**Good Works**

**Work Retreat Application**

**Ohio University Work Retreat**

Prior to filling out this application, please call us at 740-594-3336 or email us at email@good-works.net in order to discuss the date you would like to come. Then fill this out with the best information you have available and send it to us by the date requested. You will be notified by email when your application and deposit have been received and approved. By submitting this application you are confirming that you have read the material on the website and have an understanding of Work Retreats.

**Group Information:**

Name of Group/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader/Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Volunteer Participation: Total Group Size \_\_\_\_\_\_\_\_\_

Are there any special needs that we should be aware of for your group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## One-Day Volunteer Groups: 8:15-4:00 (with a break for lunch)

What date are you requesting to volunteer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Administrative Fee**

The Administrative Fee for an OU One-Day Work Retreat is a $100 deposit that is due with this application.

**Project Information**

Are there any particular types of projects that you would like for your group to do on behalf of Good Works? ­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is there anything we should know that your group should not do or any limitations that we should be aware of? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Change of Leadership**

We are making the assumption that the person who completes this form is the primary leader and contact person for your group. If it becomes necessary for a leadership change to take place, it is imperative that you contact Paul by phone (740/594-3336) to discuss this change. It will then be necessary for the new leader to contact him to ensure that the transition of leadership is smooth and will not affect the success of your volunteer day with us.

**Cancellation Policy**  *(See document on the web site called Your Commitment)*

It is not unusual for groups to have some unforeseen circumstances arise that will prevent them from coming. Please talk with us about your situation. It is a hardship on our staff and interns as well as the people we are seeking to serve for a group to cancel. By submitting this application, you are saying that you have a group who can come out to serve. It is on that basis that we are planning for groups to volunteer with us.

**General Information:**

How did you hear about Good Works and our volunteer opportunities? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you participated in a Good Works’ Group Volunteer Project before? Yes \_\_\_\_ No \_\_\_

**The Other Forms that you will need to complete:**

 Team Profile

 Volunteers Releases

By submitting this application, you affirm that you have read and understood the other material from our web site that applies to your group. Please email this to application to us at: email@good-works.net.

The Team Profile is due 2-3 weeks before your scheduled volunteer day. This can also be emailed to us.

The Volunteer Releases can be sent in with the Team Profile. These can be emailed as well. You can also mail these to Good Works, PO Box 4, Athens, OH 45701.

*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, scholarship or internship credit after it is completed,* ***unless it is approved in advance.***