

Team Leader Checklist

Listed below are some of the things that will help you to plan for a successful Work Camp experience. This timeline is based on a group coming for the Summer Service Program and should be taken as a suggested guide. However, aspects of this would apply to any group coming.

First Things First:

- Spend 1-2 hours reading through materials on Good Works web site.
- Mail in Work Camp Application and Deposit
- Begin forming budget for Work Camp
- _____
- _____
- _____

One Month Prior to Work Camp:

- Assemble Participant Packets for each member of group including:
 - Volunteer Worker Releases
 - General Information About a Work Camp at Good Works
 - Things to Bring Checklist
 - The Way We Are – for Work Groups
- Begin planning responsibilities for members of group.
- Appoint/recruit Meal Coordinator
- Appoint/recruit Chore Coordinator
- Complete Work Camp Profile. This should be mailed to Good Works about 3 weeks prior to your arrival. This information enables us to prepare for your group.
- _____
- _____

Two Weeks Prior to Work Camp:

- Assemble First Aid Kits for your group. Depending on the number of participants, your group will be broken down into smaller groups of about 5-7 people supervised by an adult from your group. Some of these groups will be traveling in the community. Each of these smaller groups should have at their disposal a first-aid kit with a bee sting spray.
- Assign responsibilities to group members. The following forms can help you with some of these:
 - Meal Preparation Schedule
 - Daily Chore Schedule
 - Final Clean Up
- _____
- _____
- _____
- _____



One Week Prior to Work Camp:

- Receive Volunteer Releases from all members of the Work Group. Two copies should be made for each person. One you will keep with you and the other will be given to Good Works after you arrive.
- You will receive a first draft of your schedule from Good Works. This will give you some particulars of what types of projects you will be involved with. This may include specialized projects or tools we will need you to bring. After reading through this schedule, contact Good Works if you see any problems for your group. After that, begin collecting the tools you will need.
- Make sure each person in the group brings at least one pair of work gloves or more.
- Assign people to use the Retreat Cabin
- Determine who will be going to the Timothy House on Monday, Tuesday and Thursday evenings.
- _____
- _____

Two Weeks After Work Camp:

- Have members of group write letters to interns (Summer Service Program only)
- Begin executing your plan for bringing your experience at Good Works back to your community.

Follow Up:

- Invite Keith Wasserman to your church or Sunday School

