

# Trip Leader Checklist

## TPP WEEKEND SERVICE CAMP

What's in this Packet?	Action you take	Done (x)
Group Pair Sheet	Fill out and return 10 days* before you arrive	
Worksite Leader Skills Inventory Form	Copy for each worksite leader. Fill out and return 10 days* before you arrive	
Vehicle Information Sheet	Fill out and return 10 days* before you arrive	
Summary Sheet	Fill out and return 10 days* before you arrive	
Final Balance	Mail check 10 days before you arrive, may pay with credit card over the phone	
Paper Registration Forms (Adult/Student)	<b>BRING WITH YOU</b> originals and one set of copies	
Online Registration Forms	Follow the link at the bottom of the paper form to complete your online registration before you arrive	
TPP FAQ's	Copy and distribute	
What to Bring	Copy and distribute	
Weekend Schedule	FYI	

THESE FORMS ARE ALSO AVAILABLE ONLINE @  
[www.pittsburghproject.org](http://www.pittsburghproject.org)

\*You may mail, email or fax these sheets:

The Pittsburgh Project  
 2801 North Charles Street  
 Pittsburgh, PA 15214

Attention: Lauren

Phone: 412/321-1678 ext. 526 or 412-292-3165

Fax: 412/321-3813

Email: [lpfeiffer@pittsburghproject.org](mailto:lpfeiffer@pittsburghproject.org)

# TPP WEEKEND FAQ's

THE PITTSBURGH PROJECT 2801 NORTH CHARLES STREET PGH, PA 15214  
phone: 412/321-1678 fax: 412/321-3813 www.pittsburghproject.org

## Where Are We Staying?

The Pittsburgh Project is located in a three-story converted school building, a renovated former church, and a three-story dormitory all nestled in a residential neighborhood on Pittsburgh's North Side. We are in a biracial residential neighborhood called Perry South, across from a city park. Many of The Project's staff members live in the city, and surrounding neighborhoods.

## Where Do We Sleep And Shower?

In 2005, we completed our Guest House dormitory. The first floor is contains a gathering and recreation space with game tables, four square court, and multiple picnic tables for seating. The second and third floors are lodging space: 20 total dorm rooms, each of which sleep 14 people on bunk beds. Lodging is separated by floor for each gender. With youth groups, please make sure that at least one of your adult leaders is lodging in each room with the students. There are adequate showers and bathrooms facilities on each floor. Shower shoes are recommended. You are required to bring your own towels, bed linens or sleeping bag and pillow for the bunk bed. The rooms are ventilated, but they are not air-conditioned, and each room has one fan. Each person staying in the Guest House will have access to a small locker in their room. Padlocks are not provided; please bring your own.

## Where Do Families Call In Case Of An Emergency?

The Project's offices are open Monday through Friday from approximately 9:00 am to 5:00 pm EDT. The voice mail system at the office is available 24 hours a day. The phone number is 412-321-1678. Please leave messages for Lauren at extension 526 or call her work cell at 412-292-3165 or email at [lpfeiffer@pittsburghproject.org](mailto:lpfeiffer@pittsburghproject.org). Please give this number to your group's families and to your church office. Please note that cell phone reception at TPP is fairly poor since we are situated in a geographic valley; we have found that many people only get reception on their phones when they are outside.

## What Leadership Should Our Church Provide?

For high school weekends, we require a 5:1 minimum student/leader ratio. You and your leaders provide hands-on supervision at the worksite, and they offer nurture and discipline in the evenings. Our board's policy requires that your leaders are at least 21 years old and have criminal record checks and child abuse clearances on file with the sponsoring church or group. Make sure your adult leaders represent the gender of students that are attending. While we welcome older students or junior leaders who are out of high school but who are not yet 21, we can't give them assignments as worksite leaders. Moreover, please ensure that the same worksite leaders are available for the whole weekend.

For college/adult/family weekends, please designate 1 responsible adult 21+ for every group of 5 people. They will serve as worksite leaders at the worksite. We welcome family participation but ask that children be at least 10 years old. While there can be age appropriate work for children (cleaning, raking), they will be at a worksite for approximately 7 hours of the day and will require parental supervision and guidance. Anyone younger than high school age can only attend in the context of a family if their parents/guardian attend with them.

## What Clearances Do I Need From My Leaders?

For weekend retreats, we require that all 18 and older adults attending with student groups have criminal record checks and child abuse clearances on file with his or her church or organization. Each state has its own requirements and laws, so we ask that you are in compliance with your state's child protection laws. If you are an all adult or college group, you are not required to have these clearances for all participating adults, but we would welcome you having them.

## When Should We Get There?

Please arrive as close to 5:30 as possible to our Guest House Please call Lauren (412-292-3165) if you encounter delays and will arrive late. We will eat dinner at 6:00 and meet with worksite leaders at 6:40.

## How Do We Register? What About Tuition?

When you arrive, park in the lot in front of the school and check in at desk in the dorm building (Guest House) behind the school. Please introduce yourself and give Project staff your registration forms. As a reminder, tuition for the weekend is \$120 per participant and \$280 per family (parents with children). Please pay your balance due in one check or credit card transaction at least 10 days before your trip.

## Are You Insured? What About Medical Insurance?

The Project maintains a general liability policy that will cover you, your leaders, and your students in case of lawsuits against The Project for damage done by Project participants. However, The Project maintains no medical coverage for Project participants. Thus, your students should be covered by their own or their parents' medical policies. We will ask participants for medical insurance information on their registration forms, which you should collect and turn in upon arrival. If we don't have a signed release form for each participant, they will not be permitted to go to worksites. Also, please don't bring already-ill students who will spread germs and viruses, and who will end up spending the whole weekend in bed. A weekend at camp is not a good place to try and heal up.

## What Is The Online Registration Process?

In addition to the traditional paper copy of the adult and student registration form, we are asking everyone to complete an online registration form. Click on the following link to fill out either the student or adult individual registration before arriving on opening day:

<http://pittsburghproject.org/programs/service-camps/information-for-registered-groups/>.

Adult registration is for participants 18 years of age or older. Please fill out all information completely and accurately, then hit submit when finished. It's that easy!

## How Will You Know Our Construction Skills?

Please distribute the enclosed Worksite Leader Skills Inventory Sheets, and ask each of your 21+ year old adult leaders to fill it out. Adult groups--please designate one worksite leader for every 5 participants. Mail, email or fax these back to The Project 10 days before your trip. We will then be able to schedule the various projects in accordance with the skills that are available that particular weekend.

## What Is Your Safety Record?

Praise God, our record is quite good. We take safety seriously and we need you and your leaders to take it seriously as well. When you go to your worksites, we will send you with a list of nearby hospitals and emergency telephone numbers. There are hospitals and urgent care facilities within ten minutes of The Project's headquarters.

## What Will We Eat?

Morning meals are either hot or cold breakfasts including, but not limited to eggs, juice, cereal, bagels and fruit. Lunches are packed in coolers to take daily to the worksites and typically will consist of cold sandwich fixings, fruit, juice, and chips. Dinners are hot meals, including entrées like chicken, spaghetti, bread, vegetables, and a beverage. If you have questions regarding food, please contact us. We are unable to accommodate food allergies or special food needs in our camp meals.

## Do We Need Any Spending Money?

The tuition that you are paying covers the costs of all materials, meals and lodging, and a Project T-shirt. You may want to bring quarters for the vending machines located in the Guesthouse where you will be staying.

## Does The Pittsburgh Project Have Wireless Internet?

Yes. The Guesthouse is equipped with free wireless internet and requires no password.

## Will I Be Able to Be Reached by Cell Phone?

Maybe. The Pittsburgh Project headquarters are located in a valley where there is limited indoor cell phone reception. The Guesthouse walls are primarily cinderblock which also hinders cell phone reception. Most people can get reception outside of our buildings. There is a wired phone at the Guesthouse desk that may be used for emergencies.

## What Vehicles Shall We Bring?

## Will We Use Our Vehicles During The Weekend?

Your vans and minivans are needed to transport teams of approximately seven (7) people to and from the worksites Saturday and Sunday. Only the adult leaders (21+) from your group are permitted to drive minors; licensed minors are not permitted to drive other participants. It's always a great help if any of your leaders are authorized to drive any of your group's vehicles. If you bring 15 passenger vans, it is very likely that you will be carrying 2 work groups--one of which will be dropped off and will not have access to a vehicle all day at their worksite. Also, you may wish to refrain from bringing Grandpa's Buick, since participants get dirty, and so do vehicles.

## What Else Do We Need To Bring For Our Group?

1. Please bring with you one (1) medium-sized first aid kit for every worksite leader in your group. You will take these to your worksites with you.
2. Please remind everyone in your group to bring a canteen or plastic water bottle. It can also be helpful to have work gloves, a dust mask and a pair of plastic safety goggles.
3. You are welcome to bring a GPS for each vehicle to use as you navigate the city.

## Do We All Receive The Same Size Free T-shirt?

No. Ten days before you come to camp, you will send us the enclosed Summary Sheet with the sizes that your group needs. Participants indicate preferred shirt sizes on their registration form. T-shirts are distributed on Sunday.

## Can We Use TVs/iPods/C.D. Players?

No. We have found that a retreat from normal TV and music can be valuable. We have a sizable sound system through which we play --and blare music, so please leave iPods at home. Also, please discourage your participants from non-essential cell phone use, particularly while working at the worksite. We also recommend leaving all laptops, tablets and iPads at home as a way to further disconnect. If an adult leader needs to bring any of these items, TPP will not be responsible for its safety.

If you have any other questions, please don't hesitate to call!

412-321-1678

Lauren Pfeiffer, ext 526 or 412-292-3165 (work cell)

[lpfeiffer@pittsburghproject.org](mailto:lpfeiffer@pittsburghproject.org)

# Group Pair Sheet

**Church:** \_\_\_\_\_ **City, State:** \_\_\_\_\_ **Retreat date:** \_\_\_\_\_

Unless you indicate otherwise, church groups will be assigned together at the worksites on weekend retreats. However, since not all worksites require the same amount of people, (they vary from 5-9 people,) we ask that you fill out the pair sheet below so we can make the worksite group assignments. If you have an odd number of people, the last person can be made part of a trio. Please refrain from creating more than one group of three.

**Fill out and return this sheet to The Project 10 Days before your arrival.**

**Worksite Leaders** (for legal reasons, leaders must be over 21):

1. \_\_\_\_\_(trip leader) 3. \_\_\_\_\_ 5. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

Please list all non-worksite leaders below—each name should only appear on this sheet once. If you'd like to make that requests for certain people to be assigned with certain worksite leaders, please note it in the margin and we'll do our best to make arrangements. If you have more than 10 pairs, please duplicate this sheet.

**PLEASE PRINT LEGIBLY-Nametags are made from this info.**

Pair #	Participant 1	age	M/F	Participant 2	age	M/F
Pair 1						
Pair 2						
Pair 3						
Pair 4						
Pair 5						
Pair 6						
Pair 7						
Pair 8						
Pair 9						
Pair 10						

# Weekend Worksite Leader Skills Inventory Form

Name \_\_\_\_\_ Gender \_\_\_\_\_ Age \_\_\_\_\_

Church/Organization \_\_\_\_\_ City, State \_\_\_\_\_

I will be at the Project: (please circle): **November 4-6; 2016** or **April 21-23, 2017**

Will you be driving a vehicle to the worksite for the weekend? (please circle) yes / no

Do you have any first aid or emergency medical treatment experience? yes / no

If yes, please explain: \_\_\_\_\_

**This section enables us to schedule work that maximizes your skills (or lack of skills!) on the worksite. Circle the appropriate number in each section:**

## PAINTING

1. I've never painted before.
2. I've helped someone paint inside
3. I've done low outside painting.
4. I've painted a two-story house.
5. I have a lot of painting experience.
6. I am a painter.

## YARD WORK

1. I've never done yard work before.
2. I can run a lawnmower.
3. I've run clippers and weed eaters.
4. I've used a chainsaw.
5. I have a lot of yard work experience.
6. I am a landscaper.

## DRY WALLING

1. I've never dry walled before.
2. I've spackled small holes in a wall.
3. I've done taping and muddying.
4. I've measured, cut and hung sheets.
5. I have a lot of dry walling experience.
6. I am a dry waller.

## MASONRY

1. I've never done masonry before.
2. I've patched a sidewalk.
3. I've poured sections of concrete.
4. I have moderate masonry experience.
5. I have a lot of masonry experience.
6. I am a mason.

## CARPENTRY

1. I've never done any carpentry before.
2. I've done small repairs around the house.
3. I've measured, cut, and nailed lumber.
4. I have moderate carpentry experience.
5. I have a lot of carpentry experience.
6. I am a carpenter.

## PLUMBING

1. I've never done plumbing before.
2. I've fixed sink/toilet leaks.
3. I've installed fixtures.
4. I have moderate plumbing experience
5. I have a lot of plumbing experience.
6. I am a registered plumber.

## ROOFING

1. I've never roofed before.
2. I've used tar to patch a leak.
3. I've replaced sections of a shingle roof.
4. I have moderate roofing experience.
5. I have a lot of roofing experience.
6. I am a roofer.

## ELECTRICAL

1. I've never done electrical work before.
2. I've changed switches and outlets.
3. I've installed new light fixtures.
4. I have some rewiring experience.
5. I have a lot of electrical experience.
6. I am a registered electrician.

Fill out and return to The Pittsburgh Project 10 days before your arrival

# VEHICLE INFORMATION SHEET

We rely on your leaders' vans to transport work teams to and from the worksite daily. In order to most efficiently organize this process, we ask that you inform us of your driver and vehicle information before you arrive. In the table below, please list all the vehicles you will have available for the weekend and all eligible drivers for each vehicle. Please make sure this information is accurate--we will assign work teams and drivers based on this information. **ALSO, PLEASE PRINT NEATLY!!**

Please fill out and return this sheet to The Project  
10 days before your arrival

**Church:** \_\_\_\_\_ **City, State:** \_\_\_\_\_

**We realize you may not know all of the vehicle information ahead of time. In the very least, please inform us of the seating capacity and the eligible drivers.**

make	model	license plate #	color	seating capacity*	last name of all eligible drivers for this vehicle
EXAMPLE					
1. FORD	Caravan	Pennsylvania ASD-3907	Green	7	Q. Jones, A. Kipling
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

\* don't forget to take into account van seats that may have been removed for luggage or any other modifications that might affect seating





# The Pittsburgh Project...2016/2017 Student Registration Form

*Please Print Neatly*

Name \_\_\_\_\_ Gender **M** **F**

T-shirt size (please circle one): *adult- s m l xl xxl xxxl*

Church/Group \_\_\_\_\_ Leader \_\_\_\_\_

Have you or a member from your family attended a service camp at The Pittsburgh Project? **YES** **NO**

Home Phone ( ) \_\_\_\_\_ cell ( ) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_ Current Age \_\_\_\_\_

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

Grade Entering in Fall 2016: 7 8 9 10 11 12

## Contact Information

*Circle Mr./Mrs./Ms./Mr. & Mrs.* Parents'/Guardians' Full name(s) \_\_\_\_\_

Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

In case parents/guardians cannot be reached, please call \_\_\_\_\_

at phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Parents' Email Address \_\_\_\_\_

## Medical Information

Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Ins. Carrier's Phone Number \_\_\_\_\_ Primary Care Physician \_\_\_\_\_

Primary Care Physician's Phone Number \_\_\_\_\_

Current medications \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

My child may be administered basic analgesic (Tylenol, Advil) if needed? **YES** **NO**

Allergies (Drug, food, etc.) /Special Medical Needs \_\_\_\_\_

## Release from Liability

I hereby release The Pittsburgh Project, its staff and members of the board of directors, from any liability for injury that my child may sustain during The Project's activities. In case of illness or injury, and in the event I am unable to respond, I authorize Project staff to allow emergency medical treatment or surgery by a licensed physician or hospital. I also give permission to The Pittsburgh Project to use photographed, videotaped, and/or recorded materials in any publications, promotional materials, websites, DVD's, or other media for publicity, recruiting, and reporting purposes.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please **complete** your registration by registering online at the following link:  
[7https://form.jotform.com/ThePittsburghProject/2017studentregistrationform](https://form.jotform.com/ThePittsburghProject/2017studentregistrationform)

# THE PITTSBURGH PROJECT...2016/2017 ADULT REGISTRATION FORM

(adult =18+ years of age)

*Please Print Neatly*

Name \_\_\_\_\_ Gender **M** **F**  
My criminal record check and child abuse clearance are on file with my sponsoring group **YES/NO**  
T-shirt size (please circle one): *adult-* s m l xl xxl xxxl  
Church/Group \_\_\_\_\_ Leader \_\_\_\_\_  
Have you or a member from your family attended a service camp at The Pittsburgh Project? **YES/NO**  
Cell Phone ( ) \_\_\_\_\_ Home ( ) \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Home Address \_\_\_\_\_  
City/State \_\_\_\_\_ ZIP \_\_\_\_\_ Current Age \_\_\_\_\_  
Your Email Address \_\_\_\_\_  
Current Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

## Contact Information

Spouse's/Parents' Full name(s) \_\_\_\_\_ **SPOUSE** **PARENT**  
Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
In case spouse/parents' cannot be reached, please call \_\_\_\_\_  
at phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_

## Medical Information

Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_  
Ins. Carrier's Phone Number \_\_\_\_\_ Primary Care Physician \_\_\_\_\_  
Primary Care Physician's Phone Number \_\_\_\_\_  
Current medications \_\_\_\_\_  
Date of last tetanus shot \_\_\_\_\_  
Allergies (Drug, food, etc.) /Special Medical Needs \_\_\_\_\_  
\_\_\_\_\_

## Release from Liability

I hereby release The Pittsburgh Project, its staff and members of the board of directors, from any liability for injury that I may sustain during The Project's activities. In case of illness or injury, and in the event I am unable to respond, I authorize Project staff to allow emergency medical treatment or surgery by a licensed physician or hospital. I also give permission to The Pittsburgh Project to use photographed, videotaped, and/or recorded materials in any publications, promotional materials, websites, DVD's, or other media for publicity, recruiting, and reporting purposes.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Please **complete** your registration by registering online at the following link:

<https://form.jotform.com/ThePittsburghProject/2017adultregistrationform>



# The Pittsburgh Project

What to Bring

**PLEASE BRING THE FOLLOWING ITEMS:**

CLOTHING	WORK-RELATED ITEMS	PERSONAL ITEMS
casual clothes for around the guesthouse & evening programming	work clothes that can be worn in layers (you could be working inside, outside, with or without a lot of heat)	Bible/pen
		<b>padlock--there will be small lockers in your room for valuable items</b>
Jacket/seasonally appropriate outerwear	boots/old shoes (close-toed shoes)	garbage bag (for dirty clothes)
	cap/hat	deodorant
		sunscreen (seasonal)
sleepwear	water bottle	soap, shampoo toothbrush, toothpaste
socks & shoes	optional: work gloves, dust mask, safety goggles or glasses	small fan or alarm clock (optional)
underwear		towels
shower shoes		Pillow, sleeping bag or sheets and blankets for a single bunk bed

**Please do not bring the following items:**

- T-shirts advertising alcohol or cigarettes
- T-shirts with slogans or symbols that would probably offend your grandmother
- Strapless tops or shirts/halters/tube tops that show your belly
- half-shirts or sports bras worn without an appropriate shirt
- short-shorts or skirts
- clothes that show your underwear, bra or stomach
- drugs, alcohol, weapons, firecrackers or other contraband
- expensive jewelry or irreplaceable items
- iPods/mp3 players/TVs/tablets/iPads

# **SAMPLE TPP WEEKEND SCHEDULE**

## **Friday**

		<b>Location/ Notes</b>
5:30	Arrival	Parking in front lot or alley spots along fence
5:30	Registration	Check-in at desk in dorm behind the school
6:00	Dinner	Social Hall
6:40	Worksite Leaders' Meeting	TBA
7:30	Mixers/ break into worksites	TBA
8:15	Break	
8:30	CLUB	TBA
10:00	Head to Bed	Guest House
11:00	Lights out	Sleep Tight!!!

## **Saturday**

		<b>Location/ Notes</b>
7:00	Wake Up	In your beds...
7:15	Breakfast	Social Hall
8:15	Send off	TBA
8:45	Head to Worksites	Don't forget your lunches!
4:00	Arrival at TPP/Showers	Return coolers to kitchen
6:00	Dinner	Social Hall
7:00	CLUB	TBA
8:45	Evening fun	Guest House
10:00	Head to Bed	Guest House
11:00	Lights out	Rest up!

## **Sunday**

		<b>Location/ Notes</b>
7:00	Wake up	Bunk beds rule
7:15	Breakfast	Social Hall
8:15	Worship and send off	TBA
9:00	Head to Worksites	Don't forget your cooler!
2:00	Arrive at TPP	
	Return tools to Warehouse, Return and clean coolers	
	Turn in worksite notebooks, Pack-up and clean dorm rooms	
2:30	Wrap up	TBA
3:00	Head home	We appreciate you!!