

# Work Retreat Application

## September through May

Prior to filling out this application, please call us at 740.594.3336 and ask for Paul to discuss the dates you would like to come. Then fill this out with the best information you have available and send it to us by the date requested. You will be notified by email that your application has been received and approved.

### Group Information:

Sponsoring Church or Organization \_\_\_\_\_

Leader/Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Estimated Volunteer Participation: Total Group Size \_\_\_\_\_

Adults \_\_\_\_\_ College Students \_\_\_\_\_ Youth \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Are there any special needs that we should be aware of for your group? \_\_\_\_\_

### Select one of the following:

#### One-Day Work Retreats

What date are you requesting for your Work Retreat? \_\_\_\_\_

Please select your times of service (this can be changed later if necessary):

8:30 – 12:00

12:30 – 4:00

8:30 – 4:00 (w/ break for lunch)

#### Weekend Work Retreats (Thursday/Friday to Sunday)

What dates are you requesting for your Work Retreat? \_\_\_\_\_

Is the deposit included with this application? Yes  No

The requested donation for a weekend Work Retreat is \$100 and is due with this application to reserve the dates for your group. We ask that each person coming make a contribution of \$20 per night. Please make your checks payable to Good Works—Work Retreats.

#### Week-long Work Retreats

What dates are you requesting for your Work Retreat? \_\_\_\_\_

Is the deposit included with this application? Yes  No

The requested donation for a week-long Work Retreat is \$150 and is due with this application to reserve the dates for your group. We ask that each person coming make a contribution of \$20 per night. Please make your checks payable to Good Works—Work Retreats.

## Project Information

Are there any particular types of projects that you would like for your group do on behalf of Good Works? \_\_\_\_\_

Is there anything we should know that your group should not do? \_\_\_\_\_

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## Change of Leadership

We are making the assumption that the person who completes this form is the primary leader and contact person for your group. If it becomes necessary for a leadership change to take place, it is imperative that you contact Paul Richard by phone (740.594.3336) to discuss this change. It will then be necessary for the new leader to contact him to insure that the transition of leadership is smooth and will not affect the success of your work camp with us.

## Cancellation Policy *(See document on the web site called Your Commitment)*

Deposits are non-refundable, but can be used for another week of the current calendar year. It is not unusual for groups to have some unforeseen circumstances arise that will prevent them from coming. Please talk with us about your situation. It is a major hardship on our staff and interns as well as the people we are seeking to serve for a group to cancel. By submitting this application you are saying that you have a group who can come out to serve. It is on that basis that we are planning the ministries of the Short-term Missions Program.

## General Information:

How did you hear about Good Works and the Short-Term Missions Program? \_\_\_\_\_

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Have you participated in a Good Works' Work Retreat before? Yes  No

- Please send this to application to: Good Works, Inc., Attn: Work Retreats, P.O. Box 4, Athens, OH 45701. You can also email it to paul@good-works.net.
- The Team Profile is due 2-3 weeks before your scheduled Work Retreat. This can be emailed.
- The remaining donation and the Volunteer Releases can be brought with you when you come to Good Works. These can be given to the staff leading your Work Retreat.

*Note: Any volunteers seeking class credit, community service hours or internship credit must request this in writing, in advance through our application process. We will not sign off on any volunteer time that is required for class credit, community service or internship credit after it is completed, **unless it is approved in advance.***