



Mission:Change - Serve Application Guidelines

Many questions that you have will be answered in this M:C Packet. If you have further questions, please feel free to contact: **La Donna Urick at (229) 886-6653 | ladonna@missionchange.com**

1. Complete the Application Form included in this packet.
2. Each member of your group should be given a copy of "Expectations, Rules, and Regulations" found in this packet. These must be read and understood before signing the Covenant Sheet.
3. Make a copy of everything that you send to MC and keep in your files! Share the completed application with new group members who did not participate in the initial Meeting.
4. Mail in your completed Application as soon as possible to reserve your week:

Teams are scheduled on a first come, first serve basis, so get your Application Packet in ASAP.

Your Application Packet should include:

- a.) Application Form (completed)
- b.) \$100 Group Application Deposit plus \$100 Per Person Deposit
- c.) Covenant signed by group leader(s)
- d.) Make checks payable to "Mission Change"

Send Application and Deposits to: **Mission Change | 1101 N. Monroe St. | Albany, Georgia 31701**

5. Please remember that applying groups will be scheduled when Applications are received on a first come-first serve basis. This acceptance is dependent on all 3 parts of the application being complete.

Please feel free to communicate with us through email or phone. However, NO applications will be accepted by Fax or phone!

All 3 parts of the application (a, b & c) must be enclosed before MC will accept your group. Incomplete applications will be held until all three parts are received by the Volunteer Coordinator. *No date will be reserved for the applying group until the application is complete!*



Payment Information

| Week: | Application* (For Group) | Registration Deposit* (per person) | 3 Months Out (per person) | Final Payment Upon Arrival (per person) | Total (per person) |
|--------------|-------------------------------------|---|--------------------------------------|--|-------------------------------|
| Volunteer | \$100* | \$100* | \$100* | \$50 | \$250 |

Your fees cover Project materials, housing, meals, city transportation, & site leaders.

**Non-refundable.* A deposit may be transferable only to a substitute participant

MC Cancellation Policy

Due to deposits and up-front costs of the ministry, Mission Change adheres to the following Cancellation Policy.

Teams can ADD/DROP participants from their roster up to 5 days before their arrival date. However, refunds of costs paid are contingent upon the following scale:

- 1st & 2nd deposits are non-refundable but transferable and must be paid for the total number applied for.
- Groups that cancel forfeit their deposits.

Volunteer Numbers: When registering your team we recommend that you give the most conservative headcount possible. It is much easier for us to add participants than it is to remove them. However, remember that space is limited at each of our sites and an accurate headcount will ensure your first choice selection for dates.

Refunds: We understand that emergencies and illnesses unfortunately happen. We will be more than willing to work with you to reschedule your trip with MC. Unfortunately, due to pre-planning that goes into making sure your trip is ready and the dates and mission projects are scheduled ahead of time, we cannot refund your payments, but we can reschedule your trip. If this happens to your team, please let us know and we can look at our calendar to work it out!

Please NOTE: Payment dates are very important to get in, on or before, the date that they are due. We hate that we have to have a Cancellation Policy but Mission Change depends on our volunteer fees to fund our year-round ministry and must enforce this policy. If you must cancel, your funds will become a donation and will be used to cover our ministry costs and help us grow for the future.

Acceptance: Please read Cancellation Policy, share with your Team Leader/Advisor & sign off if you agree on your Application.



Mission Change Application

Church or Group Name: _____

Contact Address: _____

Street or box number

| | | |
|------|-------|-----|
| City | State | Zip |
|------|-------|-----|

Phone: _____ **Fax:** _____

Contact Person: _____ **Email:** _____

Home Phone: _____ **Daytime Phone:** _____

**All correspondence will be sent to the church/group address in the attention of the contact person unless indicated otherwise.*

Preferred Weeks: 1.) _____ 2.) _____ 3.) _____
(Sunday Afternoon to Friday Morning unless cleared with Director)

Group Size: Youth: _____ Young Adults: _____ Adults: _____ Total: _____
Ages: 14-18 Ages: 19-24 25+ years

- 1. A work crew is 8 to 12 people!** 10 youths + 2 adults = 1 work crew. Smaller/Larger teams can be facilitated. (Some projects will need more than 1 work crew during the week)
- 2. Each work crew must have at least 2 adults.**

Mission Change covenants to facilitate a unique work experience for you.

We ask the following of you, the Volunteers:

____ We will come to MC with a willingness to serve and be open to a flexible schedule that will allow for incidences out of MC's control.



___ We will abide by MC's rules and guidelines. (Be sure to save a copy of this registration and the guidelines!)

___ We have included the \$100 Registration Group Fee (non-refundable fee)

___ We have included the \$100 per person Deposit check (non-refundable fee)

___ We have read and agreed to the Cancellation Process.

Signature of Senior Team Leader/Advisor: _____

Date: _____

Signature of Contact Person: _____

Date: _____

Covenant Form For Mission Change

A covenant is a promise between two parties. Mission Change promises to facilitate a special service opportunity for your group. Our "sign" will be providing a center facility, staff, and all the details that go into making a service event a success. We will house and feed volunteers during their stay with us. We will do our best to help ensure safe working and living conditions. We also covenant to work with volunteers in making this mission a valid and meaningful part of their life journey. Volunteers are asked to enter into a covenant with MC. Because communal living and cooperative working require agreements in behavior and expectations, volunteers are asked to read, understand, respect, and abide by the stated **Expectations, Rules and Regulations of MC** found in this packet. Be sure that each of your volunteers reads these and signs this covenant sheet.

For the 20___ Mission Change Serve Experience of:

| Group Name | City | State | Week of Service |
|------------|------|-------|-----------------|
|------------|------|-------|-----------------|

Please have your group sign their names and date their signature in the space provided below. (This needs to at least be signed by the contact person when you turn in your application.)

I covenant with my Mission Change volunteers and with the MC staff to responsibly prepare for the MC service experience. I have read MC's Expectations, Rules and Regulations and



agree to abide by them during my MC service experience.

By signing your name, you are making an official covenant with your group and with Mission Change. Thank you!

| Signature | Date |
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Expectations, Rules, and Regulations

You have made a commitment to Mission Change, and on the basis of that commitment. We expect all volunteers to participate fully in each aspect of the MC experience.

These Expectations, Rules and Regulations apply to all MC volunteers.

- MC staff has overall responsibility for all activities. Directions given by the staff are to be strictly observed. Working hours are from 8am- 3pm Monday – Wednesday.
- Adult leaders are responsible for the safety and conduct of their youth volunteers at all



times (at the housing facility, worksite, or with community) while your group participates with MC.

- The SERVE program is designed for mid high & senior high youth and adults (ages 12 and older AND having completed the 5th grade). If you have younger youth that want to come, their parent or guardian will have to accompany them on the trip.
- Everyone is expected to act responsibly the entire time they are in the MC community. Since you will all be coming from outside the region, you will be an obvious presence in affiliation with MC. There might be times when you need to modify your lifestyle or habits so as not to be offensive to the community as well as being a good representative of MC. Take your cues from the staff.
- Please use tools, supplies, materials and other resources responsibly and for their intended purposes. Always keep the safety of others a priority, as well as being sensitive to the family or individual you are serving. If a family/individual requests that you stop an activity, please respect their wishes.
- Possession or use of illegal drugs or alcohol is strictly forbidden! Violators will be asked to return home immediately at their group's expense.
- The center staff will inform you of any specific center or community guidelines prior to or upon your arrival.
- Smoking or use of tobacco products is prohibited at any MC facility or work site due to sensitivity and potential fire hazard. Underage youth are not permitted to smoke **anywhere!**
- No pets are permitted.
- Females are not permitted at any time in the males' sleeping area. Males are not permitted in the females' sleeping area, at any time.
- A strict 10p.m. quiet time and 10:30p.m. "lights-out" rule applies to all volunteers. Possible exception will be Wednesday night, when lights out can be extended to 12:00a.m. if agreed upon by staff and adult crew leaders.
- Center attire-Discretion in clothing must be used at the center and in the community. Shirts must be worn at all times. When leaving the center grounds, modest shorts and Tshirts will be acceptable attire. Halter, spaghetti strap and strapless tops, sports bras worn as an outer garment, spandex clothing, bike pants, or shirts and hats expressing alcohol / beer slogans and obscenities are not acceptable.



- Work attire- Shirts, long pants (light cotton, scrubs, jeans) and sturdy shoes (work boots are preferred) must be worn at all times at the work site. Sweat pants, shorts, half shirts, sleeveless shirts, tank-tops are acceptable, AND NEED TO COVER ALL AREAS!
- Because you are visiting an unfamiliar community, please always go from place to place in a group of three or more people. Never travel alone.
- All volunteers (youth and adult) are expected to participate fully in the programs of MC, including meals, chores, meetings, evening gatherings and special events. To keep the center functioning smoothly, volunteers will be asked to assist in center clean up, tool and supply organization, after meal clean up, loading/unloading of any materials.
- To ensure sensitivity to families/individuals we serve, video equipment and cameras are strictly prohibited.
- The use of audio equipment should be limited at the work site. Audio equipment can be used if it is approved by the Director, non disruptive to the neighbors, and appropriate in content.
- A work crew is usually 8-10 people. Groups with more participants must be divided into two work crews. This number limitation ensures maximum efficiency at the work sites. Please check with the staff before your trip.
- Fire arms, air rifles, BB guns, any kind of weaponry (or replicas) or fireworks are not permitted.
- If you must leave the worksite during the day for any reason, please go in groups of three and inform your entire crew and Team Leaders.
- Audio equipment use at the facility will be at the discretion of the staff.
- MC does not condone or tolerate sexual harassment or abuse of any kind and will take measures to reconcile the situation.

Mission:Change Travel Tips

Getting to Albany, Georgia is not hard but it does take planning!

Option 1

Fly from your hometown to either ATL (Atlanta) or Albany, Georgia. Atlanta will be cheaper but you will have a 3-hour drive to Albany after your flight. You will need to rent a vehicle to



get here! Even if you fly into Albany, you will still need to rent a vehicle for your team once you get here to get around the area during your stay.

Rental Cost from Albany: Depends where you are flying into and coming from.

Option 2

If you drive to Albany from your hometown, you will need to make sure that you get directions from us to make your trip a great travel experience! Or just use your Maps app or Waze (be sure to use the boy band feature!). We will be more than happy to send you a map via email if needed. JUST ASK!

We are so excited that you will be serving with us!

FAQ

Who is the project sponsor? MC is an Outreach Ministry with local supporters who care deeply about serving others.

Who can participate? MC is designed to host young and old alike. We host service organizations, youth groups, groups of friends, corporate teams, and anyone else that has a passion for service. We are able to accommodate 40 volunteers at one time and can host smaller groups, starting with 8 people. .



Graduated 5th graders and above are welcome but younger youth need parents or guardians to accompany them on their week of service.

Who supervises participants? Each group participating in MC is required to have at least one adult for every eight youth (17 and under). Adult group leaders are directly responsible for the actions of their group and must adhere to MC policies.

How much does it cost? The cost is \$250 per person per week.

What does M:C provide?

- Breakfast, Lunch, Dinner
- Material and tools for worksites
- The opportunity to make an impact and change lives!

What does M:C expect? Volunteers must come with a servant's heart and mind that is flexible to change. You may be surprised with new opportunities to serve and we must be willing to follow that calling. Prepare yourself for conditions that do not include all the comforts of home. Respectfully interact with people who are different from you within your group and the community.

When can I work? Year-Round. Summer is our busiest season but we have wonderful Fall, Winter, and Spring Break opportunities which are great times to serve. Work commitments average one week in length. Long weekend or extended period trips are available as well. Volunteer groups arrive Sunday afternoon and departure Friday morning. Reserve your dates early to ensure your desired trip.

Do I need to bring materials/tools? We provide most tools and materials for you while you are here serving. However, if you have materials that you would like to bring, we encourage you to bring them. These materials would be VBS/ arts & crafts type supplies to share with our kids in the park Monday – Wednesday, and with senior citizens on Mondays as well. Nothing too complicated please. We accept donations with open arms. We will be in contact with your group within 1 week of your arrival to tell you about your projects and a suggested tools list.

Where do groups stay? Groups will stay together at a local hotel, or when available church, or mission house. Covid has not allowed us to house teams during this time, so please make arrangements with a local hotel. Our Director will send you suggested hotels to stay. Teams will work together where your project is located.



Where do groups work? Groups will perform their service work at homeless shelters, food banks and pantries, with inner city children, the elderly, substandard housing, etc. Our criterion for home selection and community service helps to ensure safe working and living conditions for volunteers and homeowners. We will serve where there is a need, so please be flexible!

How are work crews arranged? All groups will be divided into work crews by their group leaders, depending on the size and difficulty of the project staff will help determine this as well. Work teams range in size between 8-10 people per project. Each work crew must have at least two adults.

Should I come and serve with Mission Change?

Absolutely!

Suggested Packing List

Important Notes for Flights:

Check with your airline for the number of bags allowed and weight limits per bag.
Remember to pack necessities in a carry-on bag in case luggage gets lost in transit.

Paper Work:

Missioner Profile/Release of Claim
Parental Consent Form (You, your team leader (and your church) should have a copy)
Photo I.D.



Clothing and Personal Items:

- Medical Documents: copies of prescription drugs, and personal medications.
- Your personal prescription drugs
- Flash Light
- Notebook, pen and/or pencil
- Devotional Materials
- Arts & crafts/ VBS type materials to share with our kids at the park Monday – Wednesday
- Arts & crafts to share with senior citizens on Monday (nothing too complicated)
- Camera, film, batteries, charger, USB Cord to share pictures with Staff before you leave
- Cash for souvenirs and recreational activities
- Swimsuit, One piece with a cover up OR TANK TOP to cover a bikini
- Pool Towel
- Underwear / socks / etc.
- Pajamas
- Battery operated Alarm Clock with extra batteries.
- Glasses and/or contacts
- Casual clothes/shoes for evening activities *(You may wear shorts, tank tops that cover appropriately. Pack less than you think you need. You can wear them more than once!)
- Work clothes (For a week: 4 T-shirts, 1 pair of long pants, closed toed shoes such as athletic shoes.
- Hat and/or bandana

Note:

SHORTS ARE ALLOWED BUT NEED TO COVER ALL AREAS!

LADIES MUST COVER THE CHEST AREA AT ALL TIMES, NO LOW CUT TANKS PLEASE!

To save space, the following items should be carried in bulk for use by the whole team, instead of each team member bringing his/her own:

- First Aid Kit Supplies (Band-Aids, antibiotic ointment, anti-itch ointment, Benadryl, etc.)
- Hand sanitizer/antibacterial hand soap
- Sunscreen
- Insect Repellant (Products with Deet repel mosquitoes, Skin-So-Soft)
- Anti-itch Cream, Benadryl pills

Non-essential:

- Snack foods in re-sealable containers or Ziploc bags
- Rain poncho (We do have afternoon showers!)



- Caps or t-shirts

PLEASE DO NOT PACK:

- Excessive hair styling products
- Scented lotions
- Electrical items such as razors and hairdryers/curling irons/straightening iron

Welcome!

Hello Mission-Changers!

We are so excited that you are joining us to bring a change in your life by serving others! We have worked hard to ensure that your mission experience will be one to remember. You will be serving in many different ways and I know that you will take many things back to your hometown after serving with our homeless neighbors, inner city children, the elderly, and working on eliminating substandard housing. All of these things can create a change in your own backyard!



Our hope is that you will learn how to serve in many different capacities so you can go forth in your own community and be the change that you have been longing for. Believe it or not, but change can begin with a small group of people. That is how Mission:Change got started. We look forward to serving with you in Albany, Georgia!

As it gets closer to your trip, begin to take a look at your own community and be ready to share your thoughts and ideas of how change can take place when you return home from your Mission:Change Serve Experience.

Thank you so much for your support and we cannot wait to meet you! We will be thinking of you as you prepare to take this step to bring change in others lives as well as your own!

Blessings and love to you all!

La Donna Urick

Co-Founder/ Executive Director

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229.886.6653