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Planning Sheet

(rev 18-Jun-18)

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 Tau House 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 a letter from your (arch)diocesan Safe Environment Coordinator confirming that all of your adult chaperones are in compliance with your (arch)diocesan child protection policies. If you are not a Catholic organization, a letter from your pastor, or equivalent pastoral leader, is required. Thank you!

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: _____

Dinner Selections:

Arrival Night - prepared by Tau House staff:

BBQ Pulled Pork Sandwiches, hard boiled eggs, veggies & dip, fresh fruit, chips, dessert (Note: veggie burgers available)

Choose 3 Dinners - to be prepared by your group during the week:

- ☐ **Sloppy Joes**, chips, Veggies & Dip, Dessert (Note: Veggie Burgers available)
- ☐ **Spaghetti**, Meatballs, Salad, Garlic Bread (Note: vegetarians, the meatballs are in a separate sauce)
- ☐ **Lasagna**, Salad, Garlic Bread (Note: vegetarian or 5-cheese lasagna made available upon request)
- ☐ **Franciscan Fiesta** – select one
both served with Mexican rice, lettuce, tomato, refried/black beans, chips and nacho dip, sour cream
 - ☐ Chicken Fajitas w/Onion, Green & Red Peppers
 - ☐ Beef Tacos
- ☐ **Pancakes, Sausage, Fresh Fruit**
 - ☐ **OR** this can be a morning breakfast ONE morning if the group chooses to have it cooked & cleaned up by 8am
- ☐ **Picnic in the Park** - weather permitting
Wrap Sandwiches, Pasta Salad, Veggies & Dip, Dessert
- ☐ **Comfort food!** Choose one meat¹ and one starch² and one vegetable³ - rolls & dessert provided with all choices
 - ☐ ¹Roasted Pork Loin - done in a slower cooker
 - ☐ ¹Grilled or BBQ Chicken Breasts - done on outside gas grill or broiled in bad weather
 - ☐ ²Macaroni and Cheese
 - ☐ ²Baked Potatoes
 - ☐ ²Mashed Potatoes
 - ☐ ³Green Bean Casserole (with mushroom soup and French's onions)
 - ☐ ³Plain green beans, corn, peas, or mixed vegetables
- ☐ **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), they'll have one of their clients to talk about Venice on Vine and the services it offers - beyond pizza. **Please note, Venice on Vine can only seat groups under 28.**
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

Breakfast:

Cereal, Oatmeal, Toast, Fresh Fruit, Coffee, Tea, Hot Chocolate, Milk, Juice. *Upon request:* Muffins or Bagels

Lunch:

Each person will pack his/her own lunch (bags provided) and put it in the cooler (also provided).

Lunch selections include turkey, ham, cheese, or PBJ sandwich; fruit (ie: bananas, apples, oranges) and veggies (ie: carrots, celery), chips, and cookies. **Please bring water bottles** to fill with lemonade, iced tea, or water.

Programming:

We provide some programming built in to our program. We also some options for further programming. See below.

Supper with the Sisters: As a part of our program we include an evening at St Clare Convent having Supper with some of the Franciscan Sisters of the Poor. *We will assume you want to do this, unless you specifically tell us otherwise.*

Guest Speaker: We provide a speaker during your stay. You can opt out or indicate your preference of topic, and we will attempt to accommodate:

| | | | |
|--------------------------|--|--------------------------|--|
| <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: 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 Tau House staff can also provide the programming - if you would like our staff to lead, please write **Tau** in the yellow box.

| Day/Time | Activity | Your Preference - <i>please indicate as directed above</i> |
|---------------------|------------------------|--|
| Sunday - night | Orientation, Welcome | Tau House staff |
| Monday - 8am | Morning Launch | Tau House staff |
| Monday - evening | Evening Reflection | Led by <u>your</u> group (<i>some resources available at Tau</i>) |
| Tuesday - 8am | Morning Launch or Mass | |
| Tuesday - evening | Evening Reflection | Led by <u>your</u> group (<i>some resources available at Tau</i>) |
| Wednesday - 8am | Morning Launch or Mass | |
| Wednesday - evening | Evening Reflection | Led by <u>your</u> group (<i>some resources available at Tau</i>) |
| Thursday - 8am | Morning Launch or Mass | |
| Thursday - evening | Evening Reflection | Led by <u>your</u> group (<i>some resources available at Tau</i>) |
| Friday - morning | Closing Send Off | Tau House staff |

☐ Our group would like to incorporate the Sacrament of Reconciliation and/or Adoration **if possible**.

Please V to experience any of these optional evening activities - we will schedule accordingly if available:

☐ **Graeter's** - treat your group to our famous ice cream (*easily added to any of the below adventures*) - www.graeters.com

☐ **Relax at the Park - Ault Park** provides a beautiful view and a great site for a picnic (*weather permitting*)
www.cincyparks.com/parks-events/central-region/ault-park/index.shtml

☐ **Digital Scavenger Hunt** - this team-building exercise can be done at Ault Park or at the Tau House
Groups can combine this with a Picnic in the Park - allow approximately 30-45min for the activity

☐ **Be an Afficianado of Art or Nature** - go straight from work and enjoy one of the following:

☐ tour **Krohn Conservatory** (\$4 admission) - www.cincinnatiiparks.com/krohn-conservatory

☐ tour the **Cincinnati Art Museum** for free - www.cincinnatiartmuseum.org

Additional Option – Eden Park provides a beautiful view and a great site for a picnic (*weather permitting*)
www.cincyparks.com/parks-events/central-region/ault-park/index.shtml

☐ **Express Yourself!** - "Paint it Forward" with Sarah Hellmann, a local artist and executive director of Art For All People.
Create and keep inspired art. \$15/person (with a \$150 minimum) covers supplies for participant's projects.

☐ **An Evening on Fountain Square** - downtown Cincinnati

☐ **Music on the Square** (*available most nights during the summer*) - Listen to a live band - free admission
cincinnatiusa.com/Attractions/detail.asp?AttractionID=559

☐ **Ice-Skating on the Square** (*only during the winter*) - skate rental available
myfountainssquare.wordpress.com/features/u-s-bank-ice-rink

☐ **Cincinnati Reds Baseball** – spend an evening rooting for the Home Team (*or root for the visitors, but don't tell!*)

If you would like to attend a game, please make sure it's an evening game - preferably the night before you depart.
Check their website (cincinnati.reds.mlb.com) and tell us what night you get tickets: **M T W Th**

Note: We understand that most of our groups travel far to make this Mission Trip and want to schedule some extra site seeing while they are in Cincinnati.

If your group plans a trip to the **Cincinnati Zoo, Kings Island, Coney Island, the Freedom Center, or the Cincinnati Museum Center**, we request that you schedule this for the day of your departure. These attractions are costly and deserve a full day of fun! ☺

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

(room column is for office use ... but, if you can fill it in, it is helpful!)

[illegible]

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 Tau House 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 WATER BOTTLES!**

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. Donations 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:

| | | | | |
|--------------------|-------------------|--------------|----------------|---------------------------|
| Toilet Paper | Laundry Detergent | Beach Towels | Shaving Razors | Diapers & Wipes |
| Paper Towels | Dish Soap | Tampons | Shaving Cream | Baby Bottles |
| Tissues | Hand Soap | Deodorant | Dental Floss | Pacifiers |
| New Socks (ladies) | Dishwasher Pods | Shampoo | Toothbrushes | Baby Toiletries |
| Box Fans | Twin Sheet Sets | Body Wash | Toothpaste | 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