Service Project Check-List

Before the Service project

 I have filled out and submitted the form provided by Krissy regarding information concerning the service project <https://docs.google.com/forms/d/1AdzTLbp2FcGV2ChRab9EcyOuG5z65MTRJVhNiJyNV5E/viewform>

 I have contacted each teen individually to ensure they are aware of the time, date, location and mode of transportation for the event

 I have contacted each teen’s parent(s) personally to ensure they are aware of the time, date, location, duration and mode of transportation for the event

 I have contacted each teen leader(s) parent(s) personally to ensure they are aware of the time, date, location, duration and mode of transportation for the event

 I have requested permission slips to be made by Krissy for the event

 I have distributed permission slips to each minor in the group

 I have arranged for someone in the group to take pictures of the event (there must be at least one picture of the whole group, including all leaders, and one picture of some sort of action taking place)

 I have arranged for a second adult who has completed the Safe Environment Training will be present at the event

 I have gotten this event approved by the Youth Minister

During the Service Project

 I have permission slips for each minor with me at all times

 At least two adults who have received the Safe Environment Training are present the entire event

 Pictures are being taken

 Two adults who are Safe Environment Trained are present until the final teen has departed

After the Service Project

 Pictures have been emailed to Krissy within one week of the service project with a short explanation of what happened at the service project

 Each teen has filled out the appropriate form

 The adult small group leader signed each form filled out by the teens

 The adult leader submits the forms to Krissy