This document gives us particular information about your group. We use this to prepare for your Work Retreat. Please be as specific as possible. We should receive this about two weeks prior to your arrival.

***Group Name*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Leader/Contact Person*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Telephone number at which you can be reached while traveling*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Date(s) of Work Retreat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Is the person who is organizing or planning this Work Retreat also the leader of the group while with Good Works?*** \_\_\_\_\_\_\_\_\_\_\_\_\_

***Has there been a change of leadership for the group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

If you are not the person who completed the application for the Work Retreat, please contact

us at 740-594-3336 before completing the Team Profile.

***Please provide clarification if needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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***Final Group Profile:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Adults Non-students |  | College Students |
|  |  | Total Number in Group |  |

***Who is the Meal Coordinator for your group? ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Who is the Chore Coordinator for your group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Group Members and Skills Assessment***

The chart below will give us some detailed information about who is coming in your group. The more information you give us about your group, the better we can prepare for your Work Retreat. Please list by name all the people in your group in the name column and use the following abbreviations to designate their age category as follows:

 **S Senior:** An older adult member of your group, possibly with some physical limitations

**A**  **Adult:** Non-students in the group.

**CS College Students:** Those in your group who are adults and can supervise the group, but are in college at this time.

Indicate the skills or areas of interest that people have. Please list everyone in your group, regardless of skill level. If possible, we want to take advantage of those skills, gifts, and interests that are in your group. You can add lines to this document if you like or make a second copy of the page if necessary.

***Name Age Category Skilled in these areas/areas of interest:***

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***Group Goals:***

As you have been discussing this trip with your group, what goals are emerging that are a high

priority for you? Please list three:

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Arrival and Departure Information:***

Day and Date of Arrival \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day and Date of Departure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Your Schedule

The Team Profile gives us the information we need to plan for your Work Retreat with us. It is difficult for us to plan precisely for each group that comes to serve, though we endeavor to plan carefully. There are many variables that require us to make adjustments to the schedule that you will receive. This schedule will give you a pretty good idea of what your group will be involved with and will enable you to tell us what projects are not appropriate for your group. Your flexibility will be greatly appreciated. Thank you for your willingness to serve alongside us!

***Neighbors Helping Neighbors***

You will be serving people in our community through Neighbors Helping Neighbors. Good Works is able to direct volunteers to people in the community who need assistance with their property, but we are not able to provide the materials they will need for their project. The requested donation you give to us does not go toward these materials. We require the person we are serving to pay for the materials for the project. Occasionally our neighbors are not able to pay for materials, in which case we will not be able to help them. However, your group may want to consider helping them by purchasing the materials for the project. We have set up a separate fund for materials to do these projects to which you can make a donation if you like. Or, when your group comes to Good Works, you can actually purchase the materials required for the project at that time

Is this something your group can financially participate in? If so, please describe what you would like to provide.

\_\_\_\_\_Yes. We would like to help in this way:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No, thank you.

Your answer does not determine whether or not you will be serving one of our neighbors. It simply gives us permission to approach you as a possible resource for our neighbors should the need arise when your group is here.

Note: It is our preference that your group provides the requested donation for your Work Retreat before assisting with materials for Neighbors Helping Neighbors.

Please email this completed document to email@good-works.net.

*Note: Any volunteers seeking class credit, community service hours or internship credit must request this in writing, in advance through our application process. We will not sign off on any volunteer time that is required for class credit, community service or internship credit after it is completed,* ***unless it is approved in advance.*** *Please make sure the members of your group are aware of this.*