



The Christian Outreach Project
A Non Profit Organization
P O Box 433
Rahway, New Jersey 07065
www.christianoutreachproject.org

2017 GROUP APPLICATION INSTRUCTIONS

June 25 – July 1, 2017

APPLICATION PROCEDURES

The group Application must be completed by your group's organizing committee, signed by a youth representative and an adult representative who plan to participate in this year's program, and endorsed by the pastor of the sending church.

Applications will be reviewed and accepted on a first-come, first-served basis when the Group Registration Form and an application fee of \$50.00 per participant have been received. Groups will be notified of their acceptance as soon as possible following the receipt of the completed registration materials. Your applications should reflect as closely as possible the actual number of persons you intend to bring. We schedule projects based on the numbers you project, and last minute drop-outs or no-shows prevent other groups from participating. **All persons registering for the Christian Outreach Project (youth and adults) should plan on being present for the entire program from Sunday afternoon through Saturday morning.**

PAYMENT SCHEDULE

The total participant fee for COP is \$395. This includes all meals and lodging from Sunday dinner through Saturday breakfast, insurance, work site materials, and program activities. An initial application fee of \$50.00 per participant is due with the group application ASAP. This fee will be refunded if the group is not accepted. Groups who have been accepted will need to submit completed individual participant forms by February 28th, 2017 and 50% of the balance due, or \$175.00 per participant by April 28th, 2017. The final payment of \$170.00 per participant is due no later than June 1st, 2017. Please note that these deposits are non-refundable unless vacated spots are able to be filled prior to the start of the program.

LOCATION

Camp Lou Henry Hoover, located in Swartswood, NJ, is a Girl Scout Camp where the Christian Outreach Project participants will be residing during the week of the program.

WHO CAN PARTICIPATE

YOUTH

High School Youth who will have completed the 9th grade through 12th grade **and** are 14 years of age or older by the week of their participation. Please help us by ensuring that only youth in this age range are enrolled so that there is not too great a span of age and maturity. This helps to enhance community building, and will insure that the minimum age standards for volunteer workers set by the State of New Jersey will be met.

ADULT LEADERSHIP

For proper supervision, there must be at least one adult for every three youth in attendance through the entire week. If your group has both male and female youth participants, one male adult and one female adult must attend in order to ensure proper supervision. Adults must be 22 years of age or older and considered mature and responsible leaders of youth. A good knowledge and experience in the area of home repair, while desirable, is not requisite.

Adult Crew Leaders will work with a crew of four youth to help insure the safety and quality of the jobs, and participate in the other parts of the program. Adult Crew Leaders must have a vehicle in good working order that is capable of transporting a crew of four youth.

Persons with strong skills in home repair are needed as Adult Supervisors to oversee and be the technical resource for one or two crews as needed.

Program staff help coordinate the morning and evening non-work activities. Persons with abilities in music, worship planning and/or group building who would like to participate in the Project on this basis are requested to contact the COP registrar separately as soon as possible.

A **mandatory** training session/adult participant orientation will be held several weeks prior to the program week. Please have all your adult volunteers available to attend this session on **6/8/17 at the Morrow Memorial United Methodist Church 600 Ridgewood Rd, Maplewood, NJ 07040 at 7:30 pm.**

All Adults are required to reside at Camp Hoover for the entire work week. Adults who drive a vehicle not capable of transporting four youth or who have made other pre-approved residential accommodations, while always welcome to participate in COP, will not count towards the adult to youth ratio or gender requirements. Please contact the Executive Director for any questions or clarifications regarding this.

VEHICLE REQUIREMENTS

Each group of five (one adult with four youth) must provide one vehicle capable of transporting a crew to and from the work sites during the project week. Each group will be expected to cover their transportation costs for the vehicles they provide. Each driver of the vehicles **MUST** be willing to provide proof of insurance, have a Division of Motor Vehicles background check, have a current inspection sticker and be willing to provide a copy of their current driver's license. **Any driver with more than 3 points on their license will not be able to drive youth during the COP week.**

SAFE SANCTUARY POLICY

The Christian Outreach Project has adopted an Abuse Prevention Policy that requires each church to provide C.O.P with a letter from the Senior Pastor that verifies that the church is Safe Sanctuary Compliant, and names the adult leaders and verifies that each person has undergone a background check within two years of the start of the project week. If your church has not completed a background check for each adult, it can be completed by going to <https://www.smart-trak.com/GNJUMC.aspx?code=GNJUMC> and completing the necessary information. Please return this letter to the registrar with your participant forms by the March 31st deadline. **Any adults attending from your church that are not covered in the Safe Sanctuary letter must submit a background check themselves; they can also go to the above referenced website to complete it.**

QUESTIONS REGARDING APPLICATION PROCESS

Any questions concerning the application process for the 2017 Christian Outreach Project may be directed to the Executive Director for the project:

Dave Kihm
201-317-6204
christianoutreachproject@vahoo.com

Christian Outreach Project Policies, forms and other information are available at:

www.christianoutreachproject.org