



2224 W. Kilbourn Ave. Milwaukee, WI 53233
Phone: 414-931-6670 Fax: 414-931-1804
www.cityonahillmilwaukee.org

SERVICE GROUP REGISTRATION POLICY

Thank you for your interest in bringing a service group to City on a Hill! Volunteers are vital to our organization and we are thrilled that you are interested in volunteering at City on a Hill.

Please follow the process below for registering your group. Thank you for your flexibility and understanding as we seek to provide quality volunteer opportunities for all groups.

Service Group Registration Process

1. Contact the program and event coordinator at 414-931-6670 or kcaine@cityonahillmilwaukee.org to find an available date.
2. Once an available date has been found, complete the Service Group Agreement form and return to City on a Hill by fax, email or US mail.
 - **To register a group of 5-15 volunteers, the Service Group Agreement must be received 3 weeks prior to the activity.**
 - **For groups exceeding 15 volunteers, the Service Group Agreement must be received 6 weeks prior to the activity.**
3. When the agreement form is received, City on a Hill will send you a confirmation email with additional information.
 - **Your date is reserved when the confirmation email has been sent to you. City on a Hill will hold a spot once you have completed the above process.**
 - **Please do not advertise dates within your group until you have received your confirmation email from City on a Hill.**

Service dates fill up quickly, so please be sure to plan ahead!

If you have any questions about registering your group contact Kiersten at 414-931-6670 or kcaine@cityonahillmilwaukee.org. Thanks for your understanding!



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SERVICE GROUP AGREEMENT FORM

Please fill this form out and mail/fax to City on a Hill. Once this form is received by City on a Hill, a staff member will confirm the date and times with you. **Please know these plans are not confirmed until you have received email confirmation from City on a Hill.**

Church/Organization Name: _____

Church/Org. Address: _____

City: _____ State: _____ Zip: _____

Church/Organization Phone #: _____ Fax #: _____

Church/Organization Website: _____

Coordinator's Name: _____

Coordinator's Phone #: _____ Coordinator's Position: _____

Coordinator's E-mail: _____

We will be participating in a:

Work Project

(Saturday Service Days or buildings and grounds)

Ministry Project

(Event or Health Ministry)

We, _____, agree to participate in the following service project:
(Name of Church/Organization)

- **Day and date:** _____
- **Arrival Time:** Group will arrive at City on a Hill at _____ am/pm
(Saturday Service Day groups arrive at 10am and Health Ministry groups arrive at 10:30am)
- **Departure Time:** Group needs to be ready to depart at _____ am/pm
(Saturday Service Day ends at approximately 3:30pm; Health Ministry ends at approximately 5pm)
- **Meals:** Please confirm meal plans with City on a Hill.
Work Projects - Please bring a bag lunch and beverage.
Saturday Service Days - Please bring a bag lunch and beverage.
Health Ministry - Meal provided. Please contact COAH if interested in bringing food to serve at outreach or donations for ministry.
Special Events - Contact City on a Hill; each event has a different program.
- **Estimated group size** (please check all that apply; 10 person minimum for work and service days):
 _____ Total Number of Volunteers
 _____ Youth (Leader Ratio - 1:8 Senior High, 1:6 Junior High) _____ College Students _____ Adults
- **We're bringing:**

_____ Bag Lunches and Beverage	_____ Food to serve at Ministry Project
_____ Food for Food Pantry	_____ Hygiene Items for COAH Pantry
_____ Other (please describe): _____	

Complete For Saturday Service Day and Facility Work Groups:

Please check the projects that you think best fit your group’s skills/maturity: (please mark if you’re bringing any professional or skilled men/women in your group).

- | | |
|--|--|
| <input type="checkbox"/> Exterior Painting (Skilled) | <input type="checkbox"/> Sorting and testing donated items (Non-Skilled) |
| <input type="checkbox"/> Electrician (Skilled) | <input type="checkbox"/> Room Renovation (Skilled) |
| <input type="checkbox"/> Housekeeping (Non-skilled) | <input type="checkbox"/> Interior Painting (Skilled) |
| <input type="checkbox"/> Movers (Non-Skilled) | <input type="checkbox"/> Roofing (Skilled) |
| <input type="checkbox"/> Masonry (Skilled) | <input type="checkbox"/> Plumbing (Skilled) |
| <input type="checkbox"/> Carpentry (Skilled) | <input type="checkbox"/> Grounds keeping (Non-Skilled) |

Note: While we will try our best to accommodate your preferences, project assignments are made based on ministry or program need. Please communicate to your group the need to be flexible. **Thank You!**

Supplies and Funding: (not required)

To help fund the projects your group will be involved with, are you able to provide the supplies needed or financial support for the cost of materials for your project?

YES NO

If so, what do you plan to bring or how much funding is available for the project? _____

Special Needs: Please indicate any special needs for your group:

- | | |
|--|--|
| <input type="checkbox"/> Housing | <input type="checkbox"/> Children (under 14 yrs.) attending with parents |
| <input type="checkbox"/> Group members arriving at different times | <input type="checkbox"/> Some group members have to leave early |
| <input type="checkbox"/> Other: _____ | |

Confirmation and Agreement

We confirm that the individuals in our group are known within our church/organization and trusted to serve as volunteers and work with children. We agree to select individuals well suited to the Service Group experience and to be accountable for our group’s behavior. If your group is planning to be involved in a Ministry Project, please identify any volunteers who are active in your children’s ministry and have background checks.

- We will bring release of liability forms for each adult participant and signed parental permission forms for all participants under 18.
- We will contact City on a Hill **seven days prior to our arrival date** to confirm final numbers, travel arrangements, meal plans and arrival times.

Coordinator’s Signature Date

Signature of Senior Pastor/Organizational Leader Date