**Good Works**

**Work Retreat Application**

**One Day 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:**

Sponsoring Church or Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Adults \_\_\_\_\_\_\_\_\_ College Students \_\_\_\_\_\_\_\_\_ Youth \_\_\_\_\_\_\_\_\_

 Male \_\_\_\_\_\_\_\_\_ Female \_\_\_\_\_\_\_\_\_

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

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**Retreat Information**

Date Requested for Work Retreat \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Commitments

We ask each group participating in Summer Service make the following commitments:

* A Requested Donation of $100 as a deposit
* A group size of 2-15 people
* A full day of service
* For teen groups, provide a supervision ratio of 1 adult for every 4 youth

Is your deposit included with this application? Yes \_\_\_\_\_

No \_\_\_\_\_ Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Team Profile is due about 2-3 weeks prior to your scheduled Work Retreat. This can be emailed to email@good-works.net

The Volunteer Releases can be brought with you and given to us when you arrive for the Work Retreat. Please make copies of the Volunteer Releases, one copy kept by you and the other given to Good Works.

Please make your checks payable to Good Works (indicate Work Retreat in the memo line). This can be mailed to Good Works, PO Box 4, Athens, OH 45701.

**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 us by phone (740-594-3336) to discuss this change. It will then be necessary for the new leader to contact us to ensure that the transition of leadership is smooth and will not affect the experience of your Work Retreat with us.

**Cancellation Policy**

Deposits are non-refundable. If you find that you have limited participation or some unforeseen circumstances have arisen to prevent you 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 believe you have a group who can come out to serve. It is on that basis that we are planning the ministries of Summer Service.

**General Information**

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

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Have you participated in a Good Works’ Work Retreat before? Yes \_\_\_\_ No \_\_\_

*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.***Please make sure your group members are aware of this.