

THE PITTSBURGH PROJECT...2011/2012 ADULT REGISTRATION FORM

(adult =18+ years of age)

Please Print Neatly

Name _____ Gender **M** **F**
T-shirt size (please circle one): *womens-* s m l xl *mens-* s m l xl xxl xxxl
Church/Group _____ Leader _____
Have you or a member from your family attended a service camp at The Pittsburgh Project? **YES** **NO**
Home Phone () _____ cell () _____ Date of Birth ____/____/____
Home Address _____
Your Email Address _____
City/State _____ ZIP _____ Current Age _____

Contact Information

Spouse's/Parents' Full name(s) _____ **SPOUSE** **PARENT**
Phone (day) _____ (evening) _____
In case spouse/parents' cannot be reached, please call _____
at phone (day) _____ (evening) _____

Medical Information

Insurance Carrier _____ Policy Number _____
Ins. Carrier's Phone Number _____ Primary Care Physician _____
Primary Care Physician's Phone Number _____
Current medications _____
Date of last tetanus shot _____
Allergies (Drug, food, etc.) /Special Medical Needs _____

Release from Liability

I hereby release The Pittsburgh Project, its staff and members of the board of directors, from any liability for injury that I may sustain during The Project's activities. In case of illness or injury, and in the event I am unable to respond, I authorize Project staff to allow emergency medical treatment or surgery by a licensed physician or hospital.

Signature _____
Date _____

The Pittsburgh Project...2011/2012 Student Registration Form

Please Print Neatly

Name _____ Gender **M** **F**

T-shirt size (please circle one): *womens-* s m l xl *mens-* s m l xl xxl xxxl

Church/Group _____ Leader _____

Have you or a member from your family attended a service camp at The Pittsburgh Project? **YES** **NO**

Home Phone () _____ cell () _____ Date of Birth ____/____/____

Home Address _____

City/State _____ ZIP _____ Current Age _____

Your Email Address _____

Grade Completed: 6 7 8 9 10 11 12

Contact Information

Circle **Mr./Mrs./Ms./Mr.&Mrs.** Parents'/Guardians' Full name(s) _____

Phone (day) _____ (evening) _____

In case parents/guardians cannot be reached, please call _____

at phone (day) _____ (evening) _____

Parents' Email Address _____

Medical Information

Insurance Carrier _____ Policy Number _____

Ins. Carrier's Phone Number _____ Primary Care Physician _____

Primary Care Physician's Phone Number _____

Current medications _____

Date of last tetanus shot _____

My child may be administered basic analgesic (Tylenol, Advil) if needed? **YES** **NO**

Allergies (Drug, food, etc.) /Special Medical Needs _____

Release from Liability

I hereby release The Pittsburgh Project, its staff and members of the board of directors, from any liability for injury that my child may sustain during The Project's activities. In case of illness or injury, and in the event I am unable to respond, I authorize Project staff to allow emergency medical treatment or surgery by a licensed physician or hospital.

Parent/Guardian Signature _____

Date _____

Group Pair Sheet

Church: _____ **City, State:** _____ **Retreat date:** _____

Unless you indicate otherwise, church groups will be assigned together at the worksites on weekend retreats. However, since not all worksites require the same amount of people, (they vary from 5-9 people,) we ask that you fill out the pair sheet below so we can make the worksite group assignments. If you have an odd number of people, the last person can be made part of a trio. Please refrain from creating more than one group of three.

Fill out and return this sheet to The Project 10 Days before your arrival.

Worksite Leaders (for legal reasons, leaders must be over 21):

1. _____(trip leader) 3. _____ 5. _____
 2. _____ 4. _____ 6. _____

Please list all non-worksite leaders below—each name should only appear on this sheet once. If you'd like to make that requests for certain people to be assigned with certain worksite leaders, please note it in the margin and we'll do our best to make arrangements. If you have more than 10 pairs, please duplicate this sheet.

PLEASE PRINT LEGIBLY-Nametags are made from this info.

Pair #	Participant 1	age	M/F	Participant 2	age	M/F
Pair 1						
Pair 2						
Pair 3						
Pair 4						
Pair 5						
Pair 6						
Pair 7						
Pair 8						
Pair 9						
Pair 10						

SUMMARY SHEET

Please return 10 Days before you arrive

Church: _____
 City: _____ State: _____

Trip Leader: _____
 Trip Leader daytime contact phone number 10 days before the retreat: _____

- _____ Total number of female participants (students and adults)
- _____ Total number of male participants (students and adults)
- _____ Group Total

T-Shirts

On Sunday, each participant will receive a TPP T-shirt. Please indicate the sizes needed for your group below

	number of shirts		number of shirts	
Womens small		Mens small		
Womens medium		Mens medium		
Womens large		Mens large		
Womens XL		Mens XL		
		Mens 2XL		
		Mens 3XL		
				Total all shirts
Womens subtotal		Mens subtotal		

THANK YOU!

Trip Leader Checklist

TPP WEEKEND SERVICE CAMP

What's in this Packet?	Action you take	Done (x)
TPP FAQ's	Read and heed	
Group Pair Sheet	Fill out and return 10 days* before you arrive	
Worksite Leader Skills Inventory Form	Copy for each worksite leader. Fill out and return 10 days* before you arrive	
Vehicle Information Sheet	Fill out and return 10 days* before you arrive	
Summary Sheet	Fill out and return 10 days* before you arrive	
Final Balance	Mail check 10 days before you arrive, may pay with credit card over the phone	
Registration Forms (Adult/Student)	BRING WITH YOU originals and one set of copies	
What to Bring	Copy and distribute	
Weekend Schedule	FYI	

**THESE FORMS ARE ALSO AVAILABLE ONLINE @
www.pittsburghproject.org**

***You may mail or fax these sheets:**

**The Pittsburgh Project
2801 North Charles Street
Pittsburgh, PA 15214**

Attention: Lauren Phone: 412/321-1678 Fax: 412/321-3813

VEHICLE INFORMATION SHEET

We rely on your leaders' vans to transport work teams to and from the worksite daily. In order to most efficiently organize this process, we ask that you inform us of your driver and vehicle information before you arrive. In the table below, please list all the vehicles you will have available for the weekend and all eligible drivers for each vehicle. Please make sure this information is accurate--we will assign work teams and drivers based on this information. **ALSO, PLEASE PRINT NEATLY!!**

Please fill out and return this sheet to The Project
10 days before your arrival

Church: _____ **City, State:** _____

We realize you may not know all of the vehicle information ahead of time. In the very least, please inform us of the seating capacity and the eligible drivers.

make	model	license plate #	color	seating capacity*	last name of all eligible drivers for this vehicle
EXAMPLE					
1. FORD	Caravan	Pennsylvania ASD-3907	Green	7	Q. Jones, A. Kipling
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

* don't forget to take into account van seats that may have been removed for luggage or any other modifications that might affect seating

TPP WEEKEND FAQ's

THE PITTSBURGH PROJECT 2801 NORTH CHARLES STREET PGH, PA 15214

PHONE: 412/321-1678 FAX: 412/321-3813 WWW.PITTSBURGHPROJECT.ORG

Where Are We Staying?

The Pittsburgh Project campus is located in a residential neighborhood on Pittsburgh's North Side. Our facilities include a three-story converted school building, a renovated former church and a dormitory. We are in the biracial residential neighborhood of Perry South across from a city park. Many of The Project's staff members live here on the North Side, in close proximity to the building.

Where Do We Sleep And Shower?

In 2005, we completed our new Guest House. Lodging is separated by floor for each gender. The first floor is recreation space with ping-pong tables, etc. Each of the 20 dorm rooms sleep 14 people, on bunk beds. With youth groups, please make sure that at least one of your adult leaders is lodging in each room with the students. There are adequate showers and bathrooms facilities on each floor. Shower shoes are recommended. You are required to bring your own towels, bed linens or sleeping bag and pillow for the bunk bed.

Where Do Families Call In Case Of An Emergency?

The Project's offices are open Monday through Friday from approximately 8:30 am to 6:00 pm EDT. The voice mail system at the office is available 24 hours a day. The phone number is 412-321-1678. Please leave messages for Lauren at extension 153 or Amy at extension 126. Please give this number to your group's families and to your church office.

What Leadership Should Our Church Provide?

For high school weekends, we require a 5:1 minimum student/leader ratio. You and your leaders provide hands-on supervision at the worksite, and they offer nurture and discipline in the evenings. Our board's policy requires that your leaders are at least 21 years old. Make sure your adult leaders represent the gender of students that are attending. While we welcome older students or junior leaders who are out of high school but who are not yet 21, we can't give them assignments as worksite leaders. Moreover, please ensure that the same worksite leaders are available for the whole weekend.

For college/adult/family weekends, please designate 1 responsible adult 21+ for every group of 5 people. They will serve as worksite leaders at the worksite. We welcome family participation but ask that children be at least 10 years old. While there can be age appropriate work for children (cleaning, raking), they will be at a worksite for approximately 7 hours of the day and will require parental supervision and guidance.

When Should We Get There?

Please arrive as close to 5:30 as possible. Directions are enclosed. Please call if you encounter delays and will arrive late. We will eat dinner at 6:00 and meet with worksite leaders at 6:30.

How Do We Register? What About Tuition?

When you arrive, park in the lot in front of the school and check in at desk in the dorm building behind the school. Please introduce yourself and give Project staff your registration forms. As a reminder, tuition for the weekend is \$100 per participant and \$200 per family (parents with children.) Please pay your balance due in one check or credit card transaction at least 10 days before your trip.

Are You Insured? What About Medical Insurance?

The Project maintains a general liability policy in case of lawsuits against The Project for damage done by Project participants. However, The Project maintains no medical coverage for Project participants; they need to be covered by their own medical policies. We will ask participants for medical insurance information on their registration forms, which you should collect and bring with you. If we don't have a completed and signed registration form for each participant, we cannot allow that participant to go to worksites. Participants without health insurance should contact us before arrival.

How Will You Know Our Construction Skills?

Please distribute the enclosed Worksite Leader Skills Inventory Sheets, and ask each of your 21+ year old adult leaders to fill it out. Adult groups--please designate one worksite leader for every 5 participants. Mail or fax these back to The Project 10 days before your trip. We will then be able to schedule the various projects in accordance with the skills that are available that particular weekend.

What Is Your Safety Record?

Praise God, our record is quite good. We take safety seriously and we need you and your leaders to take it seriously as well. When you go to your worksites, we will send you with a list of nearby hospitals and emergency telephone numbers. There are hospitals and urgent care facilities within ten minutes of The Project's headquarters.

What Will We Eat?

Morning meals are either hot or cold breakfasts including but not limited to cereal, bagels and fruit. Lunches are packed in coolers to take daily to the worksites and typically will consist of cold sandwich fixings, juice, and chips. Dinners are hot meals, including entrées like chicken, spaghetti, bread, vegetables, and a beverage. If you have questions regarding food, please contact us.

Do We Need Any Spending Money?

The tuition that you are paying covers the costs of all materials, meals and lodging and a Project T-shirt. You may want to bring quarters for the vending machines located in the Guesthouse where you will be staying.

Does The Pittsburgh Project Have Wireless Internet?

Yes. The Guesthouse is equipped with wireless internet and requires no password. There are also 2 (fairly slow) computers available for leaders to access needed information like driving directions.

Will I Be Able to Be Reached by Cell Phone?

Maybe. The Pittsburgh Project headquarters are located in a valley where there is limited indoor cell phone reception. The Guesthouse walls are primarily cinderblock which also hinders cell phone reception. Most people can get reception outside of our buildings. There is a wired phone at the Guesthouse desk that may be used for emergencies.

What Vehicles Shall We Bring?

Will We Use Our Vehicles During The Weekend?

Your vans and minivans are needed to transport teams of approximately seven (7) people to and from the worksites Saturday and Sunday. Only the adult leaders (21+) from your group are permitted to drive minors; licensed minors are not permitted to drive other participants. It's always a great help if any of your leaders are authorized to drive any of your group's vehicles. If you bring 15 passenger vans, it is very likely that you will be carrying 2 work groups--one of which will be dropped off and will not have access to a vehicle all day at their worksite. Also, you may wish to refrain from bringing Grandpa's Buick, since participants get dirty, and so do vehicles.

What Else Do We Need To Bring For Our Group?

1. Please bring with you one (1) medium-sized first aid kit for every worksite leader in your group. You will take these to your worksites with you.
2. Please remind everyone in your group to bring a canteen or plastic water bottle. It can also be helpful to have work gloves, a dust mask and a pair of plastic safety goggles.

Do We All Receive The Same Size Free T-shirt?

No. Ten days before you come to camp, you will send us the enclosed Summary Sheet with the sizes that your group needs. Participants indicate preferred shirt sizes on their registration form. T-shirts are distributed on Sunday.

Can We Use Radios/Ipods/C.D. Players?

No. We have found that a retreat from normal TV and music can be valuable. We have a sizable sound system through which we play --and blare music, so please leave ipods and radios at home. Also, please discourage your participants from non-essential cell phone use, particularly while working at the worksite.

If you have any other questions, please don't hesitate to call!

412-321-1678

Amy, extension 126; Lauren, extension 153

\$AMPLE TPP WEEKEND \$CHEDULE

Friday

		Location/ Notes
5:30	Arrival	Parking in front lot or alley spots along fence
5:30	Registration	Check-in at desk in dorm behind the school
6:00	Dinner	Social Hall
6:30	Worksite Leaders' Meeting	TBA
7:30	Mixers/ break into worksites	TBA
8:15	Break	
8:30	CLUB	TBA
10:00	Head to Bed	Guest House
11:00	Lights out	Sleep Tight!!!

Saturday

		Location/ Notes
7:00	Wake Up	In your beds...
7:15	Breakfast	Social Hall
8:15	Send off	TBA
8:45	Head to Worksites	Don't forget your lunches!
4:00	Arrival at TPP/Showers	Return coolers to kitchen
6:00	Dinner	Social Hall
7:30	CLUB	TBA
8:45	Evening fun	Guest House
10:00	Head to Bed	Guest House
11:00	Lights out	Rest up!

Sunday

		Location/ Notes
7:00	Wake up	Bunk beds rule
7:15	Breakfast	Social Hall
8:15	Worship and send off	TBA
9:00	Head to Worksites	Don't forget your cooler!
2:00	Arrive at TPP	
	Return tools to Warehouse, Return and clean coolers	
	Turn in worksite notebooks, Pack-up and clean dorm rooms	
2:30	Wrap up	TBA
3:00	Head home	We appreciate you!!



What to Bring for Weekend Service Retreats

PLEASE BRING THE FOLLOWING ITEMS:

CLOTHING	WORK-RELATED ITEMS	PERSONAL ITEMS
casual clothes	work clothes that can be worn in layers (you may be working inside or outside)	Bible/pen
		padlock--there will be small lockers in your room for valuable items
jacket	boots/old shoes	garbage bag (for dirty clothes)
T-shirts	cap/hat	deodorant
		sunscreen (seasonal)
sleepwear	water bottle	soap, shampoo
socks	optional: work gloves, dust mask, safety goggles or glasses	toothbrush, toothpaste
underwear		towels
shower shoes		Pillow, sleeping bag or bedding for a single bunk bed

Please do not bring the following items:

- T-shirts advertising alcohol or cigarettes
- T-shirts with slogans or symbols that would probably offend your grandmother
- half-shirts or short-shorts
- clothes that show your underwear, bra or stomach
- drugs, alcohol, weapons, firecrackers or other contraband
- radio, ipod, walkman
- expensive jewelry or irreplaceable items

WEEKEND WORKSITE LEADER SKILLS INVENTORY FORM

Name _____ Gender _____ Age _____

Church/Organization _____ City, State _____

I will be at the Project: (please circle)

Nov. 4-6, 2011; April 13-15, 2012; April 27-29, 2012

Will you be driving a vehicle to the worksite for the weekend? (please circle) yes / no

Do you have any first aid or emergency medical treatment experience? yes / no

If yes, please explain: _____

**This section enables us to schedule work that maximizes your skills (or lack of skills!) on the worksite.
Circle the appropriate number in each section:**

PAINTING

1. I've never painted before.
2. I've helped someone paint inside
3. I've done low outside painting.
4. I've painted a two-story house.
5. I have a lot of painting experience.
6. I am a painter.

DRY WALLING

1. I've never dry walled before.
2. I've spackled small holes in a wall.
3. I've done taping and muddying.
4. I've measured, cut and hung sheets.
5. I have a lot of dry walling experience.
6. I am a dry waller.

CARPENTRY

1. I've never done any carpentry before.
2. I've done small repairs around the house.
3. I've measured, cut, and nailed lumber.
4. I have moderate carpentry experience.
5. I have a lot of carpentry experience.
6. I am a carpenter.

ROOFING

1. I've never roofed before.
2. I've used tar to patch a leak.
3. I've replaced sections of a shingle roof.
4. I have moderate roofing experience.
5. I have a lot of roofing experience.
6. I am a roofer.

YARD WORK

1. I've never done yard work before.
2. I can run a lawnmower.
3. I've run clippers and weed eaters.
4. I've used a chainsaw.
5. I have a lot of yard work experience.
6. I am a landscaper.

MASONRY

1. I've never done masonry before.
2. I've patched a sidewalk.
3. I've poured sections of concrete.
4. I have moderate masonry experience.
5. I have a lot of masonry experience.
6. I am a mason.

PLUMBING

1. I've never done plumbing before.
2. I've fixed sink/toilet leaks.
3. I've installed fixtures.
4. I have moderate plumbing experience
5. I have a lot of plumbing experience.
6. I am a registered plumber.

ELECTRICAL

1. I've never done electrical work before.
2. I've changed switches and outlets.
3. I've installed new light fixtures.
4. I have some rewiring experience.
5. I have a lot of electrical experience.
6. I am a registered electrician.