

Summer Staff Acceptance Form

I, _____, accept the mission opportunity offered to me by Mountain T.O.P., and I am whole-heartedly committed to serving in the position of _____ for the summer of 2012. I understand the following are terms and conditions of employment with Mountain T.O.P.

- I am required to raise an amount equal to half of my salary and living expenses (\$1000) through the partnership ministry.
- I am required to have a working vehicle during my employment with Mountain T.O.P. If my vehicle requires repair, I will provide a replacement during that time.
- I will be paid \$50.00 for every official break at the end of a camp week to use during personal time. I will also receive a \$200.00 travel expense check at the end of training to get me through the first week of camp. I will receive my final paycheck on Saturday of Closing week.
- I will be reimbursed for the actual mileage incurred in my vehicle during pre-camp and camp weeks. This reimbursement will be provided to me at the beginning of my next camp week. I will be given an advance at the beginning of the summer to cover mileage incurred during staff training, pre-camp activities and my first camp week. This advance will be subtracted from my final reimbursement check. I understand I am responsible for my own vehicle expenses while on break.
- In accordance with Tennessee State laws, I will provide proof of insurance for this vehicle throughout my time of employment with Mountain T.O.P.
- I will have a valid driver's license.
- I will begin my employment at Staff Training on the morning/evening of _____. Employment will continue from that day through the morning of Sunday, August 5th . Any conflicts with these dates will be discussed immediately with Kim VanGundy – Program Director/Resource Development.
- I am aware that I must be First Aid and CPR certified prior to coming to camp. Copies of the certification cards will be provided for my file.
- I understand that there will be training and preparation material sent to me that I will read and understand prior to my arrival at Staff Training.

I understand and agree to the terms and conditions of my employment with Mountain T.O.P.

Signature _____ Date _____

Mountain T.O.P. Summer Staff Driver Profile

Name _____ Social Security # _____

Driver's License # _____ Expiration _____ State _____

Have you ever had a license suspended? Yes / No (If yes, please explain on back)

Personal Vehicle Insurance Information

Title is in the name of _____ Relationship _____

Make/Model _____ VIN # _____

Insured's Name _____ Relationship _____

Insurance Carrier _____ Policy # _____

Agent's Name _____ Phone # _____

1. Have you been involved in a traffic accident in the past 3 years? Yes / No

2. Are there any vehicle or traffic violations recorded on your driver's license? Yes / No

3. Have you ever been convicted of a misdemeanor or felony? Yes / No

- If you answered yes to any of these three questions, please explain on back including a date.

On a scale: 1 = Never, 3 = Rarely, 6 = Seldom, 10 = Regularly, how often do you:

____ Take legally prescribed medication that is a sedative or causes drowsiness

____ Have convulsions or black-out periods

____ Wear glasses or use aids to improve vision and/or hearing

____ Suffer from back, neck, or other joint pain

____ Use a cell phone while driving

I warrant that I completed this profile and that the above information is true and accurate to the best of my knowledge. I authorize any investigation (i.e. background check) of all statements herein and release Mountain T.O.P., Inc. and its agents from liability in connection with any such investigation. I understand that untrue, misleading, or omitted information herein may result in dismissal or other disciplinary action regardless of the time of discovery by Mountain T.O.P., Inc.

Signature _____ Date _____ Reviewed By _____

Summer Staff Participation Forms

Consent to Medical Treatment

Mountain T.O.P. is a Christian service ministry with the people of the Cumberland Mountains in Tennessee. Summer employees serve either in YSM - Service Project or Day Camp or AIM - Major Home Repair or Day Camp.

I acknowledge that every effort will be made (through written correspondence, phone calls, and Staff Training) to prepare the staff for their time in service. I therefore release Mountain T.O.P., Inc., 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.

In the event of an accident or medical emergency that occurs while on staff and requires medical attention, I consent to any reasonable medical treatment as deemed necessary by a licensed physician or by competent medical personnel. In the event of an emergency where I am unable to give verbal consent for treatment, I authorize the camp director or a support staff member to give consent for me.

In the event it becomes necessary for a person to give consent for me, I agree to hold such person free and harmless of any claims, demands, or suits for damages arising from giving such consent.

I understand that Mountain T.O.P. provides Workman's Compensation insurance, which covers staff people if they are injured on the job. Mountain T.O.P. does NOT provide general health insurance for summer staff. Mountain T.O.P. recognizes that to have personal health insurance is a personal decision; however it is recommended to cover any non-job related accident, injury, or illness.

Name _____ Signature _____ Date _____

Summer Staff Polo Order Form

Name _____

You are expected to wear an official MTOP shirt everyday you are in the county, which could be up to 6 days in a row. A shirt is classified as official if the MTOP logo is plain and clear on the front of the shirt and can be a polo or a t-shirt. You may have shirts from these sources:

- We will give you two official staff shirts with this year's color
- We will give you one theme t-shirt for this summer
- Any old MTOP camper or staff shirts you have that are "official"
- You may acquire one or two from giveaways at training

You may need to order more staff shirts from this year, especially if you do not think you have enough from these sources above to get you through a week; however, you may not need any more than what we offer, because of the plethora you have from the sources above.

Please indicate the size and total number of staff shirts you would like, **INCLUDING** the two staff shirts we are providing. Additional shirts you order will be provided to you at the cost of approximately \$10.00 each.

I would like a total of _____ staff shirts.

Size (circle one):

Small Medium Large XLarge 2Xlarge 3XLarge

Payment for additional shirts will be taken out of your check at the end of the summer.

If you have any questions, just ask!

Preparation for Summer Staff Check-List and Time Line

This is a time line for you to make sure you are ready for the summer. This includes being physically, socially, emotionally and, most important, spiritually ready. Please print this off and post it somewhere that you will see it often. Please look through it thoroughly the first time so that you understand all that is being asked of you. If you follow this, it will help you in doing things little by little so that it does not all pile up in May. We know that most of you are students (or teachers, for that matter) and that you are extremely busy. We understand, but please prepare yourself for this summer so that you can be the best, most energetic, and ready to learn staff member you can be!

By April 1st

- I have posted this somewhere that I will see it often!!
- I have sent in (check off as they are sent)
 - Acceptance form
 - Driver Profile
 - Copy of driver's license
 - Copy of proof of auto insurance
 - Participation Form
 - Polo Order form
 - IRS Form W-4
 - IRS Form I-9
 - Staff Health History
 - Staff Licensed Medical Personal Recommendation (should be sent by Dr.)
 - Copy of second form of ID, proved sufficient by the I-9 form
 - 2 photographs of yourself: one recent, one from the age of 2 – 5
 - Copy of CPR and First Aid Certification (we do not expect that this is complete, please send the copies as soon as it is complete)
- I have signed up for a class to receive CPR and First AID certification
- I have made a list of all the people I would like to contact about partnerships
- I have received the Mountain T.O.P. preparation guide and questions from Kim
- I have started praying for God to help prepare me spiritually for a summer on the mountain as a staff person.
 - ❖ At Mountain T.O.P. each day this summer there will be a time called Daybreak. It is especially important for you as a staff person to have this time with the Lord each morning as you lead campers through a week of mission. Please start now spending at least 15 minutes with the Lord each day in prayer and reading the Word.

By April 15th

- I have written to family and friends for partnerships

- I have scheduled a time to speak or an announcement made in front of my church or campus ministry for partnerships

By April 22nd

- I am enjoying life!!
- I have started to read the Mountain T.O.P. preparation guides and am filling out my worksheets along with my reading

By April 29th

- I have sent a little reminder to those who still have not sent partnerships
- I am getting into the habit of intentionally setting aside time each day to be with the Lord

By May 7th

- I have completed or am signed up for CPR and First Aid certification
- I have made phone calls to those who agreed to be partners, but have not followed through yet
- I have read through more of the preparation guides and am filling out my worksheets along with my reading

By May 12th

- I am certified in CPR and First AID and mailed in a copy of the cards
- I have set travel plans, including where I am staying the night before training
- I have finished reading through the preparation guides and am familiar with how our campers will be prepared before coming to MTOP
- I am almost done with my worksheets
- I have a general understanding of the training environment and have prepared as best as I can (i.e. lots of information, note taking, group workshops, etc..)
- I am committed to my time with the Lord every day and am excited about continuing this throughout the summer

By May 16th

- I am proficient in basic vehicle maintenance
- I have completed my worksheets and they are ready to be turned in the moment I walk in to staff training
- I have really thought and prayed over the Personnel policy and am ready to follow it as an employee of Mountain T.O.P.
- I have familiarized myself with the role of a staff person and my job responsibilities
- I have planned to arrive at training well rested and ready to go

- To the best of my knowledge and understanding, I am ready to be challenged and do what it takes to be a MTOP summer staffer

**By May 19th – I will be at training in the sweet, sweet Cumberland Mountains!
(May 17th for Directors & Managers, May 19th for Ministry Coordinators)**