

# Spring BreakOut High School

## *Core Guide*



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# Greetings, Contact Person!

Welcome to the guide with (nearly) all the resources you'll need to prepare a successful trip to Mountain T.O.P.! We are thrilled that you have decided to serve with us. I am thankful also for your commitment to organize the details of this trip. It is no small task to bring a group to Mountain T.O.P., so it is with gratitude that I extend my appreciation to the work you will be investing into a successful trip. Speaking of a successful trip, what exactly does that look like?

**Planning and preparing a successful trip means understanding the importance of both the details and the hearts.** While logistics are really important—and they are all really important!—preparation of the heart should also be a high priority. This particular guide is focused on the logistics and is intended to keep all the need-to-knows and need-to-haves in one place (for the exception of the Roster document, which is in a separate link on the website). Here you will find a preparation time, vehicle and tool requirements, a packing list, preparation forms, and directions to our camps.

Communication will make this process so much smoother. If you have any questions, please do contact to me. Choose your method, call or email, and let's talk about any questions or concerns you have. We will all be thankful you asked your question or voiced your concern sooner rather than later. I am here to serve you in any way I can.

One thing I want to leave you with: in the midst of forms and deadlines and invoices, I encourage you to **surround this process with prayer.** I don't just mean to encourage you just to pray for the financial resources to be provided or for the final roster to finally work out or for no one to get sick in the van on the way to camp. These, of course, are important requests to lift up in prayer. However, I want to encourage you to pray for the hearts of your students to be transformed. I encourage you to pray that you will arrive with humble and teachable hearts, open minds, ears and eyes ready to witness the Lord working around you. I encourage you to pray for the families and children you'll be working with, that they will experience the love of Christ through the interactions they have with Mountain T.O.P.

Welcome to the adventure that is Mountain T.O.P. It is by the grace of God that we are able to serve the Lord in the ways that we do, and we are grateful that you have chosen to be part of this life-transforming ministry. We'll see you at camp!

Thankful to serve with you,

Rachael Osborn  
Program Manager: Ministry Logistics  
[rachael@mountain-top.org](mailto:rachael@mountain-top.org)  
(931) 692-3999

# The Foundations of Mountain T.O.P.

## Foundational Objective

*Through Christian community and faith-based relationships, we help meet the physical, spiritual, social, and emotional needs of all the people we encounter.*

We see all four needs as equally important. Through home repairs and day camps, Mountain T.O.P. seeks to meet these needs. We serve in partnership with other agencies, churches, governments, business, and leaders to help develop the communities in which we work.

## Mountain T.O.P.'s 5 Focus Areas

- *Eliminating Substandard Housing:* to provide direct services and organizational support that addresses severe housing issues in our service area.
- *Leadership:* to foster growth among staff, participants, donors and the community.
- *Community Development:* to engage in solutions with community partners for holistic and sustainable community growth.
- *Education:* to provide and support opportunities for lifelong learning and personal growth for all ages.
- *Health:* to promote lifestyles that support healthy choices

## Statement of Values

Mountain T.O.P. (Tennessee Outreach Project) is a Christian organization affiliated with the Tennessee Conference of the United Methodist Church dedicated to a mission of rural life ministry in the Cumberland Mountains of Tennessee.

Specifically, Mountain T.O.P. seeks to empower people through a philosophy of partnership with those whom it serves. It seeks to enable the staff, camp participants, and Cumberland Mountain families to realize their potential and their responsibility as God's servants to holistically address physical, emotional, social, and spiritual needs.

Mountain T.O.P. is concerned with achieving immediate results through direct social service programming. Mountain T.O.P. is a referral-based organization, serving those who have expressed a need. It strives to serve as a "faith-in-action" classroom from which those touched can be energized to do likewise.

## Foundational Scriptures

*"As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen. 'Come, follow me,' Jesus said, 'and I will make you fishers of men.' At once they left their nets and followed him." Matthew 4: 18 - 20*

*"Then the King will say to those on his right, 'Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.' ... The King will reply, 'I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.'" Matthew 25: 34 - 36,*

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# Helping in the eyes of Mountain T.O.P.

A look at how Mountain T.O.P. approaches helping families in our service area.

The first thing to remember about helping at Mountain T.O.P. is that we are here because we have answered the call Jesus gives us in Mathew 28:19. In the past two thousand years,

*“Go then and make disciples of all the nations, baptizing them into the name of the Father and of the Son and of the Holy Spirit.”*

*-Matthew 28:19*

men and women all over the world have tried to define and act upon this call and MTOP is no different. We believe that we are fulfilling Jesus’ call by offering the opportunity to love one another through mission. We are all part of a much larger picture and giving others the opportunity to participate in Christ’s love is vital to our world. We hope that your experience with MTOP will help you discover what God is calling you to do specifically in this world while discovering what it

means to be a disciple of Christ.

The second thing to understand about MTOP is that we seek to empower everyone with whom we work. From our staff to the Day Camp children to each one of our participants to our wider communities, MTOP is a partnership ministry. We are intentional about inspiring initiative in peoples' lives because that is what Christ's love has done for us.

*“But we’re only here for a short period of time. How can we make a difference?”* This is part of the mystery of Christ's love! When you come to MTOP, you are part of a flow of ongoing ministry support in this region. You are joining with past participants, local families, churches, teachers, and other supporters to spread the message of abundant life in Christ. He takes what we have to offer and uses our efforts to bring about restoration and healing.

When you arrive at camp, it is important for you to recognize that MTOP sees needs in four categories (see our Foundational Objectives). We seek to meet the **physical, social, emotional, and spiritual needs** of the Cumberland Mountain people. No one of the four needs is any more important than the other. Having a conversation with a lonely widow or playing a game of tag with a child is just as important as swinging a hammer. Our staff works very hard prior to your arrival to uncover the needs that exist and provide you with a meaningful experience in helping those needs.

While you are here, we hope that you seek your work as fruitful and have the opportunity to build relationships with the people you serve. These relationships can be transformational in someone's life, reflecting the love of Christ. Helping at MTOP means the work you do will not only be fulfilling basic physical needs, but will act as a reminder that all people are loved and belong to the body of Christ. “For Christ so loved the world...”

# Special Characteristics of Spring BreakOut

Mountain T.O.P. camps share a common purpose which integrates the building of a Christian community, helping others meet different needs (physical, social, emotional and spiritual), and emphasizing faith development throughout the total experience. Listed below are specific characteristics that make our camp experience unique.

## **Group Morning Devotional**

To be intentional about our time with God while at Mountain T.O.P., we provide each participant with the opportunity to begin their day with the Lord. Group morning devotional time is a time for members within the camp community to lead the conversation to start the day focused on the Lord. The Mountain T.O.P. staff will provide the theme for the day and it is up to those leading this time what takes place during this time.

## **Ministry Production Team (MPT)**

We call the group you will be working in Ministry Production Teams (MPTs). Depending on your preference, you can form your own MPTs within your group or you can mix with other groups in camp. Either way, we encourage MPTs to be a balance of gender, age, experience, and geographic location. We also encourage MPTs of people who don't know each other very well so that the group becomes a place where expectations and norms from familiar relationships are laid aside. As an MPT, you will work on a wide variety of projects including roofing, floor repair, interior and exterior finish work, porch building, wheelchair ramp building etc. All members of the MPT are responsible for team development, growth and stewardship of materials.

## **Community Evening Programs**

The evening always includes a sharing time and worship. Sharing gives everyone the opportunity to express their thoughts and insights from their day with the community. Worship is an ecumenical experience designed to focus on serving God. It is an opportunity for campers and staff to engage in reflective moments as they seek to grow closer and further develop their commitment to God.

## **Closing Worship**

This worship is dedicated to celebrating the journey of the camp community throughout the week and to asking participants to commit to being a fisher of people in the valley below. This time of reflection is designed to highlight for participants that the Mountain T.O.P. experience does not stay on top of the mountain, but it goes home with each participant in their hearts.

## **Closing Circle**

This celebration is designed to reconnect participants with their own groups and to challenge each group to go forth and continue to share God's love in the valley below. Mountain T.O.P. seeks to enrich the lives of its participants so they will take their experience and build on it when they return home.

# Preparation Timeline

We know there is a lot that must go into planning such a trip as this. Let us **help you** by guiding you through the preparation process. Preparation—of logistics and of heart—is vital.

## *September - December*

- Registration opens, submit deposit

## *December*

- First payment invoice is sent out
- Contact person reviews resource guide and team training materials

## *January*

- First payment is due
- Second payment invoice is sent out
- Plan sessions or a retreat for team training. Training is important for team building and uniting in a common mission.
- Start securing vehicles and make reservations for rentals if needed.
- Finalize roster and have each participant complete the Skill Sheet.

## *February*

- Second payment is due
- Consider lodging arrangements to and from camp, if needed.
- If possible, collect personal tools to bring with you.
- Confirm all trip logistics with Rachael

## *A few weeks before departure*

- Collect, make copies and organize participation forms by the guidelines given
  - TWO copies of medical forms/statement of release forms should be brought to camp for every participant
  - ONE copy of Adult Self-Screening form and background check for all 18+.

<b>Early Registration for Group</b>	<b>1<sup>st</sup> Payment per person</b>	<b>2<sup>nd</sup> Payment per person</b>	<b>Total Cost per person</b>
\$200	\$100	\$150/175	\$250/275
Sept 1 <sup>st</sup> - Dec 1st	Jan. 12th	Feb. 14th	

# Vehicle Requirements

*It is your responsibility to provide adequate transportation for the week. At a minimum, we ask you to provide:*

- 1 vehicle for every 7 participants in your group.
- Each vehicle you drive during the camp week must have 7 seatbelts.
- Each vehicle used during the week must have a first aid kit. (First aid kit requirements are listed on the following page.)

The required vehicle for Service Project must be a 7-passenger van per every seven participants. This allows seven group members, tools/materials and a cooler for lunch to be transported to and from the work site. Each vehicle must have seatbelts for seven people, **at a minimum**.

\*\*Vehicle with roof rack is recommended, but not required.

## Tennessee State Law

All vehicles must be equipped with seat belts for each passenger. Campers will not be allowed to ride in vehicles without seat belts or in truck beds.

First Aid Kit Requirements	
Band-Aids – variety of sizes	Aspirin
Medical/athletic tape	Hydrocortisone cream
Alcohol wipes/bottled alcohol	Throat lozenge or cough drops
Antibiotic ointment	Aloe
Gauze	Sunscreen
Cotton swabs	Hand Sanitizer
Latex gloves	Medicated Powder
Scissors	Thermometer
Tweezers	Anti-Motion sickness
Ziploc Baggies – just a few	Kleenex
Antacid	Laxative
Decongestant or allergy relief	Poison ivy cleanser
Anti-diarrhea	Bug Spray
Benadryl	Lice Treatment
Ibuprofen	Clear Nail Polish
Tylenol	Ear Plugs

# Tool Recommendation

Recommended tools for each person:

- 1 good hammer (16oz. +)
- 1 pair of work gloves
- 1 pair of safety glasses/goggles
- 1 paint brush (try to bring a variety of sizes)

The following list includes tools that are commonly used on MTOP projects. Feel free to bring them as able.

- Tape measures
- Circular saw
- Extension cords
- Carpenter's squares
- Speed squares
- Battery operated drills, with bits if possible
- Reciprocating saw
- Pneumatic framing nailer
- Carpenter's pencils

# Expectations for Participation

- **Health Insurance** - each person needs to provide proof of health/accident insurance or sign statement acknowledging financial responsibility.
- **Vehicles** - It is your group's responsibility to ensure adequate transportation to and from each work site outside of camp. A typical work team is 6-7 people. We require that your vehicle stays with your group at all times to ensure transportation in any situation, including non-emergency accidents.
- **Dress Code** - For safety reasons, participants are to wear long pants and closed-toe shoes during the workday. Shorts are fine at camp in the evening. Shirts are to be worn at all times. Shirts with beer, liquor or other possibly offensive subject matter should not be brought to camp. Additionally, halter or spaghetti-strap tops, bathing-suit tops, sports bras, short shorts and jeans with offensive holes are not appropriate and should not be brought to camp.
- **Alcohol and Drugs**
  - Do not bring any alcoholic beverages or illegal drugs to Mountain T.O.P. Mountain T.O.P. has a no tolerance policy regarding alcoholic beverages and illegal drugs. Any use of these substances will result in the individual or entire group being dismissed from the experience and camp without refund.
  - Sharing of prescription drugs is strictly prohibited. Those who do can be sent home at their expense
- **Fireworks** - Please do not bring any fireworks into camp – these are dangerous items in the wooded areas where our camps are.
- **Tobacco Products** - The use of tobacco is discouraged and prohibited in some cases due to camp regulations, sensitivity and fire hazards. Our tobacco policy follows the guidelines of the United Methodist Social Principles. Anyone under 18 is prohibited from smoking, using or possessing tobacco in any form during a Mountain T.O.P. camp week. Mountain T.O.P. recognizes the need to establish a designated tobacco area for those who use tobacco. This designated area is to be in a private and discreet area of camp. This is due to our desire to discourage the use of tobacco products and the need to not promote the use of tobacco as a social activity or as a part of the community process.
- **Electronic Devices** - The use of cell phones is discouraged at the work sites, unless for emergencies. We want to encourage socializing and visiting with each other and the families you are working with. The use of these items in camp is strongly discouraged for the same reasons.
- **Adult Self-Screening Forms** - All adults ages 18 and over need to have completed a satisfactory background check before they arrive at camp. If a background check has not been performed in the last 3 years, then one is completed by Mountain T.O.P. at the participants expense. Adult Self-Screening Forms are kept in the Mountain T.O.P. office.

**The Mountain TOP Support Staff has overall responsibility for all activities. Therefore, any camp directions and expectations given by the staff are to be followed.**

# Youth Abuse Prevention Policy

“Safe Sanctuary” for Mountain T.O.P., Inc.

**Introduction:** Mountain T.O.P. (MTOP) is an ecumenical faith-based Christian organization, affiliated with The United Methodist Church and holds a covenant relationship with the Tennessee Conference of the United Methodist Church. The ministry agrees with the following statements of the General Conference and the policies and procedures that it recommends. The General Conference of the United Methodist Church, in April 1996 adopted a resolution aimed at reducing the risk of abuse of children and youth in the church. This would include sexual, emotional, physical, and ritual abuse, and neglect. The adopted resolution includes the following statement:

Jesus said, “Whoever welcomes a child...welcomes me” (Matthew 18:5). Children are our present and our futures, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “If any of you put a stumbling block before one of these little ones...,it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of the United Methodist Church state “...children must be protected from economic, physical and sexual exploitation, and abuse” (Paragraph 161C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (“ritual abuse” refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

(From *The Book of Resolutions of The United Methodist Church – 2000*; pp. 180-181. Copyright © 2000, The United Methodist Publishing House. Used by permission.)

Thus, in covenant with the Tennessee Conference of the United Methodist Church, and in commitment to the church universal and to God Almighty, Mountain T.O.P. adopts this policy for the prevention of abuse of youth at our camp locations, worksites, and en route to and from our worksites. The purpose and intent for establishing this Youth Abuse Prevention Policy (including the Mountain T.O.P. Operating Procedures) is to demonstrate the absolute and unwavering commitment of MTOP to the physical safety and spiritual growth of all of youth participants.

**Statement of Covenant:** Therefore, as a Christian ministry of faith and service to God and others, we, Mountain T.O.P. pledge to conduct the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our youth participants, summer staff, administration, and people for whom we provide home repairs. We will follow reasonable safety measures in the selection and recruitment of staff; we will implement

prudent operational procedures in all programs and events; we will educate all of our staff and administration regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs. We will strongly encourage each church participating in the ministry of Mountain T.O.P. to establish its own "Safe Sanctuary" policy and procedures.

**Conclusion:** In ministry to and with youth, Mountain T.O.P. is committed to demonstrating the love of Jesus Christ so that each youth will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal" (From "Congregational Pledge," "Baptismal Covenant II," The United Methodist Hymnal, p. 44).

**Endorsed by:**

Mountain T.O.P. Board of Directors

*Adapted from Youth Abuse Prevention Policy, Safe Sanctuaries for Youth; Reducing the Risk of Abuse in Youth Ministries by Joy Thornburg Melton, Discipleship Resources 2003.*

# What to Bring

## Must Haves:

- Work clothes for one week
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- At least one long-sleeve shirt, jacket or sweatshirt for possible cold weather
- Sunscreen
- Bug Repellent
- Flashlight
- Hat or visor
- Bible
- Pen / pencil
- Watch (so you can be on time)
- Closed-toe, hard-sole shoes / work boots
- Water bottle

## Optional:

- Spending money for canteen, camp store (T-shirts and other items will be sold, local dairy bars, local shops, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

## Special Notes:

- Required during workday – Long pants, closed-toe, hard-sole shoes or work boots and shirts with at least short sleeves
- All clothes should be conservative when it comes to their content (i.e. no beer or possibly offensive designs) and how revealing they are.
- Bring enough clothes for the entire week. Laundry facilities are not available.
- Please leave valuables at home and/or locked in vehicle for the week. This includes expensive jewelry, iPods, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples

# Week-at-a-Glance

## ARRIVE ON SUNDAY EVENING

4:00pm	Gates Open – Registration begins, unload and move-in
6:00pm	Dinner
After Dinner:	Camp Orientation Worship MPT (Ministry Production Team) Breakdown Fellowship

\*\*Sunday evening activities may vary depending on participant groups planned trip

## MONDAY – THURSDAY

7:30am	Individual or group morning devotion
8:00am	Breakfast
8:30am	MPT's gather and leave for work in camp or in community
~12:00pm	Lunch (provided in camp or taken to worksite)
~4:30pm	Arrive back at camp or find a stopping point if in camp
6:00pm	Dinner
7:30pm	Community Life - schedule may vary slightly each night but will always consist of worship, sharing and the opportunity to fellowship as a community. We will try to attend a community church on Wednesday night.

\*\*Evening activities may vary depending on participant groups planned trip

## FRIDAY

7:30am	Individual or group morning devotion
8:00am	Breakfast
8:30am	Camp clean up, closing circle and departure

\*\*Friday morning may start earlier for travel purposes if the whole community desires

**ALL THREE PAGES MUST BE KEPT IN THE VEHICLE IN WHICH YOU ARE TRAVELING AT ALL TIMES.**

**This is a 3-page form and must be FULLY completed.**

## Medical Information Form

Last Name _____	First _____	MI _____
Address _____	City _____	St _____ Zip _____
Phone _____	Occupation _____	
*Social Security Number _____	Date of Birth _____	
Church _____	Church Phone _____	
Church Address _____	City _____	St _____ Zip _____
Personal Physician _____	Phone _____	
*Insurance Company _____	*Phone _____	
*Policy # _____	*Insured ID # _____	*Prescription Card # _____
In case of emergency contact:		
Name _____	Relationship _____	
Daytime Phone _____	Evening Phone _____	
Name _____	Relationship _____	
Daytime Phone _____	Evening Phone _____	
Medication(s) you cannot take _____		
_____		
Medication you are currently taking _____		
_____		
These medications are to be administered by (circle one): Youth / Contact Person / Staff		
Allergies / special health problems or concerns _____		
_____		
Do you have a current tetanus shot? Yes / No		
If yes, indicate date _____ If no, we encourage you to get one before you come.		

***\*In lieu of this information, you may provide a copy of the front and back of your medical insurance card.***

## Statement of Activities and Release Form

Spring BreakOut (SBO) at Mountain T.O.P. is a Christian Service ministry with the people of the Cumberland Mountains in Tennessee. Volunteers participating in the activities of this ministry will be expected to be involved in all activities and to respect the people of the Cumberland Mountains at all times.

Volunteers will participate in (but will not be limited to) yard work, porch and steps repair, flat roof painting and repair, shed construction, winterization projects, painting, cleaning, insulation, window repair/replacement, and other minor home repairs as need determines and are within the capability of the volunteer service team. These activities may include the use of hand tools and the handling of materials and supplies. Power tools will only be used under the direct supervision of an adult and then only if the individual has the necessary skills to appropriately handle the power tool. Participants are never forced or required to engage in any work or activity in which they feel they are not able to participate safely.

SBO participants understand that photos and video may be taken during the course of the camp week that may be used by Mountain T.O.P. in the future promotion of our ministries and programs.

Participants are expected to follow all guidelines of participation, philosophies, and expectations set by the organization and camp staff. Examples of unacceptable behavior include sneaking out after lights out, violating the tobacco policy and other Mountain T.O.P. policies, going to places in the area which have been identified by camp staff as dangerous, and being disruptive to the camp life.

We acknowledge that every effort has been made in preparing the participants for this mission experience. We therefore release Mountain T.O.P., Incorporated, its agents, employees, and any and all persons connected therewith from any and all liability, claims, and causes of action of any type whatsoever arising out of or in any way connected with participation in the activities of the Mountain T.O.P. mission project.

Further, consent/permission is given for (participant) \_\_\_\_\_ to be treated by competent medical personnel in the event of an accident or medical emergency and to receive reasonable medical treatment as deemed necessary by a licensed physician.

In the event treatment is called for which a physician and/or other professional health care provider in the hospital/clinic refuses to administer without my consent, we hereby authorize:

Adult Group Leader (Print full name): \_\_\_\_\_

*and*

MTOP Camp Director (Print full name): \_\_\_\_\_

to give such consent for us in the event that we are not readily accessible by phone. If in the event it becomes necessary for either of the identified persons to give consent for us, we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent. We understand that Mountain T.O.P. requires proof of personal insurance or acknowledgment of financial responsibility for all medical expenses. We agree that our insurance company (if applicable) will be used for all necessary medical expenses and we are aware that we may be billed by the medical provider for any medical expenses not covered by our personal insurance policy and will be responsible for payment of those expenses.

This is the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature (Participant)

\_\_\_\_\_  
Signature (Parent or Guardian if participant is a minor)

*Please circle one:*

I give permission to release this information to adult drivers and summer staff in order to ensure my/my youth's health issues are properly addressed. **YES / NO**

**THIS FORM MUST BE NOTARIZED for anyone under the age of 18:**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public signature

My commission expires: \_\_\_\_\_

Notary Public seal or stamp required above

# Adult Self-Screening Form

***\*Form must be completed and background check administered for ALL participants 18 & older***

Camp week \_\_\_\_\_ Camp \_\_\_\_\_

Church \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Occupation and Employer \_\_\_\_\_

\*Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Driver's License number \_\_\_\_\_ Issuing State \_\_\_\_\_

*If you will be driving during the camp week, you must fill out the following two lines:*

Car Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Phone \_\_\_\_\_

*Circle One*

1. Have you ever been convicted of a felony? **Yes** **No**
2. Have you ever been convicted or formally accused of any sex related or child abuse offense? **Yes** **No**
3. Have you had a background check completed within the past 3 years to verify the responses to the above questions? **Yes** **No**
4. Have you participated in Safe Sanctuary or similar youth protection training program? **Yes** **No**

If you answered YES to questions #1 and/or #2, please fully explain on back of form.

If you answered YES to #3, what was the date of your background check: \_\_\_\_\_

***Your background check MUST be on file at your church.***

If you answered NO to question #3, you must have a background check completed before arrival to camp. If your church does not offer this service, Mountain T.O.P. will have one processed. You will need to reimburse Mountain T.O.P. for this cost for \$10.

YES, we need Mountain T.O.P. to process a background check for me. \*SSN only needed if Mountain T.O.P. is completing background check.

I fully support Mountain T.O.P.'s effort to increase the probability of having a safe environment in our camp week for youth to perform mission work without fear of irresponsible adults who may take advantage of them or put them at risk of being hurt. I certify, to the best of my knowledge, the information that I have provided on this form is true and accurate. I authorize any investigation, including a background check, of any or all statements made on this form.

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

Contact Person Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

# Adult Skill Sheet

(Only ADULTS need to fill out this form.)

Name: \_\_\_\_\_

Church: \_\_\_\_\_

Camp Week : \_\_\_\_\_

It is important to know that construction skill is never a prerequisite for participation at Mountain T.O.P. We simply have a very wide range of physical needs to meet, and we want to match you/your group with the most appropriate project to ensure a quality experience for you and the family you will be working with. Please honestly rate your skill/experience in the following areas. If there are multiple options beside a skill, circle all that apply.

**H = High – Professional: Been paid for it**

**M = Medium - Could do it alone with little or no supervision**

**L = Low – Would need direct supervision at beginning**

**Z = Zero – Never even heard of it**

Rough Framing      H M L Z

Plumbing            H M L Z

Drywall (Hanging)    H M L Z  
(Finishing)

Roofing (Shingle)    H M L Z  
(Metal)

Siding (Lap Board)    H M L Z  
(T-111)  
(Vinyl)

Yard work      H M L Z

Finish Carpentry (Trim)    H M L Z  
(Cabinets)

Electrical (Rough-in) H M L Z  
(Trim out)

Door Installation            H M L Z

Window Installation    H M L Z

Flooring (Hardwood) H M L Z  
(Laminate-snap together)  
(Vinyl - Linoleum)

Painting          H M L Z

Other skills not listed above: \_\_\_\_\_

Are you comfortable using power tools? \_\_\_\_\_

Will you be bringing any specialty tools? (air nailers, miter/table saw, drywall tools, etc.)  
\_\_\_\_\_

Which type of project would be most rewarding for you? (Painting, yardwork, construction, other) \_\_\_\_\_

# Directions to our Camps

We have two camp facilities; Camp Cumberland Pines. Our year-round office is located at Camp Cumberland Pines. *Unfortunately, our mailing addresses are not found by most Internet map searches.*

## Using Internet mapping software

We suggest using Google Maps or MapQuest. Both recognize our physical address. Google Maps also recognizes “Mountain Top” for Camp Cumberland Pines.

## Our turn-by-turn directions

### Camp Cumberland Pines

*GPS Coordinates: N35°.24.551' W085°.42.109'*

*Physical Address: 480 Old Hwy 56 Coalmont, TN 37313*

*Mailing Address: P.O. Box 128 Altamont, TN 37301*

**From Nashville:** I-24 East (estimated driving time = 1 hour and 45 minutes)

- Follow I-24 East out of Nashville towards Chattanooga - approximately 1 hour and 20 minutes
- Get off at exit 127, the Pelham exit and turn LEFT, back over the interstate on Highway 50 toward Altamont – follow up mountain about 18 miles
- Highway 50 dead-ends into Highway 56 in Altamont (you will see Corner Market on your right).
- Turn RIGHT toward Coalmont and Tracy City – follow for 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

**From Chattanooga:** I-24 West (estimated driving time = 1 hour and 20 minutes)

- Follow I-24 West out of Chattanooga towards Nashville - approximately 45 minutes
- Get off at exit 135, the Monteagle/ Tracy City exit and turn RIGHT – follow 0.5 mile
- Turn RIGHT at the “South Cumberland Recreation Center” sign which is Highway 41 - follow highway 41 to Tracy City – follow 5.5 miles
- Turn LEFT onto Highway 56 (it is at the first stop light in Tracy City) toward Coalmont and Altamont – follow 10 miles
- Go straight through intersection with 108 (L & L Market will be on the left) - follow 2.3 miles
- Turn LEFT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!

**From Knoxville:** I-40 West (estimated driving time = 3 hours)

- Follow I-40 West out of Knoxville, towards Nashville – approximately 1.5 hours

- Get off at exit 288, the Livingston/ Sparta exit and turn LEFT onto 111 south – follow 19 miles
- Veer RIGHT onto 70S West after you pass through Sparta – follow 17 miles
- Turn LEFT onto 127 – follow 6 miles
- Turn LEFT onto 56 – follow 24 miles into Altamont
- Go straight through the intersection of 56, 108 and 50 – follow 2.4 miles
- Turn RIGHT at the white Mountain T.O.P. sign (There is also a sign for “Cumberland Heights SDA church”) – follow for 0.4 miles
- Turn RIGHT at the white Mountain T.O.P. arrow below the mailbox, which indicates the entrance for camp!