



A ministry of
**Second Congregational
Church of Boxford**
United Church of Christ

**Because People Living on the Edge
Are as Close as Our Backyard**



PRE-TRIP GUIDELINES AND CHECKLIST

Prior to your group's volunteer trip to Boston-North Backyard Mission, it is suggested that you have *at least* one meeting for information and reflection with your group's participants AND your adult leaders. Remember that awareness, reflection, and preparation are imperative to your group having a transformative experience!

ASAP BEFORE YOU ARRIVE

- We will hold your space when you complete an Application and mail it with your deposit.

TWO MONTHS BEFORE YOU ARRIVE

- Have each participant fill out
 - **Release and Waiver of Liability**
 - **Medical - Emergency Release Form**
 - **Ensure all participants have an updated Tetanus shot.**

ONE MONTH BEFORE YOU ARRIVE

- Meet with participants to discuss what volunteering and service work mean, past experiences and how it serves a larger purpose. (This serves as early reflection/preparation for the trip)
- Go over the Itinerary for your trip with your group. Discuss the kind of work that you will be doing and how it will impact the community served.
- Discuss cultural attractions you may want to do during your free time on Wednesday. All cultural experiences are to be arranged and paid for by group.
- Go over packing list
- You may want to share items found on FAQ's, Sample Itinerary and Accommodations forms.

TWO WEEKS BEFORE YOU ARRIVE

Mail all paperwork and final payment to:

Betsy Guest-Natale
Boston-North Backyard Mission
PO Box 508
West Boxford, MA 01885

Checks should be made out to:

Second Congregational Church of Boxford, UCC
Memo: Backyard Mission

If you have any questions about the pre-trip guidelines and checklist, please contact the Backyard Mission Trip Coordinator: backyard@secondchurchboxford.org or (978) 352-2127.