

## **Team Leader's Checklist**

Coming to Henderson Settlement with a work team involves a considerable amount of planning and advance preparation that begins long before you arrive. In order to accommodate you and the many other teams that visit us each year, you or your committee should keep the following dates and deadlines in mind as you plan your trip. As always, if you have any questions, please feel free to contact Jerry Lambdin, Work Camp Supervisor for a quick and accurate answer.

The following are the important dates that you will need to know:

### **August 1<sup>st</sup> of the year prior to you're coming:**

This is the first date that we will register teams for the coming year.

- In order to register, you must submit a registration form along with a non-refundable \$100 deposit.

If your registration form is submitted prior to August 1st and for some reason the dates are not available or other circumstances preclude your team from accepting that date, your deposit will be refunded.

If submitted later than August 1st and dates are not available, your deposit will be refunded.

- After your registration for Henderson Settlement has been accepted, you will get a confirmation.
- Download the team leader's packet from the website. This packet consists of the team handbook, covenant forms, insurance information, team registration forms, etc.

### **February 1st-15th**

- Sometime after February 1st of the project year, the projects will be posted on the website. You can download the files for local use or review the projects on the web.
- Select your projects and confirm their availability with the WorkCamp office.
- You can confirm the projects by listing them in an email or fax or letter and sending them to the Work Camp Supervisor. You will be notified of availability and a reservation for that project will be made for your group.

### **March 15th .**

- On this date one half of all of your group's fees are due in the Work Camp Office. To arrive at the amount, multiply the number of team members you made reservations for by

\$200 if you are coming in the summer (June 1<sup>st</sup>. – August 31<sup>st</sup>.) or \$185 for other times. Please check the handbook for procedures for large groups.

### **Arrival minus 2 weeks:**

- This is the due date for the balance of the team's fees and all of the project fees.
- Submit your finalized team roster and signed individual covenant forms from each team member.

### **Arrival**

- Upon arrival, check in with the security guard at the main office.
- Make sure the team leader has a filled out insurance card for each team member.
- DO NOT turn these cards in as you will need them should an emergency arise and a team member needs medical care.