



Marci Peebles, Director
110 Compton Road, Cincinnati, OH 45215
phone: (513) 761-1697 x184 • fax: (513) 761-0516
e-mail: MPeebles@FranciscanMinistriesInc.org
www. FranciscanMinistriesInc.org

Planning Sheet

Weekend
(rev 8-Nov-17)

Name of School/Organization: _____

Date of Arrival: _____

(plan to arrive at 4:30pm)

Date of Departure: _____

(plan to depart approx. 10:30am)

When spending a full 5-day week with us, the program begins Sunday and ends Friday.

Participant Information:

Total # of participants: _____

_____ # female students

_____ # male students

_____ # female chaperones*

_____ # male chaperones*

*** If you are bringing a male/female group you must have at least one chaperone of each gender.**

Minimum 1 adult for every 6 students age 18 or under - a ratio of 1:5 required for JrHi aged youth.

Adult Participant Pledge of Support

One of the greatest strengths of the Franciscans for the Poor experience is the commitment and enthusiasm of the adult team participants serving as chaperones. We are thrilled to partner with dedicated people like you! In order to help insure that this service-learning experience is healthy and growth-filled for all involved, please have all adults accompanying your group review and sign our Adult Participant Pledge of Support. ***Thank you!***

Team Leaders must provide this written statement assuring that all chaperones meet listed requirements.

Group make up:

☐
☐

JrHi students and Chaperone(s)

College students and leader(s)

☐
☐

HS students and Chaperone(s)

All adults

Please check the best description for your overall group (this helps us to plan appropriate launches):

☐

Catholic

☐

Christian

☐

Ecumenical

☐

Secular

Dietary Needs (ie: vegetarians, allergies): _____

To ensure more hands-on work sites, it is recommended to limit your vehicle to 5-7 people total.

Larger vans will most likely be scheduled at indirect service sites (ie: construction/warehouse).

Franciscans for the Poor tries its best to schedule both indirect and direct service sites opportunities.

Vehicle #1 – max # of passengers (include driver): _____

Vehicle #4 – max # of passengers (include driver): _____

Vehicle #2 – max # of passengers (include driver): _____

Vehicle #5 – max # of passengers (include driver): _____

Vehicle #3 – max # of passengers (include driver): _____

Vehicle #6 – max # of passengers (include driver): _____

UNLESS YOU INDICATE OTHERWISE, WE WILL ASSUME YOU ARE ABLE TO SEND EACH VEHICLE TO A DIFFERENT SITE EACH DAY AND STILL BE IN COMPLIANCE WITH YOUR SAFE ENVIRONMENT GUIDELINES.

If you have special concerns regarding worksites, please contact the Director as soon as possible.

How did you hear about us?

☐ Internet Search

☐ Conference: NCYC NCCYM OCEA (please circle)

☐ Referral / Other: _____

Meal Selections:

Friday Dinner

- ☐ **BBQ pulled pork sandwiches, hard boiled eggs, vegetables, dip, chips (veggie burgers for vegetarians)**
- ☐ **No dinner**

Saturday Breakfast - prepared by your group

Cereal, Oatmeal, Toast, Fresh Fruit, Coffee, Tea, Milk, Orange Juice

Saturday Lunch - prepared by your group

- ☐ **Packed lunch at a worksite**, each person will pack own lunch and put it in the provided coolers.
(Daily lunch selections are ham/turkey or PB & J sandwiches. Each carload may take a community bag of chips/pretzels. Each car may take a bag/box of cookies and a bag of veggies. Lunch bags provided).
- ☐ **No Lunch** (eating out)

Saturday Dinner - prepared by your group - *if your group would rather not cook, please contact us for other options*

- ☐ **Spaghetti**, Meatballs, Salad, Garlic Bread (Note: vegetarians, the meatballs are in a separate sauce)
- ☐ **Lasagna**, Salad, Garlic Bread (Note: vegetarian or 5-cheese lasagna available upon request)
- ☐ **Franciscan Fiesta**, Mexican rice, lettuce, tomato, refried/black beans, chips and nacho dip, sour cream
- ☐ Chicken Fajitas with onions and peppers
- ☐ Beef tacos
- ☐ **Night Out @ Local Restaurant** - Franciscans for the Poor does not pay for meals eaten at restaurants, but we do completely understand the attraction of a group choosing NOT to cook one evening! ☺
- ☐ Cincinnati is known for its chili. We recommend **Skyline Chili** (walking distance from Tau House)
Skyline does offer vegetarian options - www.skylinechili.com
- ☐ Want a meal with a message? **Venice on Vine** is a pizzeria that trains people for jobs in food service. They offer a group deal for \$8/person (not including tip) which provides tea/lemonade, salad, pizza, and cookies. Located in Over the Rhine (near many of our worksites), upon request, they'll talk about the services it offers - beyond pizza. **Please note, Venice on Vine can only seat groups under 27. If your group exceeds this, you can do carry-out**
-- **OR** --
- ☐ We recommend **LaRosa's**, Cincinnati's own original pizza (walking distance from Tau House) - www.larosas.com

Sunday Breakfast - prepared by your group

- ☐ Cereal, Oatmeal, Toast, Fresh Fruit, Coffee, Tea, Milk, Orange Juice
- ☐ Pancakes, Sausage, Fresh Fruit, Coffee, Tea, Milk, Orange Juice

Programming:

Guest Speaker: We provide a speaker during your stay. You can opt out or indicate your preference of topic:

- | | |
|---|---|
| <input type="checkbox"/> <i>immigrations and refugees</i> | <input type="checkbox"/> <i>either topic – whoever is available</i> |
| <input type="checkbox"/> <i>causes and experience of homelessness</i> | <input type="checkbox"/> <i>no speaker please</i> |

Group Reflection Opportunities: Groups are highly encouraged to lead the weekend's prayers and reflections. Similarly, if you have programming you wish to bring and use, you are welcome to do so! When choosing to lead reflections yourself, please write **your group name** in the yellow box. If you choose Mass instead of the Morning Launch, please write **Mass** in yellow box. The Franciscans for the Poor staff can also provide the programming - if you would like our staff to lead, please place **FFTP** in the yellow box.

Day/Time	Activity	Your Preference – please indicate as directed above
Friday - night	Orientation, Welcome	FFTP Staff
Saturday - 8am	Morning Launch	
Saturday - evening	Evening Reflection	Led by <u>your</u> group (some resources are available)
Sunday - timing varies	Launch or Mass or Closing Send Off	


Insurance and Liability Issues:

Franciscans for the Poor has a strong track record for keeping our participants safe. With the grace of God and careful attention to safety, this will continue. Common sense, attentiveness to safety issues, and adequate insurance coverage are essential. Groups staying with us need to be equally committed to safety and adequately prepared for injuries and accidents, should they occur. Whenever individuals are involved in programming beyond their parish or school boundaries, the adult leaders should carry consent and health forms for all – especially youth participants. Additionally, adult leaders should ensure that their teams are covered for other possible problems, like road accidents or property damage, and that adult leaders and the sponsoring parish/school are protected from unnecessary liability.

- **In Case of Injury or Accident** – If participants become ill or are injured while taking part on our program, they will be taken by their adult leader to a nearby doctor's office, clinic, or hospital. These medical expenses remain the responsibility of the individual participant.
- **Property and Liability Coverage** – Most parishes and schools have a comprehensive insurance plan that covers their members' participation in programs like ours. For your comfort and protection, and that of your adult leaders, please review the limits of your coverage with your pastor, principle, or group leader.

Check, too, to see whether the policy provides coverage for offsite travel like that involved in our program. Add a rider to the plan, if necessary, to guarantee adequate coverage for participants and protection for your drivers.

Participants take part in our program as part of a school, family, or parish team. The adult leader maintains primary responsibility for the actions of his or her team members. The sponsoring parish or school, and the families of team members, assume responsibility for any damage done to the housing or work facilities.

*please initial here to indicate that you have read and understand
the insurance and liability information found above:* 

Participant Names and Shirt Sizes (please indicate S, M, L, XL, or XXL):

Name: _____	Size: _____	Name: _____	Size: _____
Name: _____	Size: _____	Name: _____	Size: _____
Name: _____	Size: _____	Name: _____	Size: _____
Name: _____	Size: _____	Name: _____	Size: _____
Name: _____	Size: _____	Name: _____	Size: _____
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Name: _____	Size: _____	Name: _____	Size: _____
Name: _____	Size: _____	Name: _____	Size: _____

Please review the following information with your group:

What to Expect:

- **Simple Living** - we promise you will have everything you need and some of the things you want.
- **Community Living** - participants are asked to help with daily chores - ***Many hands make little work.***

What to Bring:

- Challenge yourself to pack “simply” regarding clothing.
- Clothing should be reflective of positive values (*no short shorts, belly shirts, sport bras worn as shirts, spaghetti straps, tube tops, low cut necklines, or muscle shirts. No shirts with suggestive, vulgar/violent language, or inappropriate designs*).
- All participants need to wear **closed-toed shoes** at worksites (*no sandals or flip-flops allowed for safety reasons*).
- Shirts must be worn at **ALL** times.
- If you have any board games, cards, or recreation equipment that could be used, please bring them to share.
- **Musical instruments are welcome**, but will be the responsibility of their owners.
- Summer groups should have use of the neighborhood pool.

Facility & Linens:

- The Tau Community House is a former Franciscan convent built in 1916.
- Tau House does not have central air, but both ceiling and standing fans are provided for each bedroom.
- The dining room, living room, and Chapel have window AC units which help to keep these common areas cool.
- Participants have twin-size beds and will share a bedroom with at least one other participant.
- We provide all linens - each participant is provided a large bath towel and wash cloths.

Medications:

- Participants <age 18 must notify group leaders of any prescription medications.
- *OTC medications will not be distributed by FFTP Staff, only by chaperones in accordance with their policies.*

Food and Beverage:

- We provide all meals beginning with arrival night supper and departing morning breakfast.
- Meals will be simple and healthy – Please feel free to bring snack items to share!
- Food is to be kept in the kitchen or dining room at all times – we don’t have critters, and we don’t want them!
- We provide coolers and lunch bags for use for lunches during the week - **PLEASE BRING A WATER BOTTLE!**

Cell phones and other electronics:

- We endorse simple living and ask that you leave electronics behind.
- The Tau House does have CD players, a TV, and a VCR/DVD player.
- Chaperones are asked to bring cell phones at all times. **All others are asked to not bring cellphones to sites.**
- Very limited wireless internet is available, but due to the age and structure of the building, **it is NOT reliable.**

Weather:

- Weather can be unpredictable in Cincinnati year-round! In past years, summer temperatures have ranged from 50s at night to the high 90s during the day. Groups coming on Winter and Spring trips are encouraged to bring both rain gear and a warmer coat/jacket.

Donation Collection - ***This is not a requirement, simply a suggestion*** ☺

Some groups choose to bring in-kind donations when they come to Cincinnati to serve. Products are used within Franciscan Ministries, Inc or delivered to various sites with which we partner. These products can be collected at your end and brought with you the day of arrival - however, some groups have utilized the free time during the week to go to area discount stores to make the purchases. Items that are always needed:

Twin Sheet Sets	Baby Bottles	Hand Soap	Dental Floss	Shaving Cream
Beach Towels	Pacifiers	Paper Towels	Laundry Detergent	Tampons & Pads
Toilet Paper	Baby Toiletries	Tissues	Toothbrushes	New Underwear & Socks
Box Fans	Shampoo	Dish Soap	Toothpaste	New & Gently Used Books
Diapers & Wipes	Body Wash	Deodorant	Shaving Razors	Empty Plastic Med Bottles

Please return this form to MPeeblesFranciscanMinistriesInc.org **OR** fax at 513-761-0516

OR mail to Franciscans for the Poor, 110 Compton Rd, Cincinnati, OH 45215

If you should have any questions, please contact us at the above email or 513-761-1967 x184