

## HOW TO PARTICIPATE IN THE JOSHUA PROGRAM

Each fall the JOSHUA program receives calls from interested youth group leaders, pastors, and teachers to reserve their spot in the JOSHUA program for the following summer. Spots fill up quickly so groups are encouraged to complete an application and send in their deposit as soon as possible.

If your group wishes to serve through the JOSHUA program in the coming year, these are your next steps:

- Contact the JOSHUA program to request an application and reserve a week:
  - Email: [joshua@urbanmission.org](mailto:joshua@urbanmission.org)
  - Phone: 740.282.8010 to
  - Website: <http://www.urbanmission.org/j-o-s-h-u-a/>
- Complete the JOSHUA Work Group Application and return ASAP to the Urban Mission office c/o JOSHUA Program at 301 North 5<sup>th</sup> Street Steubenville, OH 43952 or through email: [joshua@urbanmission.org](mailto:joshua@urbanmission.org). A \$1,000 deposit is also requested at this time. Checks can be made out to the Urban Mission JOSHUA Program.
- Upon receipt of the Work Group Application, your group leader will receive the JOSHUA Handbook to review with additional group leaders and participants
  - This handbook will include information regarding: fundraising, coordination of trip details, review of travel costs, background checks for leaders, group insurance, daily schedule packing, guidelines, transportation and housing arrangements, construction skills assessment, team building, spiritual readiness, dietary needs, local culture, covenant, etc.
- Two weeks prior to your arrival at the JOSHUA Program, please provide the JOSHUA Program with any updated contact information, trip roster, background check information, meal preferences, and project forms. These can be emailed, faxed, or sent by mail to the JOSHUA Program.
- One to two weeks prior, please ensure all participants complete a liability release form, medical information form, and covenant form. Two copies must be made. One for the group leader to keep and one for the JOSHUA Program to keep. (Documents will be shredded once the JOSHUA Program ends.)
- Upon arrival to the JOSHUA Program, please bring all copies of the participant forms along with one check including all “per person” fees made out to the JOSHUA Program.