

# SPRING 2020 INFORMATION & REGISTRATION PACKET



Dear Group Leader,

Thank you for your interest in MissionLab's spring program. We are excited about the possibility of having your group join us for missions! We want to partner with you to make the process of planning your mission trip as smooth as possible.

MissionLab not only exists to do missions, but also to create missionaries. Our program is designed to show your group that mission opportunities surround us every day, no matter where you live. Thank you for considering our program as you seek to see God move in your group. Together, we can work to carry out the Great Commission and to help your group members grow in their walk with Christ.

We look forward to meeting each of you. We are praying that through our missions program, God will impact your group and the people of New Orleans in such a way that only He gets the glory for it!

Blessings,

The MissionLab Staff

## TABLE OF CONTENTS

### PROGRAM DETAILS

- 2** Spring Program Basics
- 3** Deadlines & Deposits
- 4** Ministry Site Guide
- 7** Camp Guidelines
- 9** Packing List
- 10** Booking a Trip

### FORMS

- 11** Registration Forms
- 13** Allergy/Meal Request Card
- 14** Housing/T-Shirt Form
- 15** MissionLab Release Form

# MISSIONLAB BASICS

Everything you need to know about  
our spring 2020 program – and then some!

## 2020 Spring Program Dates

We offer three spring program weeks:

- March 8-13
- March 15-20
- March 22-27

**PLEASE NOTE:** Our spring program allows for groups to plan a shorter stay for a prorated cost, if needed. Also, we CAN work with groups if they need to come outside of what is considered our PROGRAM DATES. Not all options listed below are available for dates outside of our set program, though.

## Program Details

The following is provided *during the dates listed above:*

- Five nights lodging (Sun. night-Thu. night) in dorm housing (4-6 people/room, bring own linens & towels)\*
- Three meals a day Monday - Thursday (a hot breakfast, a sack lunch, and a hot dinner); Dinner Sun.\* \*
- Ministry site assignments that match the skill levels and preferences of your group
- Professional staff to facilitate your experience
- Staff-led worship & devotion events\* \* \* and fellowship opportunities
- Preparation materials designed to spiritually prepare your group for missions in our city
- Private meeting room for evening group time; Wi-fi access in meeting room, student center, & cafeteria
- Access to our campus recreation facilities
- A MissionLab t-shirt, devotional booklet, and pen

*\* Hotel-style housing (2 per room, linens & towels provided) is available on a limited basis through the Providence Guest House at an extra per-person charge. Call for details & to check for availability.*

*\*\* During advertised program dates **ONLY**; please see registration forms for more info about spring meals. **NO BREAKFAST SERVED ON FRIDAYS***

*\*\*\* During advertised program dates **ONLY***

## 2020 Spring Program Costs

- Full Week/Full Program/Dorm Housing (Sun-Fri): **\$299**/person
- Any other options can be prorated based on a group's length of stay/housing/meals required

## Who can participate in a trip to MissionLab?

- Church groups, school groups, groups of friends who want to serve in New Orleans
- If any participant is under the age of 12 years old by time of arrival to MissionLab, he or she **MUST** be accompanied by a parent or legal guardian for the entire trip.

## Typical Weekly Schedule

The following is a basic example of a typical day of MissionLab. A detailed day-by-day schedule will be provided.

### DAY OF ARRIVAL

3-5pm Check-in  
Pizza Dinner  
Leader Meeting\* \*  
Worship/Orientation\* \*

### WEEKDAY MORNING

Breakfast & Collect Lunch Coolers  
Devotion Time  
Leave for Ministry Sites

### WEEKDAY EVENING

Return to Campus  
Dinner & Return Lunch Coolers  
Free Time or Worship  
Group Time

**Groups will return to rooms by 10:30pm and Lights Out is at 11pm.**

*\*Both the leader meeting and the orientation time are mandatory for your group. These are crucial parts of making sure your week goes smoothly.*

*\*\*Worship time is available during program weeks and on a case-by-case basis outside of program dates.*

# DEADLINES & DEPOSIT POLICY

A basic outline of what we need from you and when

*PLEASE NOTE: All payments should be made by check or credit card. CC payments are subject to a non-refundable, non-transferable 2.5% service fee.*

## WHEN YOU SIGN UP

- Registration Forms
- \$100 deposit (non-refundable)

## 2 MONTHS PRIOR TO YOUR ARRIVAL

- 15% deposit (non-refundable)
  - If your group is attending during a discounted program week, you will owe a 15% deposit at this point.

## 1 MONTH PRIOR TO YOUR ARRIVAL

- 50% deposit (non-refundable, non-transferable)
  - At this point, your group must pay 50% of your remaining balance. This deposit is non-refundable and non-transferable, meaning that if you drop any spots ***AFTER THIS POINT***, you are still responsible for paying half for each of the spots dropped.

**PLEASE NOTE: We can only credit your group's account for  $\frac{1}{2}$  of the cost of participants dropped after this date.**

- Certificate of Insurance
  - This form is **MANDATORY** and is **NOT** the same as **PROOF OF INSURANCE**. Call your church's insurance provider and request this form – it must name **NOBTS & MissionLab** as certificate holders.
- Completed Housing/T-Shirt Form
  - This form is included in this packet. You may fax, mail, or email this form to our office by this date.
- Completed Allergy/Meal Request Cards
  - These cards are included in this packet. Fill them out for any participant who may qualify. You may fax, mail, or email this form to our office by this date.

## UPON ARRIVAL

- MissionLab Release Forms
  - A MissionLab Release Form is provided in this packet. For legal purposes, the MissionLab Release Form **MUST** be used, even if your organization has its own. A completed copy is **REQUIRED** for ALL participants, regardless of age. **Forms must be notarized for anyone under 18**. It's a good idea to make copies of the notarized forms for your records as you travel. Please do not mail the forms. We will collect the originals and keep them for our records.
- Key/Room/Campus Property Deposit
  - A \$100 deposit is due upon arrival. The deposit will be returned at departure, less any charges for a lost key, room damages, and/or campus property damages. This is payable by check, cash, or credit card.
- Final Balance
  - Payable by check or credit card. Please make checks payable to MissionLab.

## MISSED DEADLINE POLICY

- *If your group registers after one or several of the deadlines above have passed, all items that were due at those deadlines will be due at the time of registration.*
- *Failure to meet deadlines for any of the above deposits or materials listed may result in a \$100 late fee for each deposit missed, forfeiture of some of your group's spots, and/or cancelation of your trip.*

# MINISTRY SITE GUIDE

What each of our ministry categories typically looks like

## CONSTRUCTION

**NOTE:** Please come prepared to lead your team in whatever level of construction you choose! Unless otherwise noted, groups will be working independently with homeowners, and site foremen are not available.

Our city is very much in need of physical labor. Volunteers help with anything from helping the elderly maintain their yards to rebuilding entire houses. We work with local organizations as well as private homeowners, and we are happy to partner your group with one of our construction sites.

**If your group is interested in construction, keep in mind that you will need to bring with you or acquire the tools necessary for whatever job you will be doing.**

While many of our homeowners have some tools, they typically do not have specialized equipment or enough tools for an entire volunteer group to use. There are several home improvement stores in the city that rent tools and equipment if you are unable to bring along what you need. We do require that homeowners provide whatever materials are necessary for the repairs. **It is wonderful and absolutely welcome if your group feels led to help cover the cost of these materials, but please know that it is not expected of your team.**

Construction work is such a key part of our ministry at MissionLab, and even when mowing yards and hanging sheetrock, opportunities to share the Gospel abound!

## ADULT MINISTRY

We partner with several nursing homes, adult day care centers, and AIDS residences throughout New Orleans, and groups have found it so rewarding to spend time with the residents and clients. Many of these residents struggle with loneliness and feelings of abandonment and hopelessness, and visitors can be vital to lifting the spirits of these seniors. Activities can include games, music, Bible study and crafts, as well as one-on-one time talking with the seniors. So many of them have great stories and wisdom to share if only someone would take the time to listen.

**While supplies are not necessary for these visits, many groups like bringing small gifts for the residents.** This is fine, and should probably be discussed in specific with the activities directors at each of the centers. Some groups have even found that organizing a senior-specific VBS works well!

*...continued*

# INNER-CITY MINISTRY

## *Homeless Ministry*

New Orleans is an urban center, and with that comes the issues found in most urban centers around the world. Our homeless population continues to increase. We have both the chronically homeless and those who are homeless because of recent circumstances. Groups have the chance to minister to the physical and spiritual needs of these people while they are here. You can give a care pack and pray with them, talk with them, listen to their story, and share yours. While groups are more than welcome to bring whatever they feel led to hand out to the homeless, we have found the following items most useful to help meet the immediate physical needs that come with living on the streets:

### **SUGGESTED SUPPLIES TO BRING:**

Socks	Lotion/sunscreen	Bug repellent	Bible/tracts
Toothbrush/toothpaste	Feminine products	Washcloths	Books
Dental floss	Foot powder	Aftershave	Bottled Water
Soap	First-aid kits	Deodorant	Q-tips
Comb	Chapstick	Handy-wipes	Shampoo/Conditioner

Groups have also had great success providing food for the homeless they encounter. When packing these types of care packages, good foods to pack include: peanut butter and jelly sandwiches, fresh fruit, granola bars, chips, cookies, peanut butter crackers, and bottled water.

**PLEASE NOTE: We strongly encourage groups not to hand out *MOUTHWASH* with alcohol, *HAND SANITIZER*, or *RAZOR BLADES* (disposable razors are fine).**

## *Street Witnessing*

Many groups come to New Orleans to specifically spend time doing street witnessing throughout various parts of the city. This can take on many different styles depending on the group and their previous experiences. The people of this city are not strangers to street witnessing, and here at MissionLab, we have found that a few things work better than others when it comes to sharing your faith. People are much more likely to listen to what you have to say if you: speak kindly to them, ask them about their own personal story, and are willing to openly dialogue with them. While some people will not be interested in talking with you at all, others will be intrigued by your openness. Some groups hand out bottles of water, cups of lemonade, or even snowballs as a way to open the door for sharing the Gospel.

## *Prayer Walking*

Prayer is vital to the ministry taking place in New Orleans. We are a broken city of broken people, and the work here cannot be done without prayer. "Why could I not just as well stay at home and intercede?" This is the oft asked question related to participation on a prayer journey. The answer is, "You can." And God will as surely hear and respond to your prayer as He will to the prayers of those who go. While "location" may or may not be important to everyone, it is of utmost value to the prayerwalker. To pray while seeing, feeling, touching, and hearing is to pray with more intensity. After the prayer journey is over, you will never pray the same way again for the location of your walk and the people you met there. We will provide you with locations, maps, and instructions for leading your group to pray for our city while you are here.

## *Block Party*

Some of our volunteers have seen the value of investing in a community through block parties, and we would love to help you make that happen during your time in New Orleans! We have information on how to throw a block party and what sort of supplies and materials your group would need. We can partner you with a local church or help you find a location to hold your block party, and we can also provide information on where to find supplies locally.

*...continued*

## OTHER MINISTRIES

### *Food Bank/Community Center*

We work with food banks and community centers across the city. Groups should be prepared to stretch themselves physically! Projects include loading and unloading food donations, sorting and packing donations, cleaning and general upkeep, as well as other various projects. The work is tough, but it is so rewarding!

### *International Ministry*

If your team has a specific people group that they are interested in working with, please let us know. However, please keep in mind that a working knowledge of a foreign language is great, but it is not necessary to minister! Smiles and kindness cross cultural barriers!

### *Choir/Drama Performance*

Many of our volunteer groups have musical and drama skills that they would like to share with the community here. We can work with your team to schedule performance times and locations throughout the city.

**If you already have contacts in the New Orleans area and would like to work with them, we encourage continuing those relationships. Please let us know about those relationships and how we can help support you in those.**

**If you find that there is something else that has worked well in your past experiences with ministry, let us know! We are always looking to expand and better the work we do!**

# CAMP GUIDELINES

## The DOs & DO NOTs of MissionLab

### DRESS CODE

For both on and off campus

**SHORTS:** Pants and shorts are fine. We encourage participants who choose to wear shorts to wear loose-fitting basketball-style shorts. Excessively short lengths will not be tolerated.

**When hands are extended to the back or the front, fingertips must touch fabric.**

**SHIRTS:** Beware of any offensive or insensitive material printed on t-shirts. You may roll the sleeves up and sleeveless may be worn, but no thin-strapped tank tops or midriffs are allowed. Also, t-shirts may not be split significantly down the sides. No part of undergarments must ever be seen.

**SHOES:** Closed-toe shoes with closed heels must be worn while on construction sites. Keep your feet protected!

**PLEASE NOTE:** Some ministry sites have more specific dress guidelines. If you are serving at such a site, please adhere to those guidelines while serving there.

**Christian conduct is expected at all times.** Threatening or demeaning behavior toward others will not be tolerated. This includes, but is not limited to, fighting, cursing, and harassing and/or making negative comments about others.

**Campers should be with chaperones at all times.** The students will be under your care for the entirety of their trip to New Orleans. Whether on campus or off, students must be with chaperones. This includes gym time. Also, campers *may not* leave campus without a chaperone from *their* group.

**Playground equipment must not be used by anyone 12 years and up.** Green space is available, but the playground equipment is off limits.

**ML participants must be in their rooms by 10:30pm\*, and lights out is at 11pm\*.** We operate on a working, active campus here at New Orleans Baptist Theological Seminary, so we must be mindful of the people who live, work, and study here. Also, you will need your rest...it's going to be a long week!

*\*Times are flexible for college groups, but trust us, you'll be tired & will probably want all the sleep you can get!*

**Stay on ML-approved paths on campus.** We will provide a campus map for you. Please ensure that your group follows the highlighted path on the map, and when moving throughout the campus, **STAY ON THE SIDEWALKS.**

**ML participants may not make use of the front quad.** The grassy areas from Dement Street to the front of campus are off-limits. The only building accessible to ML participants in that area is the cafeteria.

**ML participants must wear their lanyards at all times on campus.**

**When in the Hardin Student Center, ML participants are only allowed on the first floor.** The exception to this rule is during group time (9:15-10:15pm) when students and chaperones are in their group's assigned meeting space.

**WE ARE THE HANDS AND FEET OF CHRIST, AND AS SUCH, WE ARE CALLED TO LIVE ABOVE REPROACH.**

# HOUSING GUIDELINES

No guys are permitted in girls' rooms. No girls are permitted in guys' rooms. **In the case of groups staying in Dodd and Spurgeon Halls, members of the opposite sex are not allowed in the buildings.**

**If your church requires chaperones to be in a separate room from students, please let us know ahead of time.**

**All buildings and dorms are smoke-free.** Burning candles, incense, and other flammables are not allowed.

**Quiet hours are 11pm-6am.**

**Campus personnel of the opposite sex may be on the halls at various times of the week (ML staff, housekeeping, campus police, or maintenance).** Dress modestly (in accordance with dress code) when walking in the hallways.

***THE GROUP LEADER IS FINANCIALLY RESPONSIBLE FOR ANY DAMAGE DONE BY HIS OR HER GROUP.***

# GYM GUIDELINES

**Christian conduct is expected at all times.**

**ML participants MUST sign in for gym entry.** The gym staff will provide a MissionLab sign-in sheet.

**Only *college students* and older are permitted to use the weight/fitness room.** If you are a college student, you must present a valid college ID for entry, and must go through an orientation with gym staff.

**Only LEADERS and CHAPERONES may check out gym equipment to be used outside of the gym.** There is equipment that groups may use in the parks and green space on campus, but the leader/chaperon who checks out the equipment is responsible for its use and return.

**GYM DRESS CODE:** Shoes and shirts must be worn in Rec Center *at all times.* Non-marking, athletic shoes must be worn on gym court. Wet clothing is not allowed in the building.

**Food/drink is allowed in the *lobby and offices ONLY.***

**Running is *not* allowed in game room.**

**Sitting or standing on any game table is strictly prohibited.**

**Misuse of equipment is reason for loss of gym privileges and repair expenses will be charged.**

**If inappropriate behavior is observed or reported to ML staff, a sponsor or group leader will be notified and allowed to handle the situation. In some circumstances, Campus Police may also be notified.**

**The MissionLab staff reserves the right to send any participant or group home at their own expense for any inappropriate behavior or action.**



# PACKING LIST

## What to bring (and what NOT to bring) along with you

### Everyone in your group should bring:

- Linens, towels, pillows, blankets (if you are staying in the dorms)
  - Beds are either standard twin size or full size, depending on placement. The safest bet is to bring full size sheets or just a sleeping bag and a flat sheet
- Toiletries such as toothbrush, soap, deodorant, etc.
- Bible
- Clothing for ministry sites
  - Comfortable clothes that you don't mind getting dirty
  - Long pants/sleeves if your worksite requires that
- Clothing for worship/free time
  - Comfortable, weather-appropriate clothes – New Orleans springs can be unpredictable!
  - Casual clothing is fine for worship
- Sun protection
- Bug spray
- Refillable water bottle
- Rain jacket or umbrella
- Spending money for snacks, souvenirs, worship band/MLab merchandise, etc.

### If you are the **GROUP LEADER**, you should also bring:

- MissionLab release forms (for EVERYONE in your group, including adults)
- Final balance payment
- \$100 key/room/campus property deposit
- Coolers to hold drinks/water for your team while they're at ministry sites
- Any supplies/tools your team will be using at your ministry sites

### WHAT YOUR GROUP SHOULD NOT BRING WITH THEM:

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol   | <input type="checkbox"/> Clothing that explicitly or implicitly promotes racism, sexism, hatred of any group or person, or explicitly or implicitly refers to sexual actions or situations                          |
| <input type="checkbox"/> Illegal substances  | <input type="checkbox"/> Skateboards  |
| <input type="checkbox"/> Firearms  | <input type="checkbox"/> Scooters   |
| <input type="checkbox"/> Fireworks   | <input type="checkbox"/> Items that may be used for pranks such as shaving cream, silly string, etc. Pranks are not allowed at MissionLab. Your group will be charged for any damages or issues related to cleanup. |
| <input type="checkbox"/> Dangerous weapons   |   |
| <input type="checkbox"/> Clothing that advertises alcohol, tobacco, or illegal drugs |   |

# READY TO BOOK A TRIP?

The plan for setting up an MLab trip and then preparing for it

## Get Registered

1. Complete the two-page registration form in this packet
2. Send in the completed registration form (via fax, mail, or email) and pay the initial \$100 non-refundable deposit (check or card via online link)
3. You'll receive a confirmation email stating that your group is registered! Send in additional materials as outlined on the deadline & deposit policy page.

## Promote Your Trip

Visit [www.missionlab.com](http://www.missionlab.com) for pictures, videos, answers to parents' questions, and additional information.

## Start Praying For Your Trip Now!

Your mission trip provides an excellent opportunity for church members to be involved in your ministry! Enlist prayer warriors to pray specifically for:

- You as a group leader and the participants during the time of preparation
- God to transform lives and save souls at the mission site(s) and in the surrounding community that your group will be ministering
- The Holy Spirit to ignite a passion within each participant to make Christ known among all nations, beginning with their hometown
- For the wisdom and endurance of our staff as we make preparations for your mission trip

## Be Prepared

In the months leading up to your trip, we will have our L.D.B. Training Curriculum available at [missionlab.com/media/training](http://missionlab.com/media/training). You can download the curriculum to print out and utilize the corresponding videos you'll find on that page. You'll also find our 30-Day Prayer Guide to help get your group ready for their time in New Orleans.

## Be in Touch

Our staff is available during regular office hours to assist you, so feel free to give us a call at 504-816-8060 or 1-877-TRY-MLAB when you have questions. Additionally, please stay in contact with us regarding deadlines—it's essential for helping things run smoothly as we plan the logistics of your group's trip.

**We are excited that the Lord may be leading your group to serve in missions with us here in New Orleans! We are praying for you and your group as you prepare for this exciting ministry opportunity, and we look forward to partnering with you.**



Please complete and return to: **MissionLab, 3939 Gentilly Blvd, New Orleans, LA 70126 OR fax to 504-816-8573**

**Note: A \$100 deposit is REQUIRED with these forms in order to book your trip (payable by check or credit card)**

Church/Group Name: \_\_\_\_\_

Church/Group Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Church/Group Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

P. Contact Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Alt. Contact's Phone: \_\_\_\_\_ Alt. Contact's E-Mail: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_ (Refer to deadline sheet for info about number changes)

Group Type (Circle): Youth Group (Jr High) Youth Group (High School) College Group Adult Group Family Group

Dates Requested: **ARRIVAL DATE** \_\_\_\_\_ - **DEPARTURE DATE** \_\_\_\_\_

Type of Housing (Circle ONE): **Dorms (4-6 per room)** **Providence Guest House Hotel (2 per room) \* \***

*\* \*Option dependent upon availability, extra per-person charge*

Please mark any meals your group is interested in having as part of the MissionLab program. Please note that while breakfast and lunch are easily accommodated M-Th, dinners are subject to availability. We will inform you if your group's meal requests are feasible prior to your arrival.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST						XXXXXX XXXXXX
LUNCH						XXXXXX XXXXXX
DINNER						XXXXXX XXXXXX

Have you been to MissionLab before? No Yes If yes, when? \_\_\_\_\_

How did you hear about us? (Please circle all that apply)

- MissionLab Website       NOBTS Student/Alum       NAMB  
 MissionLab Email       Conference: \_\_\_\_\_       Word of Mouth  
 Brochure       State Convention: \_\_\_\_\_       Other: \_\_\_\_\_

We have provided a checklist to assist you in the registration process. Mark the boxes as each is completed.

- I have read and understand this packet, specifically the Deadline & Deposit Policy provided.
- I have confirmed the dates to attend MissionLab New Orleans.
- I have listed an approximate number of participants that will attend.
- I have included a non-refundable initial deposit of \$100 made payable to **MissionLab**.
- I understand that I will need to have everyone over the age of 18 do a background check.

I have fully read the registration packet and completed the registration forms. I am including or paying via phone the initial deposit required to finalize this registration. I agree to the terms of the MissionLab deadlines and deposit policies. I understand that a MissionLab experience will require both physical and spiritual preparation. I understand the urgency to fulfill our ministry assignment. I also understand the need for flexibility in our assignments, as they may need to be adapted at any time.

\_\_\_\_\_

Group Leader Signature

\_\_\_\_\_

Pastor's/Director's Signature (Required)



## Check the type of missions you would like to experience!

*Note that ministry site requests are honored according to the needs in the city during the time of your group's trip. For more info on each type of ministry, see the Ministry Guide included in the following pages. Check all that apply to some or all of your group:*

### Construction/Yard Work

- Construction: **Light** (Painting/Cleanup)
- Construction: **Medium** (Light Renovation/Repair)
- Construction: **Heavy** (Roofing/Renovation)
- Yard Work- Mowing at Homeowners
- Yard Work- Overgrown Lots

### Inner-city Ministry

- Homeless Ministry
- Street Witnessing
- Prayer Walking
- Block Party

### Other

- Food Bank/Community Center
- International Ministry
- Choir Performances
- Drama Performances
- \_\_\_\_\_
- \_\_\_\_\_

### Adult Ministry

- Nursing Home/Assisted Living Ministry

**If you have a vision for ministry that is not listed above, please write it in the blanks above and contact us to discuss specific information and availability for the project. Maybe we haven't thought of it yet!**

**Which type(s) of transportation will your group be using while you are here?** *(This helps us determine accessibility to certain sites):*

- |  |   |
|--|---|
| <input type="checkbox"/> Personal Vehicles (cars, SUVs, standard trucks) | <input type="checkbox"/> Charter Bus or Large School Bus-Type Vehicle |
| <input type="checkbox"/> Large Vans (i.e. 15 passenger vehicles)         | <input type="checkbox"/> Other _____                                  |
| <input type="checkbox"/> Small/Medium Bus                                |   |

\*If your group will be split into multiple teams, we have found that bringing only one bus makes travel logistics more difficult. We will do our best to put your team in site locations close to each other to help with logistics, but bringing multiple vehicles instead of a charter bus is more ideal.

**What are your main goals for the trip? What do you want God to accomplish in and through your group?**

---



---

**How can we pray for you?**

---



---



## FOOD ALLERGY/SPECIAL MEAL REQUEST CARD

This card is NOT required for each participant. This card should only be completed for participants who have special dietary needs. Please note that completing this card does not guarantee that our cafeteria can honor your requests. Because our cafeteria cooks meals in bulk, they may be unable to accommodate meal provisions for those with extremely limiting food allergies or diets. We will notify the participant/participant's parent/guardian if we are unable to honor the request.

**GROUP/CHURCH NAME:** \_\_\_\_\_

**GROUP/CHURCH LEADER NAME:** \_\_\_\_\_

**START DATE OF WEEK ATTENDING:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARTICIPANT NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**PARTICIPANT PHONE** (only if participant is 18 or older): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PARENT/GUARDIAN NAME** (if participant is under 18): \_\_\_\_\_

**PARENT/GUARDIAN PHONE** (if participant is under 18): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please provide a specific description of what special food provisions are needed. Also, please list food allergies if applicable:



## FOOD ALLERGY/SPECIAL MEAL REQUEST CARD

This card is NOT required for each participant. This card should only be completed for participants who have special dietary needs. Please note that completing this card does not guarantee that our cafeteria can honor your requests. Because our cafeteria cooks meals in bulk, they may be unable to accommodate meal provisions for those with extremely limiting food allergies or diets. We will notify the participant/participant's parent/guardian if we are unable to honor the request.

**GROUP/CHURCH NAME:** \_\_\_\_\_

**GROUP/CHURCH LEADER NAME:** \_\_\_\_\_

**START DATE OF WEEK ATTENDING:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARTICIPANT NAME:** \_\_\_\_\_ **AGE:** \_\_\_\_\_

**PARTICIPANT PHONE** (only if participant is 18 or older): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PARENT/GUARDIAN NAME** (if participant is under 18): \_\_\_\_\_

**PARENT/GUARDIAN PHONE** (if participant is under 18): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please provide a specific description of what special food provisions are needed. Also, please list food allergies if applicable:



**MISSIONLAB**  
LEARN MISSIONS. DO MISSIONS. BE A MISSIONARY.  
A Ministry of New Orleans Baptist Theological Seminary

## HOUSING/T-SHIRT FORM

GROUP NAME: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

DATES ATTENDING *(arrival date-departure date)*: \_\_\_\_\_

### HOUSING TYPE REQUESTED:

- Dorms (4-6/room)
- Dorms (2-3/room; available during non-program dates only, extra per-person charges apply)
- PGH Hotel-Style Housing (2/room; limited availability, extra per-person charges apply)

Please let us know if someone on your team will need a handicapped room or if someone requires a ground floor room because of physical limitations.

If your church requires chaperones to be in a separate room from students, please let us know on this form.

### MALE/FEMALE RATIO

In the chart below, please indicate the total number of males and the total number of females attending with your group. Include leaders/chaperones in this count. We will assign your group the appropriate number of rooms based on this ratio. If you are requesting hotel-style housing, please include the ratio of males and females staying at PGH in the separate column.

	DORMS	PGH
<b># of Males:</b>		
<b># of Females:</b>		

**[Please note that if your group makes any changes to the numbers of males and females after submitting this form, it is very important that you promptly contact our office to check for room availability.]**

### T-SHIRT SIZES

In the chart below, please write the quantity of each t-shirt size needed for your total group.

S	M	L	XL	2X	3X

# MISSIONLAB RELEASE FORM



*A completed ORIGINAL of this document is REQUIRED FOR ALL PARTICIPANTS in order to attend.  
Notarization & guardian signature are required for all participants under the age of 18.*

## Church/Group Information

Church/Group Name: \_\_\_\_\_

Church/Group Leader Name: \_\_\_\_\_

## Participant Information

Participant Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Sex: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_ (adult size)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact/Relationship: \_\_\_\_\_ Tel: \_\_\_\_\_

Physician: \_\_\_\_\_ Tel: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Tel: \_\_\_\_\_ Policy #: \_\_\_\_\_

Are there any medical concerns that MissionLab should be aware of?  NO  YES

If yes, please explain: \_\_\_\_\_

### **Release of Liability, Medical Treatment Permission, and Photograph/Video Notice**

I, the undersigned, do not hold MissionLab or New Orleans Baptist Theological Seminary liable for any injuries, accidents, or illnesses incurred by me or my child while participating in the MissionLab camp program. This includes, but is not limited to, injuries or illnesses incurred while on campus, while off campus, or during travel. I am fully aware of the risks involved in the activities that I/my child will be participating in and do hereby voluntarily assume full responsibility for any risk of loss, property damage or personal injury, including death, that may result from participation in camp activities. I grant permission for adult chaperones attending with my/my child's group and/or any camp staffer or camp coordinator to obtain necessary medical attention for me/my child in the case of sickness or injury. I do not hold any of the aforementioned parties liable for any adverse results of medical care. I understand that I am responsible for the expenses of my/my child's medical care and that my/my child's insurance is primary. No other insurance is provided.

Furthermore, I understand that as a participant of the MissionLab program, I/my child may be photographed or videotaped during normal camp activities, and I give my permission for MissionLab or any of its agencies to use pictures, videos, or audio obtained during the mission experience in promotional or other materials as deemed necessary. I acknowledge that I have completely read and understand this document and all its terms and all matters referred to herein, and I am signing voluntarily as my free act and deed. I understand that by signing this document I am releasing and forever discharging MissionLab, New Orleans Baptist Theological Seminary, and their employees and constituents from any and all claims, costs, demands, actions or causes of action, past, present, or future arising out of any damage or injury in connection with my or my child's participation in this camp.

Guardian Signature: \_\_\_\_\_ Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Participant's Signature (only if 18 years of age or older): \_\_\_\_\_ Date: \_\_\_\_\_

Check here if you would NOT like to receive promotional materials concerning the Providence Fund:

**\*\*\* Notarization & guardian signature required if participant is under 18 years of age \*\*\***

Be it known, that on this \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned authority, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the foregoing document and who signed said document before me, and who acknowledged in my presence that he/she/they signed the above and foregoing document as his/her/their own free act and deed and for the uses and purposes therein set forth and apparent.

I certify under PENALTY OF PERJURY under the laws of the state that the foregoing paragraph is true and correct. WITNESS my hand and official seal.

MissionLab New Orleans

Notary Seal

\_\_\_\_\_  
Notary Public