**Work Retreat Application**

**Alternative Spring Break**

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.

**ASB Group Information:**

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

 Non-Students Participating? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

By completing this application, you are indicating that you have spoken with Paul and have read the material about Work Retreats on the Good Works website and do not have any further questions at this time.

*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, scholarship or internship credit after it is completed,* ***unless it is approved in advance.***

**ASB Work Retreat Schedule**

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

A Week-Long Work Retreat begins on Monday with an arrival around 7:00 and ends on Saturday with a departure around 10:00 AM. Will this work for you group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do we need to make special arrangements for your group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ASB Administrative Fee**

The Administrative Fee for an ASB Work Retreat is $200 plus $30 per person per night of stay with Good Works. The $200 is due with this application and reserves the requested dates for your group. Please make your checks payable to Good Works.

How will you be providing the deposit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Information

Are there any particular types of projects that you would like for your group to 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**

It is our assumption that the person who sets up the ASB Work Retreat will be assigning another person to lead the group to Good Works. Once this individual(s) is in place, it is important that they contact Paul Richard at paul@good-works.net or 740-594-3336. This will ensure that the leader has the information he/she will need to lead the group through a positive Work Retreat experience.

**Friday Night Life**

During your ASB Work Retreat with us, you will have the opportunity to either Sponsor or Participate in Friday Night Life.

A Sponsoring Group will provide, prepare and serve the food for the event. If you decide to do this, after the ASB Work Retreat is set up, someone from Good Works will contact you to give you the information you need to prepare for this.

A Participating Group will be present for the event but will not be preparing the meal. We ask that a Participating Group provide a contribution of $5 per person to the Sponsoring Group.

At this time are you considering your ASB Group to be a Friday Night Life Sponsoring Group or a Participating Group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 service experiences of your Work Retreat with Good Works.

**General Information:**

How did you hear about Good Works and Work Retreat with us? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you participated in a Good Works’ Work Retreat before? Yes \_\_\_\_\_ No \_\_\_\_\_

* Please email this to application to Paul Richard at paul@good-works.net.
* The Team Profile is due 2-3 weeks before your scheduled Work Retreat. This can be emailed as well
* The remaining Administrative Fee and the Volunteer Releases can sent at the same time as the Team Profile is submitted. These can be mailed to Good Works, PO Box 4, Athens, OH 45701.