

LEADERS CHECKLIST

Coming to Henderson Settlement with a work team involves a fair amount of planning and advance preparation that begins long before you arrive. In order to accommodate you and the many other teams that visit us each year, you and your committee should keep the following dates and deadlines in mind as you plan your trip. As always, if you have any questions, please feel free to contact Jerry Lambdin, Work Camp Supervisor for a quick and accurate answer.

The following are the important dates that you will need to know:

August 1st of the year prior to you're coming:

This is the first date that we will begin to register teams for the coming year.

- In order to register, you must submit a registration form along with a non-refundable \$250 deposit.
- After your registration for Henderson Settlement has been accepted, you will get a confirmation.
- Download the team leader's packet from the website. This packet consists of the team handbook, covenant forms, insurance information, team registration forms, etc.

February 15 - March 1st

- Sometime after February 15th of the project year, the projects will be posted on the website. You can download the files for local use or review the projects on the web.
- Select your projects and confirm their availability with the Work Camp office.
- You can confirm the projects by listing them in an email or fax or letter and sending them to the Work Camp Supervisor. You will be notified of availability and a reservation for that project will be made for your group.

March 15th - April 1st

- On this date one half of all of your group's registration fees are due in the Work Camp Office. To arrive at the amount, multiply the number of team members you made reservations for by \$250 for Mission Dorm/\$325 for Guest Housing. Please check the handbook for procedures for large groups.

Arrival minus 2 weeks:

- This is the due date for the balance of the team's fees and all of the project fees.
- Submit your finalized team roster and signed individual covenant forms from each team member.
- Submit a tax exempt form from the church if you haven't done so in the past.
- Submit the Leader's Covenant.

Arrival

- Upon arrival, check in with the security guard or work camp host at the main office.
- Make sure the team leader has a filled out insurance card for each team member.
 - DO NOT turn these cards in as you will need them should an emergency arise and a team member needs medical care.