Trip Leader Welcome

Thank you for choosing YouthWorks! In addition to this document, use the Trip Resources Page to prepare for your YouthWorks trip. Log in to youthworks.com/dashboard to access and download paperwork materials, pre-trip meeting agendas, resources to use during the trip, and more.

TRIP LEADER ROLE EXPLAINED

At YouthWorks we use two terms to describe the adults who attend a mission trip alongside teenagers:

Trip Leader: This is you! You are responsible for...

- Receiving and reading communication from YouthWorks about your trip via email.
- Recruiting Adult Leader volunteers (more info below) and students to come on the trip.
- Preparing Adult Leaders and students appropriately for the trip.
- Leading Adult Leaders and students during the trip, including handling any group dynamic situations that arise (e.g. behavior/discipline issues).
- Sharing the trip-specific link to the paperwork site with all members of your group.
- Ensuring all required paperwork – including community-specific forms and waivers and group paperwork – is completed by May 1.
    - Use the **Paperwork Instructions for Trip Leaders document** to manage the paperwork progress. For more information, including detailed paperwork instructions (for students, parents/guardians, and Adult Leaders), visit your Trip Resources Page.

Adult Leader: An adult who comes on the mission trip with your group

- *AS OF 2026* You must bring, at minimum, 2 Adult Leaders (including yourself).
- Whether you need more than 2 Adult Leaders is based on your group size:
    - High School Students: 1 Adult Leader for every 7 students
    - Middle School Students and Mixed Groups: 1 Adult Leader for every 5 students
    - If both male and female students are present, you are required to have at least one male and one female Adult Leader in your group.
    - Adult Leaders must be 20 years old or older.
- We require that a background check be completed within a year of your trip on any participant 18 years or older (both adults and students). You can find more information on completing the background check process in the **Background Check FAQs document** on your dashboard.

A NOTE ABOUT SAFETY

Safety is of the utmost importance to our organization! We want participants to not only be safe but to feel safe throughout their entire trip, and we want you to know that we take every precaution in order to ensure everyone's safety. Ensuring everyone's safety requires us to rely on groups – particularly Trip Leaders (that's you!) and Adult Leaders – to partner with us in maintaining a safe atmosphere during the mission trip. Please be familiar with our safety policies found at **youthworks.com/safety**.

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WHAT YOUR TRIP INCLUDES

Communication with Full-Time YW Staff – Now that you are registered for a trip, you will receive routine email communication with reminders and updates about your trip. You can also call our Customer Engagement Team at any time or use the chat feature on our website. If someone else becomes the Trip Leader for your trip, please contact YouthWorks immediately; we would like to help the transition go smoothly and get the new Trip Leader all the information they need.

On-Site Support during the Trip (Community Hosts) – YouthWorks Community Hosts will lead your group through all aspects of the week – service, programming, meals, and activities.

Lodging – You will stay in a local church, school, or community building. Showers may be on-site or off-site, in public or private facilities. Specific lodging and shower details will be available in the Spring as they are confirmed in each community.

Service – Each site is unique! During each service day, your group may be involved in clothing distribution, painting, yard work, work at food pantries, relational ministry, or more. You'll receive community-specific service information closer to your trip. **You will not know specifically where you will be serving until Sunday night of your trip.** Please prepare your group to serve in whatever way is needed.

Meals & Snacks – Your trip includes breakfast, lunch, dinner, and snacks for each day of your trip starting with dinner on Sunday and ending with breakfast on Friday. There is a **Basic Meal Plan & Allergy Guide** on the Mission Trip Resources page of your YouthWorks dashboard. Check that out for more information about the meals and snacks that will be provided on site. This resource is especially important if you have people in your group with allergies and / or dietary needs.

Community Activities – Each day your group will have an opportunity to experience the culture of the community through a Community Activity. We arrange free activities whenever possible, but sometimes an additional cost may be required. **Plan on an additional $10-$15 per person for the entire week.** Details will be confirmed closer to your trip.

Programming – YouthWorks Community Hosts will lead large group programming designed to communicate the summer's theme and set you up for processing conversations with your group. The summer theme and some programming-related resources will be shared with you before your trip.

Pre & Post Trip Resources – We're passionate about resources! You can find all the resources mentioned in this document and more on the Trip Resources Page of your YouthWorks dashboard. You and your Adult Leaders may also receive physical resources on site to help you lead your group through the trip.