



Trip Leader Paperwork Instructions

Log in to Go.YouthWorks.Com & Click on “Roster and Paperwork”

Use the credentials that you use for the YouthWorks dashboard.

Step 1: Complete Proof of Liability Insurance Form – due May 1

Complete this form on Go.YouthWorks.Com.

Step 2: Use the Trip-Specific Link to Invite People to Register for the Trip

If you have participants who are 18 or older, have them sign up as a youth, **not** as an Adult Leader. Download [Adult Leader and Parent/Guardian Paperwork Instructions](#) from the Resource Page to share with Adult Leaders and parents/guardians.

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

You are responsible for ensuring everyone has their paperwork completed by May 1.

- **Role on Go** – Everyone’s “role” should be correct on your roster. If a youth participant accidentally signs up as an Adult Leader or vice versa, they need to sign up again and fill out new paperwork.
- **Waitlist Maintenance** – Before the trip, drag and drop people from the waitlist who are attending the trip up to the roster. Delete any individuals from the roster who are not attending.
- **Allergies & Dietary Needs** – The release form includes allergy information and/or dietary concerns. Our expectation is that you, the Trip Leader, know the allergies – including the severity of each – and the dietary needs of your group. A [Basic Meal Plan & Allergy Info](#) document is on your Mission Trip Resources page with more information on what we can and cannot provide.

Step 4: Complete Your Personal Participant Release Form

- If you need to change your group’s Trip Leader, please do that with the Service Center before filling out any personal paperwork.
- Click on “Manage Household Forms,” then click the “Start” button in the “Release” column to fill out your forms.
- If a student from your household is coming, 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.

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Step 5: Complete the Background Check Form – due May 1

Complete this form on Go.YouthWorks.Com. All participants 18+ must have a background check and safety assessment completed on them. You'll need a second signature from your pastor, priest, or principal.

Step 6: Download & Complete Site-Specific Documents from Go

- Download the [Site-Specific Waiver Packet](#) from Go.YouthWorks.Com (available in May).
- 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.
 - If it's feasible, consider printing copies of the packet for everyone in your group and handing them out at a pre-trip meeting.
- **Every individual going on the mission trip needs to have a physical completed packet.** Collect these from each student and Adult Leader (and yourself!) before the trip. When you arrive on site, the Community Host(s) will let you know how to use these packets.
 - 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

You and your Adult Leaders will have access to participants' information via Go in case of emergency. Adult Leaders will only have this access for the duration of the trip. Encourage them to remember their log in information for during the trip.