

Team Leader Checklist for Weekend/Weeklong Work Retreats

Listed below are some of the things that will help you to plan for a successful Work Retreat experience. This timeline is based on a group coming for several days September through May and should be taken as a suggested guide.

First Things First:

- Coordinate dates for your group with Good Works
- Spend 1-2 hours reading through materials on Good Works website.
- Mail in Work Retreat Application and Deposit
- Begin forming budget for Work Retreat
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- _____
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One-two Months Prior to Work Retreat:

- Distribute Participant Packets for each member of group including:
- Begin planning responsibilities for members of group.
- Appoint/recruit Meal Coordinator
- Appoint/recruit Chore Coordinator
- Complete Worship Team Profile. This should be mailed to Good Works about 3 weeks prior to your arrival. This information enables us to prepare for your group.
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Two Weeks Prior to Work Retreat:

- 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.
- Begin making plans for your time off activities. See list of Visiting Group Activities for the Athens County area.
- Consider what you would like to do for the Evening Gathering times through the week.
- Assign responsibilities to group members. The following forms can help you with some of these:
 - Meal Preparation Schedule
 - Daily Chore Schedule
 - Final Clean Up
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- _____
- _____
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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 staff after you arrive.
- Collect each persons requested donation for the Work Retreat. This will be given to GW staff after you arrive.
- You will receive a first draft of your schedule from Good Works. This will give you some particulars of the 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 Paul Richard if you have any concerns 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.
- _____
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Two Weeks After Work Camp:

- 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.