, though it may be easier for you to print them and hand them out. Only one copy of each form is needed per person.
- Review Finalized Roster and Waitlist with Site Director** – Confirm that the people you brought to the site are on the roster (not the waitlist) and that their paperwork is completed.

*This checklist does not include required reading, recommended trip resources, payments or mission contracts. Check your dashboard for information on these topics.*



# TRIP LEADER PAPERWORK INSTRUCTIONS

## Before You Begin: Log in to your Paperwork Homepage & Click on “Roster and Paperwork”

If the website requires you to log in, use the credentials that you use for the YouthWorks dashboard.

## Step 1: Complete Proof of Liability Insurance Form – due 30 days before your trip

A “Proof of Liability Insurance Form FAQs” is in the Helpful Info section of your main paperwork page.

## Step 2: Use the Trip-Specific Link to Invite Participants & Adult Leaders to Register for this Trip

- If you have participants who are 18 or older, have them sign up as a Youth, **not** as an Adult Leader.
- You can find Participant Paperwork Instruction and Adult Leader Paperwork Instruction documents on the Trip Resources page of your dashboard.

## Step 3: View & Manage Your Trip’s Roster & Paperwork

- You are responsible for making sure everyone has their paperwork submitted before leaving for your trip.
  - Everyone’s “role” should be correct on your roster. **If a youth participant accidentally signed up as an Adult Leader or vice versa, they will need to sign up again and fill out new paperwork.**
- You can drag and drop people from the waitlist up to the trip roster and delete individuals who are not attending.
- The release form includes allergy information and/or dietary concerns. It is important for you, the Trip Leader, to be familiar with this information to ensure everyone’s safety during the trip, and to know if participants will need to bring supplemental food. A Basic Meal Plan & Allergy Info page is on your Mission Trip Resources page.

## Step 4: Complete Your Personal Participant Release Form

- Click on “Manage Household Forms,” then click the “Start” button in the “Release” column to fill out your forms.
- If you have a student from your household coming on the trip, click “Add Another Student” to fill out their forms.
  - **This section is only for students from your household.** Everyone else will need their own account and should register using your trip-specific link.

## Step 5: Complete the Background Check Form – due 30 days before your trip

A “Background Check FAQs” is on your main paperwork page. All participants who are 18+ must have a background check and safety assessment completed on them. You’ll also need a 2<sup>nd</sup> signature from your pastor or priest.

## Step 6: Read Required Reading

Be familiar with all of the information in the “Required Reading” section. Then, feel free to check out the many additional resources for your trip on the Trip Resources page of your dashboard.

## Step 7: Print & Fill Out Site-Specific Documents

- **These additional release forms (found in the “[Community Name] Documents” Section) need to be printed, filled out and brought on the trip. You may find it more helpful to print out forms for everyone on your trip and bring them all together.**
- These documents are added throughout the Spring, so check back a few times before your trip.

## On the Trip:

- Your Adult Leaders will have access to participants’ information via this paperwork site in case of emergency. They will only get this access for the duration of the trip. They should remember their log in information for during the trip.