



Adult Leader Paperwork Instructions

Follow the instructions below to complete the paperwork necessary for your YouthWorks mission trip.

Step 1: Use the Trip-Specific Link to Sign Up as an Adult Leader

- o Your Trip Leader will send you a [trip-specific link](#) to sign up for your group's YouthWorks trip as an Adult Leader.
- o If you need to change your role to that of Trip Leader, please do that with the Service Center before filling out any personal paperwork.

Step 2: Complete Your Participant Release Form & Adult Leader Covenant

- o Click on "Manage Household Forms" to get to the "My Household Attendees" page. Next, click the "Start" button in the "Release" column to fill out your forms, including your Adult Leader Covenant.
- o 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.

Step 3: Check Out the Resources on the Adult Leader Page

Three months before your trip (or around then), your Trip Leader will send you a link to a webpage created just for you! Check out the resources there as you prepare for your trip.

Step 4: Download & Complete the Site-Specific Waiver Packet

- o Download the Site-Specific Waiver Packet from Go.YouthWorks.Com (available in May).
- o Print and fill out this packet. Follow the instructions in the packet to complete it.
 - This packet is made up of waivers and release forms from community partners where you may or may not serve during the mission trip. Completing the entire packet before the trip will set you up for any service opportunity during the trip.
- o Every individual going on the mission trip needs to have one of these completed packets turned into the Trip Leader before the mission trip. If you have students in your household also going on the trip, each of them will need a completed physical packet as well.

On the Trip

As an Adult Leader, you will have access to participants' information via Go in case of emergency during the trip. Remember your log-in info!

Background Check

We require that a background check be completed on all participants 18 and older (adult or student). Your Trip Leader will handle the details around this process.