



11551 Lucks Lane  
Midlothian, VA 23114  
(804) 301-5238  
kevinsalminen@gmail.com

Kevin L. Salminen – President/CEO

*1 John 3:18 Dear children, let us not love in words and tongue but in action and in truth*

## Registration Packet:

This is the following information impactRichmond has regarding your account:

Number of youth attending:

Number of young adults attending:

Number of adults attending:

Amount on Deposit:

Amount still owed:

This packet of information includes the following information you will need to present to all volunteers and some information impactRichmond will need you to complete.

Informative information includes:

- Mission details
- Clothing policy
- What to bring
- Arrival & departure
- Setting the tone
- Work and ministries
- Work crews and tools
- Adult leaders
- Devotions / club time / church time
- Chores / food preparation

Information you will need to complete is as follows:

- Adult home repair experience form (each adult will need to complete this form) – **Due June 1 (included in this packet)**
- Covenant of conduct (all volunteers must read and sign this form) – **Due upon arrival to impactRichmond (included in this packet)**
- Medical form (all volunteers must read and sign this form) - **You will need to make three copies of the medical form, and impactRichmond requests you alphabetize these copies into three separate piles. The first pile will be yours; the second pile will be impactRichmond's; and the third pile will be distributed amongst the project group leaders. Please make additional copies as you deem necessary. Due upon arrival to impactRichmond, (included in this packet)**
- **Volunteer information due June 1 (separate Excel file will be sent to complete. Your trip leader will complete these tabs and send them back to us. Note: There is**

**one file with different tabs to complete. Call Kevin Salminen if you have any questions. The tabs are as follows:**

- Vehicle form. Please bring as many vehicles as you can. 7 or 8 passenger vans or SUVs are preferred, then sedans. This is because we try and have as diverse a work group as possible from many different churches. The more cars we have the more options to make groups from three or four churches. Also, we may have a group size of 10 people, which would require one van and one sedan.
- Demographic data of volunteers. This includes the names of your volunteers, their address, sex, phone, email, parents' or guardians' names, age, and T-shirt size. This information is necessary in the event of an emergency and for ordering purposes for the T-shirts. All information will be kept confidential.

If you have any questions, please don't hesitate to call me.



Kevin L. Salminen  
President/CEO  
(804) 301-5238 (c) / (804) 474-8707 (w) / [kevinsalminen@gmail.com](mailto:kevinsalminen@gmail.com).

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

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



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### **Adult Home Repair Experience Due June 1. (All adults must complete)**

Each adult participant must complete the following questionnaire. The trip leader in charge for impactRichmond must collect each of these forms and mail them back to us, or scan them in and email them to me no later than June 1. Please be honest in the assessment so impactRichmond may place you in the proper group and work team. **(PLEASE PRINT)**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Church: \_\_\_\_\_

Have you ever attended a service camp (circle one)?  YES  NO

If yes, explain:

Under each section, check with statement best describes you:

<b>Painting</b> <input type="checkbox"/> Experienced <input type="checkbox"/> Intermediate <input type="checkbox"/> Need help (I'll try) <input type="checkbox"/> What's paint?	<b>Decking / Ramps</b> <input type="checkbox"/> Experienced <input type="checkbox"/> Intermediate <input type="checkbox"/> Need help (I'll try) <input type="checkbox"/> I like to sit on one	<b>Yard Work:</b> <input type="checkbox"/> Experienced <input type="checkbox"/> Intermediate <input type="checkbox"/> Need help (I'll try) <input type="checkbox"/> OUTSIDE! In the summer
<b>Roofing:</b> <input type="checkbox"/> Experienced <input type="checkbox"/> Intermediate <input type="checkbox"/> Need help (I'll try) <input type="checkbox"/> No, thanks	<b>Drywall:</b> <input type="checkbox"/> Experienced <input type="checkbox"/> Intermediate <input type="checkbox"/> Need help (I'll try) <input type="checkbox"/> What's drywall	<b>Any other jobs you are great at, complete below:</b> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>



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

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

**PARENT CONSENT AND LIABILITY RELEASE FORM**  
**Due 1st Day of impactRichmond**  
**Attach a copy of your insurance card**

NAME \_\_\_\_\_ AGE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ GRADE \_\_\_\_\_

PARENT(S)/GUARDIAN NAME(S) \_\_\_\_\_

WORK PHONE(S)/ CELL PHONE(S) \_\_\_\_\_ / \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

The undersigned do(es) hereby give permission for our (my) child(ren):

\_\_\_\_\_ (“Participant”), to attend and participate in **impact Richmond** during July \_\_\_\_\_ - \_\_\_\_\_

**LIABILITY RELEASE:** In consideration of impactRichmond allowing the Participant to participate in mission activities, we (I), the undersigned, do hereby release, forever discharge and agree to hold harmless impactRichmond, its directors, employees, volunteers and agents from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the youth Participant while involved in the mission activities. We (I) the parent(s) or legal guardian(s) of this Participant hereby grant our (my) permission for the Participant to participate fully in activities, including trips away from the center premises.

Furthermore, we (I) [and on behalf of our (my) minor youth-Participant(s)] hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein.

Further, authorization and permission is hereby given to said impactRichmond to furnish any necessary transportation, food and lodging for this Participant. The undersigned further hereby agree to hold harmless and indemnify said impactRichmond for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

**MEDICAL TREATMENT PERMISSION:** We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned youth pursuant to this authorization.

**EARLY RETURN HOME POLICY:** Should it be necessary for our (my) youth to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

**TRANSPORTATION PERMISSION:** The undersigned does also hereby give permission for our (my) youth to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by impactRichmond. My youth and I understand that SEAT BELTS SHALL BE WORN AT ALL TIMES during transportation.

Medical Insurance: YES \_\_\_\_\_ NO \_\_\_\_\_ Insurance Company: \_\_\_\_\_

Policy/Group ID#: \_\_\_\_\_ Participant’s Social Security Number: \_\_\_\_\_

Emergency Phone #s in case parent/guardian cannot be reached: \_\_\_\_\_

Allergies or Medical Conditions: \_\_\_\_\_ Date of last Tetanus Shot: \_\_\_\_\_

Parent/Guardian Signatures \_\_\_\_\_ / \_\_\_\_\_ Date \_\_\_\_\_



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

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

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**IMPACTRICHMOND, INC.**

Photography / Video / Audio  
Consent and Release

I authorize impactRichmond, Inc. to copyright and publish all photographs, video footage or audio recordings in print or electronic format in which I appear or speak that are taken by or for impactRichmond. I agree that impactRichmond may use, edit or reproduce such photographs, video footage or audio recordings or share them with others for any purpose related to the promotion of impactRichmond and its related programs and activities. I release all claims against impactRichmond and others with respect to the copyright, publication or use of such photographs, video footage or audio recordings including any claim for compensation related to their use.

**Print Participant's Name** \_\_\_\_\_

**Print Parent/Guardian's Name:** \_\_\_\_\_

**Signature of Participant(if 18 or over) or Parent/Guardian:**  
\_\_\_\_\_

**Date:** \_\_\_\_\_

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

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



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## COVENANT OF CONDUCT Due 1st Day of ImpatRichmond

During **impact Richmond** I recognize that I am a representative of the Christian Community and I am responsible for my actions. I understand that by signing this Covenant, I agree to abide by the following guidelines:

### I Shall:

- ☺ Recognize that everyone in the group and community is a part of the body of Christ. I will embrace inclusiveness by making sure that everyone feels welcome and important.
- ☺ Respect the physical and emotional well-being of other youth and adults by “doing unto them as I would have them do unto me.” (This includes refraining from harsh play or violence, refraining from harmful jokes, respecting the need for sleep, etc.)
- ☺ Respect the health of my own body by refraining from the use of tobacco, alcohol, and illegal drugs. I understand that the use of these substances is absolutely prohibited.
- ☺ Respect the things I use and the property of places I visit. The areas used for all events, including transportation, shall be left clean.
- ☺ Participate fully in all scheduled group activities and abide by additional group guidelines made during a special event or trip.
- ☺ Act appropriately with members of the opposite sex. This means no couples alone at any time, and no public displays of affection.
- ☺ Follow all instructions given by group leaders and chaperones without protest. (This does not mean an instruction may not be politely and discretely questioned if it seems unreasonable.)
- ☺ Stay within the group or assigned sub-group at all times. I will not wander off alone or leave the activity site unless granted permission by an adult, and I will report for all designated check-in times.
- ☺ Hold safety in the highest regard and refrain from compromising my own safety or another’s safety.
- ☺ Provide a trusting environment for my peers. When youth share something about themselves in a group discussion, I will not repeat that information to other friends outside of the group.

### Guidelines for Consequences:

Consequences will focus on restoring peace with reconciliation among the parties involved. The goal of resolving each problem will be growth and learning through repentance and forgiveness. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the youth from **impact Richmond**.

### Youth and Parent/Guardian Signature:

In signing this covenant, I vow that I have read and understand these guidelines. I recognize that a covenant is a binding promise, and my signature is testimony that I agree to adhere to the provisions of this covenant.

Signature of Youth \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



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### **WHAT TO BRING:**

- **Water bottle (very important)**
- **Bible**
- **Spending money**
- Sun block, lip balm, brimmed hat, sunglasses
- Insect repellent
- Flashlight
- Long pants
- Long sleeved shirts and sweatshirts
- Short sleeved shirts (no sleeveless shirts or tank tops)
- Appropriate length shorts
- Tennis shoes or work boots
- Work gloves and safety glasses
- Clothes for evening activities
- Swimsuit (one piece)
- Underwear and socks
- Towel, wash cloth
- Soap, shampoo, other toiletries (extra contact lenses, backup pair of glasses)
- Shower shoes
- Small shower bag or backpack
- Sleeping bag and pillow
- Small air mattress or foam camping pad (**TWIN ONLY, FULL WILL NOT BE ALLOWED**)
- Tent if you're going to be sleeping in a tent

### **WHAT NOT TO BRING:**

- Blow dryers, curling irons, electronic games, portable CD Players, cell phones (with the exception of adults)
- Valuables or too much extra cash

### **ITEMS TO NOTE:**

- Everything but the sleeping bag and camping pad or air mattress must fit in one duffel bag or suitcase.
- ***ImpactRichmond is not responsible for any lost or stolen items.***



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### CLOTHING POLICY

**impactRichmond** loves the community where you are serving this summer. **impactRichmond** asks that the members of your group recognize that their words, actions and appearance during the mission week all contribute to the way we present ourselves to a community. Each group who attends an **impactRichmond** mission trip will be asked to choose apparel consistent with the following guidelines. We appreciate your partnership in creating a safe, respectful, distraction-free environment for your mission experience.

**impactRichmond** asks that all participants understand our clothing policy, agree to, and abide by it. If you would like further clarification of appropriate clothing choices, please call or email Kevin Salminen prior to your trip. **impactRichmond** staff will ask trip leaders to enforce this policy by asking their students (and leaders) to change their clothing if it is believed to be a distraction to the mission.

Please Bring	Please Do NOT Bring
<p><b><u>Loose Fitting Clothing:</u></b> During the week your clothes may endure paint, sweat, and mud. Bring clothes in which you can work and play hard. Modest apparel shows respect for our community and helps to avoid distractions to our representation of Christ.</p> <p><b><u>Closed-To Shoes for Work Sites:</u></b> To prevent injury, you'll want to bring a pair of shoes that you don't mind getting dirty or wet.</p> <p><b><u>Mid-Thigh or Longer Shorts (or Pants):</u></b> You will bend, twist, sit, climb and crawl as you love and serve communities. Short shorts only get shorter with these activities. A good measure is to let your arms fall to your side. If your fingers touch skin, bring a longer pair of shorts.</p>	<p><b>Apparel that distracts from the ministry environment including:</b></p> <ul style="list-style-type: none"> <li>• Tank tops</li> <li>• Short shorts</li> <li>• Visible undergarments</li> <li>• Visible midriff or chests</li> <li>• Bikini swimsuits</li> </ul> <p><b>Apparel that:</b></p> <ul style="list-style-type: none"> <li>• Includes obscene, vulgar, abusive, or discriminatory language or images</li> <li>• Advertises or promotes alcohol chemicals, tobacco or any other product illegal for use by minors</li> <li>• Represents threat or hate groups and gang-related clothing.</li> </ul>



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## ARRIVAL AND DEPARTURE

impactRichmond asks that you plan to arrive on site between 3:30pm and 5:00pm on Sunday afternoon. Dinner will be served sometime between 5:30pm and 6:00pm. Following dinner there will be a mandatory orientation, so plan accordingly. You will be free to leave around 10:30am on Saturday morning after cleanup, closing, worship, and good-byes.

Directors: Use St. Marks UMC website [www.stmarksmidlo.com](http://www.stmarksmidlo.com) or you may map quest the directions. (Address is 11551 Lucks Lane; Midlothian; VA, 23114.) It is beneficial if you bring a GPS device.

On Sunday, there will be a mandatory adult and youth meeting. During the week, before dinner there will be a mandatory adult meeting at 5:15pm.

Outline for the typical day:

Wake-up	6:00am
Bible Study (optional)	6:15am
Breakfast	6:45am
Leave for Work Groups	7:30am
Leave Work Site	3:00pm
Report to Shower Location	3:30pm
Back at St. Marks	5:00pm
Evening Activity / Dinner	5:30pm
Worship	8:30pm
Meet with Church Group	9:30pm
Get Ready for Bed	10:30pm
Lights Out	10:45pm

Evening Activities may vary, however tentative plans call for the following:

- Monday – Night out in Richmond (you will be going out with your work group. Please bring spending money.)
- Tuesday – Pool night (Pizza)
- Wednesday – Park Visit
- Thursday – Talent Show / Homeowners Night
- Friday – Church Reflection



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## **SETTING THE TONE**

An impactRichmond trip is truly what you make of it. The ingredients are here. It is up to you as a solid team of leaders and your enthusiastic youth, to allow God to use you for this week in service. An incredible thing inevitably occurs when one willingly surrenders to being the hand and feet of Christ: it becomes difficult to see who is giving and who is receiving. Participants on impactRichmond trips may leave twice as blessed by the people they came to serve. This experience opens eyes and ears and transforms hearts. A learning mission experience requires a flexible spirit and a willingness to go with the flow. Please remember that our key work is flexibility!

## **WORK AND MINISTRY**

**MISSION:** Impacting community by restoring hope and homes.

### **Overview**

Many communities in the city of Richmond can benefit from the services provided by impactRichmond. Our program strives to preserve and revitalize houses and communities by providing adequate shelter, via home remodeling, to homeowners who are economically in need. The target community for this project is the metro Richmond area.

Youth and adult volunteers involved with this program will:

- 1) Work in teams to remodel houses in the Richmond community
- 2) Bring hope to those who are isolated, impoverished and those who are in poor health due to advanced age, illness, or disability by engaging in social interaction with the community
- 3) Receive proper training from experienced staff to ensure safety on each worksite

Experienced college-aged worksite staff will provide their skill and guidance to ensure the safety and efficiency of each individual at a home repair site. High school and college aged program staff will lead morning and evening activities that relate to working in the community.

## **WORK CREWS AND TOOLS**

After we receive your adult home repair experience forms on June 1, you will receive a call about the type of work site where you will be working. After discussions you may want to bring some of your own tools. All tools and supplies necessary to complete your job will be provided. If you chose to bring your own tools, please label these tools with your name and church so that they may be returned. Work crews will be finalized Sunday night with work crews of usually 8 youth and 2 adults.



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## **ADULT LEADERS**

A leader is an adult twenty one years or older who is coming to minister to the students in your group. If you bring students of both genders, you must have accompanying leaders of both genders. The adult leader role is to serve teens by empowering them to accomplish the ministry projects.

All leaders are expected to read, understand and agree to abide by the information in this registration packet.

An Adult Leader should be:

- ✓ Relational
- ✓ Youth focused
- ✓ Flexible
- ✓ Minimum of 21 years old
- ✓ Strong, Christ-like examples
- ✓ Safety minded

## **DEVOTIONS, CLUB TIME, AND CHURCH TIME**

- Personal Devotions - We set aside time every morning for personal devotions. The youth are given devotionals that highlight the same Bible passages and message that were given during the club talk.
- Club – this energetic time is for everyone! The group gathers for worship, skits and games, a time to share about the day, prayers, and a Christ-centered talk given by a staff member.
- Church time-After club, every group has the opportunity to gather and process all that happened during the day, discuss morning personal devotions, or discuss club. You are free to make this time look as you would like, but we will provide you with discussion questions to help guide you as desired.

## **CHORES / FOOD PREPARATION**

We ask that all groups who come to impactRichmond participate in the preparation, serving of meals, and clean up. Our wonderful chef will facilitate meals and chores will be assigned by work crew. This gives youth an opportunity to serve one another and share in the responsibility of the site.



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### **EMERGENCY PHONE NUMBERS**

In case of an emergency, the following numbers to contact impactRichmond may be used: 804-379-1655 for St. Marks UMC or 804-301-5238 for Kevin L. Salminen, the President/CEO. Please only use these in case of an emergency. We discourage phone calls to and from the site, including use of cell phone, as they are a distraction to the week

### **ALCOHOL AND DRUG POLICY**

Alcohol and illicit drugs are strictly forbidden at impactRichmond. Anyone in possession of such substances will be sent home immediately. impactRichmond is tobacco and chemical free. To ensure the safety of participant, we request that any prescription drugs and other medications be held in the custody of an adult leader.

### **HARRASSMENT AND ABUSE POLICY**

impactRichmond prohibits sexual harassment, harassment, physical and/or sexual abuse on or off the impactRichmond premises or in the course of impactRichmond activities or ministries. impactRichmond will investigate any allegation of such misconduct in accordance with applicable law. impactRichmond will not retaliate against the reporting person.

Please feel free to ask any additional questions as your prepare for your mission experience. Kevin L. Salminen at (804) 301-5238 or at [kevinsalminen@gmail.com](mailto:kevinsalminen@gmail.com).