

PARENT & FAMILY PACKET



You've signed your student or yourself up for MissionLab, and you might be thinking, "What now?" First off, thank you for allowing your student to join us in serving the city of New Orleans! We're thrilled to partner with your church/school group, and we want to make sure that we keep you as informed as possible about what that means for both your student and you.

MissionLab not only exists to do missions, but also to create missionaries. Our program is designed to help students and leaders understand that mission opportunities surround us every day, no matter where they live. Together, we can work to carry out the Great Commission and to help your student or yourself grow in his or her walk with Christ.

In this packet, you'll find information about the upcoming New Orleans trip, as well as ways that you can help your student or yourself prepare. Again, thank you for partnering with us at MissionLab – we're grateful to be a part of your family through this process!

Blessings,

The MissionLab Staff

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MISSIONLAB BASICS

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

Typical Weekly Schedule

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

SUNDAY

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 worship/orientation time are mandatory for your group. These are crucial parts of making sure your week goes smoothly.*

Program Details

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

- Five nights lodging (Sun. night-Thur. night) in dorm housing (4-6 people/room, bring own linens & towels)**
- Three meals a day Monday through 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, including a Summer Missionary*** liaison for your group
- 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 pool and 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 summer camp dates*

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

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 at the time of arrival to MissionLab, he or she **MUST** be accompanied by a parent or legal guardian for the entire trip.

CAMP GUIDELINES

The DOs & DO NOTs of MissionLab

DRESS CODE

For both on and off campus

SHORTS: Shorts are fine for most occasions (and more comfortable because of the heat). We encourage participants 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 and pool 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.**

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/chaperone 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 summers are hot!
 - Casual clothing is fine for worship
 - Swimwear (one-piece suits for females; if wearing a two-piece, it must be covered with a dark shirt; no Speedo-style suits for males)
- 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 | |

FREQUENTLY ASKED QUESTIONS

Where will the MLab participants stay?

The majority of our groups stay in dorms on the campus of New Orleans Baptist Theological Seminary (a few groups choose to stay at the seminary's guest house, which is just across the street from campus). Dorms are furnished with bunk beds, and bathrooms are either in the room or down the hall. MLab participants will need to bring their own pillows, bed linens, towels, and toiletries. We will give you the appropriate number of rooms based on how many people are in your group, and your leader will then be responsible for assigning roommates to each specific room. We do not combine groups within the dorm rooms, so each room assigned to your group will only house members of your group.

Are laundry facilities available?

There are no laundry facilities for MissionLab to use on campus. Groups are encouraged to bring enough clothes for each day, including extra clothes you don't mind getting dirty and will not need to wear again. There is a public laundromat down the road from campus if you absolutely need access to one. It costs approximately \$2 per load.

What is the policy on cell phone/electronics usage?

Each group leader must decide whether or not to allow his or her students to bring and use cell phones and electronic devices. We do ask that students limit their use of these devices, though, so as not to be distracted from the mission at hand. NO cell phones are permitted during times of worship, unless they are used for Bible apps, etc. Neither MissionLab nor NOBTS are responsible for damage to or theft of any equipment. Groups are solely responsible for safeguarding their equipment at mission sites and on campus.

What is MissionLab's discipline policy?

Discipline is understood to be the group leader's responsibility. If inappropriate behavior is observed or reported to MissionLab 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 for any inappropriate behavior or action.

How does MLab handle food allergies?

Our cafeteria staff does their best to accommodate food allergies. This can include options such as providing alternative meal choices and/or cold storage space for special foods brought by the student. If your student has special food needs, please fill out the food allergy card included with the packet and have your group leader return to the MissionLab office by mail, fax, or email. We must receive these cards ***AT LEAST ONE MONTH PRIOR*** to your group's arrival.

Are there any other forms I need to fill out for my student?

YES! Included in this packet is a MissionLab medical release form. We must have a signed ORIGINAL form for every participant. Any form for a participant under the age of 18 MUST BE NOTARIZED. These forms must be given to the MLab staff upon your group's arrival at camp.

Can MLab participants receive mail while in New Orleans?

YES! If you would like to send mail to a student or leader, please address it as follows:

Participant's Name
Church Name
c/o MissionLab
3939 Gentilly Blvd.
New Orleans, LA 70126

For more FAQs, please check out <http://missionlab.com/plan-a-trip/faq>. If you have a question that is not addressed there, email us at info@missionlab.com.



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:



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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 RELEASE FORM



MISSIONLAB
LEARN MISSIONS. DO MISSIONS. BE A MISSIONARY.
A SERVICE OF NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

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



MINOR USE OF WEIGHT ROOM

The REC

Student's Name: _____

Your son/daughter has expressed an interest to become involved in weight training at The REC at New Orleans Baptist Theological Seminary. You and your child understand that they have to be at least 15 years of age to ask for this permission.

I/We, parent(s) of _____, give our approval for our son/daughter to participate in this activity. We understand the risks and hazards incidental to such participation; and I/we do hereby waive, release, absolve, indemnify and agree to hold harmless NOBTS and The REC, staff, and supervisors for any claim arising out of injury to my/our child whether the result of any cause, except to the extent and in the amount covered by accident or liability insurance.

Parent: _____ Date: _____ Phone: _____

Parent: _____ Date: _____ Phone: _____

As a student-athlete participating in weight training, I acknowledge that I have been properly advised, cautioned, and warned by the administrative personnel of the NOBTS REC Center that I am exposing myself to the risk of injury, including but not limited to the risk of sprains, fractures and partial or complete impairment in the use of my limbs, brain damage, paralysis or even death. Having been so warned, it is still my desire with my parent's approval to participate in this weight training and do so with full knowledge and understanding of the risk of injury. This request for permission does not guarantee immediate access to The REC's weight room.

I also understand that I have met with The REC Director and with a trainer and received proper weight training and procedures before being allowed to use the weight room. Failure to understand rules will result in one strike, which is dismissal from the weight room for a week. The second strike is dismissal from the weight room for the semester and will require another meeting with The REC Director to be reinstated. Failure to abide by rules after the second strike is a removal of weight room privileges until further notice and a meeting with the Dean of Students and The REC Director. I have agreed to meet with The REC Director at the end of every semester to evaluate my performance and gain approval for the semester that follows.

Student: _____ Date: _____

This student has received proper instruction on weight training and procedures.

The REC Director Signature: _____ Date: _____

Trainer Signature: _____ Date: _____