



Group Leader Checklist

Here is your guide of reminders and next steps to ensure a successful onboarding process to your Mission Week at Smoky Mountain Outreach. *REMINDER: If your group registers by February 1, 2016, you will all receive a free Smoky Mountain Outreach T-shirt!*

<i>Done</i>	<i>Next Step Action Items</i>	<i>Due Date</i>
	Fill out the "Online Registration Form" for your group, or print it and mail it in. A deposit of \$100 per person is also due at this time (can be paid online or by check).	
	Print out a "Statement of Faith" for each leader and have them sign it. Mail these in with your registration form and deposit.	
	Celebrate!!! Whether you need to sing, cheer, dance a jig or yell loudly, celebrate what God has in store for your youth group at Smoky Mountain Outreach!	<i>Today</i>
	Brainstorm a fundraising plan for your youth group and consult the "Fundraising Ideas" found on the "Youth Leader Hub" at SmokyMountainOutreach.com.	
	Pray. Commit with your youth leaders to pray regularly and often that God would do a transforming work in the hearts and lives of your students.	
	Medical Forms—2 "Outreach Waivers" (medical forms and media release) must be filled out and signed for each participant (students and leaders). Keep one for your group and bring a copy to Camp.	<i>On-Site Registration</i>
	Release of Liability— must be filled out and signed for each participant (students and leaders).	<i>On-Site Registration</i>
	Media Release— must be filled out and signed for each participant (students and leaders).	<i>On-Site Registration</i>
	Background Checks—Read and take the necessary steps to fill out the "Statement of Compliance" form.	<i>On-Site Registration</i>
	Email Camp@ForgeForward.org with your final count of male and female campers.	<i>30 days prior to Mission Week</i>
	Send in your remaining balance (online or by check).	<i>30 days prior to Mission Week</i>
	Make sure your youth are equipped with a "Packing Checklist" to help pack!	
	You are responsible for travel to and from Camp and Outreach sites. Make sure you have enough space in your vehicles for students and leaders, and that the vehicles are in good shape!	
	Communicate clear drop off/pick up times and locations to parents and guardians.	
	Load everyone up, make sure everyone's in, and come to Camp!	<i>Mission Week</i>

Mail-in Address (make checks payable to: Forge)

Forge, 14485 E. Evans Ave., Denver, CO 80014, ATTN: Smoky Mountain Outreach

Contact Us

Phone: 800.873.8957 or Email: Camp@ForgeForward.org