# APPLICATION FORM for VOLUNTEERS

Dear Volunteer Staff Applicant:

Thank you for your interest in joining the Sea to Sea 2017 team. Without the time and dedication of individuals like you, this cross country bike tour would not be possible. The following information has been compiled to give you an idea of the expectations of the support staff as well as give us the right information to put together a strong support team.

Beginning August 1, 2016 support staff volunteers can submit their application to be considered for the entire tour or a portion of the tour. Once applications are received, they will be reviewed, a follow-up phone interview will be scheduled and references will be contacted. Upon completion of this process a notification will be sent to let you know if you have been selected as one of the support staff. Due to the variety of jobs and specialized skills required, applicants will be chosen based on abilities rather than on a first come, first served basis. If we are unable to fill our support staff positions with people able to commit to the entire ride we will then consider those available for a portion of the tour. To protect the mission, image, goodwill and participants of Sea to Sea, all participants must agree to a background check.

Certain requirements pertain to the entire support staff team. They are the following;

#### **Requirements for all Volunteer Staff**

- Must agree with the mission and purpose of the tour.
- Must agree to cooperate with a background check.
- Must be at least 18 years old by the start of the tour (June 26, 2017) unless accompanied by a legal guardian.
- Must have a valid passport unless only participating in your home country. *If you must obtain a passport, please allow for ample processing time.*
- Must be physically, mentally and spiritually fit.
- Must provide your own tent and other related equipment.
- Must provide own travel arrangements to Vancouver (start) and home from Halifax (finish).
- Must have adequate Medical Insurance. *The bike tour will <u>not</u> be providing supplemental health insurance for the participants. It is up to each individual to have medical insurance that covers services in multiple states and countries.*
- Must be willing to take basic first aid and CPR courses. Any costs incurred will be reimbursed.

Some specialized volunteer positions have specific requirements and/or licenses. Here is a list of positions we will need during the tour with potential duties and requirements listed.

- **Bike Mechanic** duties include performing a wide range of repairs on bikes during the tour. An ideal candidate would have vast experience in repairing bikes.
- **Campsite Team** aid with the set up and tear down of daily campsite. Duties may include overseeing cyclist groups during the packing and unpacking of gear trucks, scouting water and power support at each locations and positioning kitchen and volunteer vehicles in the appropriate locations, hooking up and unhooking water sources, arranging for volunteer security at some locations and making sure the campsite is left in a better condition than when arrived. This position requires physical stamina. Please note if you have plumbing, electrical, small engine repair, general handyman, appliance repair, HVAC skills

## • Kitchen Team

- **Kitchen Team Lead** oversees the kitchen/food operations and builds teamwork. Duties include designing tour menu, accommodate special dietary needs, arranging for the purchasing of all food items, keeping track of supply stock, insuring timely preparation of campsite meals, monitoring distribution of food, and overseeing cyclist volunteers partaking in kitchen duty. This position requires previous experience in managing menus and staff cooking large volumes on commercial equipment.
- **Cook/ Prep/Server** assists the Kitchen Lead in preparing all meals. Candidate should have experience in cooking food for large groups of people in a fast paced, buffet style setting. Duties include food preparation, preparing and cooking all meals, washing and drying dishes, delivering food to the buffet table, dishing out food to the cyclists, maintaining a sanitary kitchen and working as a team.
- SAG (Support and Gear) Wagon Driver provides mobile support to the cyclists on route. Several SAG Wagons will daily patrol along the cyclist's route. These wagons and their drivers serve as a point of contact for the riders. Each driver will be outfitted with water, possibly snacks, first aid kit and access to medical support, basic bike repair kit and access to bike mechanic, and can provide direct communications to camp. SAG wagons also provide a ride for individuals who cannot complete the daily ride for any number of reasons.
- **Rest Stop Team** provides stationary support to the cyclists on route. Several Rest Stops will be daily positioned along the cyclist's route. These stops serve as a point of rest for the riders. Each driver will be outfitted with water, possibly snacks, first aid kit and access to medical support, basic bike repair kit and access to bike mechanic, and can provide direct communications to camp. SAG wagons may drop off individuals who cannot complete the daily ride for any number of reasons at the rest stop. Two people will staff each rest stop.
- **Truck Driver** drives the gear trailers and portable kitchen facility from one campsite to the next. Duties include monitoring vehicles for maintenance and repair, work with camp team in set up and tear down of vehicles. Driver must have appropriate license in the US CDL with appropriate class/air break designation, in Canada Class 1 license.
- **Medical Support** licensed medical professional to provide medical support for all participants of the tour. Must provide proof of license.

Sea to Sea 2017 Bike Tour

# **Application Form for Volunteers**

| Address                 |                     |                       |  |
|-------------------------|---------------------|-----------------------|--|
| City                    | State/Prov          | Zip/Postal Code       |  |
| Mobile Phone (required) | E-mail (print clear | y)                    |  |
| Age Gender M _          | F Birthday          | mm / dd / yy//        |  |
| Decupation              |                     |                       |  |
| Name of church:         | City:               | State/Prov:           |  |
| Volunteer from          | to                  | (city)                |  |
| Campsite Team           |                     |                       |  |
|                         | -                   | ng Kitchen Operations |  |
| Cook, Preparer & Serve  |                     | group of people       |  |

|    | gon / Rest Stop Team – include copy of license with application<br>Do you have a valid Driver's License?                                     |
|----|--|
|    | Do you have a clean driving record?  |
|    | If no please explain   |
|    | Do you wish to provide a minivan, SUV or motorhome /trailer?   |
|    | Do you have experience pulling a trailer?  |
|    | Briefly describe relevant skills   |
| Tr | uck Driver – include a copy of your license with application   What class drivers license do you have?   Do you have a clean driving record? |
|    | If no please explain   |
|    | Briefly describe relevant skills   |
|    | FERENCE Please provide the name, phone number and email address of someon can verify your skills/experience:                                 |

I acknowledge that the information I have provided on this application is, to the best of my knowledge accurate and true. I will cooperate to complete a background check. I understand Sea to Sea is an event sponsored by World Renew and Partners Worldwide.

| Signature: |
|------------|
|------------|

Date: \_\_\_\_\_

## **Agreement to Background Check for Participation Purposes**

#### Notification

Participation in Sea to Sea requires me to consent to a background check. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the local and federal levels.

#### Agreement

I hereby agree that if I'm selected as a participant to conduct the background check described above and submit the results to Sea to Sea as allowed in Canada or USA depending on my residence. In connection with this, I also authorize the use of law enforcement agencies and/or private background check organizations to assist in collecting this information.

I also am aware that records of arrests on pending charges and/or convictions are not an absolute bar to participation. Such information will be used to determine whether the results of the background check reasonably bear on my trustworthiness or my ability to perform the duties of my position in a manner which is safe for Sea to Sea participants, employees, and other community members.

Position(s) Appling for:

Full Legal Name:

First

Middle

Last

Signature

Date

#### Application Process Checklist

Mail the following to the address indicated on the Application Form.:

| Completed and signed Application Form   |
|---|
| Completed and signed Background Form  |
| Photocopy of Valid Drivers License or Gov. issued ID                                  |
| Photocopy of Valid Passport page that includes your photo                             |
| Photocopy of Valid Health Insurance Card  |
| Completed and signed Waiver   |
| Completed and signed Optional Recommendation Form (helps build support, not required) |
|   |

By signing the application form, you are allowing tour organizers to use your photo Appropriately and with discretion in promoting the Sea to Sea tour.

Thank you for your interest in participating in Sea to Sea. You will be contacted after we review your qualifications.

Terry Barnes Sea to Sea Tour Director tbarnes@seatosea.org

# Submit this application and all forms prior to the "Sea to Sea" Registration Deadline of May 30, 2017.

Mail this application form to: Sea to Sea 1700 28<sup>th</sup> Street SE Grand Rapids, MI 49508

## Sea to Sea 2017 Endorsement Form for Volunteers directions:

<u>The endorsement form is not required for participating in Sea to Sea.</u> However it is a very effective way for you to ask for emotional and spiritual support from your church as you prepare to participate and fulfill Sea to Sea's mission to build awareness. By including them in your decision making process you will find members and leadership more open to your communication efforts and may even be provided a time in which to present your personal reason for participating in Sea to Sea.

Ask to be placed on the next church leadership meeting. Provide the endorsement form and Endorsement Guidelines for their review prior to the meeting. Tell them about your goal to participate in Sea to Sea and why it matters to you. Then ask for their endorsement. The endorsement is not a commitment from them to raise money. Rather it is an endorsement of you and of their willingness to provide spiritual support and leadership.

Ask for their permission to place Sea to Sea flyers in the mailboxes, submit announcements and prayer requests into the bulletin and place posters on bulletin boards. Let them know you will support anyone who registers to bicycle from your church. **Remember that they don't have to help you and be grateful for their endorsement.** 

Sea to Sea 2017 Bike Tour

## **Recommendation Form for Volunteers**

Submit this form to a pastor/church leader and include it in your application packet

# **Recommendation Guidelines**

The *Sea to Sea 2017 Bike Tour* represents an opportunity for World Renew and Partners Worldwide to make a significant impact in raising awareness and funds to support the work of ending the cycle of poverty for people, families and communities around the world.

This cross-continental bike tour could see as many as 300 cyclists ride the 7,000 kilometer trek from Vancouver, British Columbia to Halifax, Nova Scotia from June 26 to August 30, 2017. In order for this tour to be successful, many volunteer support staff are needed. One of these volunteers is seeking your recommendation for their participation on this tour.

First of all, thank you: you play an important role in the registration process by giving insight into the character and abilities of the volunteer applying to participate. We are asking you to get involved in this way because it is important for the tour organizers to know they have a strong supporting community behind them as they take on this challenge. Your support is offered in at least the following ways:

- praying for your volunteer before and during the tour;
- offering words of encouragement and showing interest in your volunteer's participation;

| Name of Participant:     |         | Phone:      |  |
|--------------------------|---------|-------------|--|
| Name of church:          | _ City: | State/Prov: |  |
| Position(s) Appling for: |         |             |  |
|                          |         |             |  |

#### To be filled in by Pastor/Church Leader

On behalf of our church, I endorse the above applicant as a worthy participant in this tour. I/We will support and encourage this person as she/he prepares to participate in the *Sea to Sea 2017 Bike Tour*.

Relationship to Applicant: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature

Printed name

Date

Pease complete this and return to the cyclist as soon as possible, or within 3 weeks of receipt. Deadline for "Sea to Sea" Applications is May. 30, 2017.

#### Equipment Request Information

Sea to Sea values the skill and labor you will provide the tour with your volunteerism. Any equipment or supplies that you can provide as a part of your participation saves Sea to Sea money. While you may not personally have these items, perhaps you know someone who will let you borrow them for the tour. Here is a short list of equipment and supplies we need for each position:

Bike Mechanic – Bicycle tools, a bike shop who would donate a case of inner tubes or some touring tires, a shop along the route that would come out to help with a rest stop and mechanic for the day.

Campsite Team –Hand cart, red flyer wagon, heavy duty extension cords, 10'x10' or larger canopy, 6' ultra-light folding tables, large tarp, 96 gallon rolling trash can.

Kitchen Team – large rolling coolers, buffet style serving chaffer or pans, a relationship with someone who would be willing to provide donations of food and supplies to the tour?

SAG Team – Fuel, first aid kits, a minivan or SUV that you would be willing to drive as the SAG vehicle. Because of liability issues we can only accept the use of such a vehicle when the owner is present.

Rest Stop Team – Fuel, bicycle pump, toolbox, basic tools, chain lube, degreaser, box of shop towels, Do you have a motorhome or small travel trailer that you would be willing to use as the rest stop? Because of liability issues we can only accept the use of such a vehicle when the owner is present. However ownership has its privileges as it would provide for your nightly camping requirements.

All Positions – Do you know of a company owner who would be willing to provide a substantial gift to offset the costs of fuel, food, lodging and labor?

#### **Volunteers and Overnight Accommodations**

As a volunteer you will share the same sleeping arrangements as the cyclists. On some days we will have the use of a school gymnasium or church fellowship room and be able to sleep indoors. The rest of the time we will camp outside on ball fields, parks and campgrounds. This will require you to bring a tent and other camping gear as noted on the packing list.

There is one exception:

Volunteers who bring a motorhome, travel trailer, minivan, SUV or truck for use as a rest stop, medical station, SAG and Shuttle during the day, can use it for nightly sleeping. These volunteers can also extend that privilege to other volunteers or riders at their own discretion.

## AGREEMENT, WAIVER & RELEASE OF LIABILITY

This form may be photocopied but all signatures must be original; FAXED SIGNED WAIVERS WILL **NOT BE ACCEPTED.** I, the undersigned, know and understand that SEA TO SEA, an event sponsored by World Renew and Partners Worldwide, and its related events involve potentially hazardous or dangerous activities and conditions. I attend SEA TO SEA and all related events out of my own free will and choice. In choosing to attend SEA TO SEA and any related events, I FULLY ACCEPT AND ASSUME ALL RISKS, whether before, during or after SEA TO SEA and its related events, whether or not an event is listed herein. These include, without limitation, physical injury, mental injury, emotional distress, trauma, sickness, illness, death, contact with others, acts by spectators, participants or third persons, equipment failure or defective equipment, inadequate safety equipment, the effects of weather including extreme temperature or conditions, traffic, contact with motor vehicles of all types and descriptions, collision with other persons, or fixed objects, the conditions of and/or design and other defects in the road and facilities, including campgrounds, all risks along the route, risks of crime, violence or terrorism, the possibility that SEA TO SEA and any related events may be postponed, ended early, or cancelled altogether by government officials and/or event organizers, and the negligence of others, including, without limitation, those persons organizing, sponsoring, volunteering or participating in SEA TO SEA and/or events occurring in connection with it. I am aware that the risk of injury or death is always present in biking and SEA TO SEA's attendant events and that this risk cannot be eliminated by SEA TO SEA and its primary sponsors of World Renew and Partners Worldwide and affiliated entities, other sponsors, volunteers and the government and private entities that host or assist in SEA TO SEA events. I know and accept that biking and road accidents may result from the failure for any reason (including negligence) of SEA TO SEA organizers, sponsors, volunteers and the government and private entities that host or assist in SEA TO SEA events to correctly determine the conditions and safety of the road, surface, route or weather or to predict where or when an accident might occur. All risks are known, appreciated and assumed by me, and I waive any and all specific notice of the existence of them and further waive the obligation, if any, that any other person or entity has to advise or warn me of them. I assume liability for and agree to pay my own medical and emergency expenses in the event of injury, illness, or other incapacity regardless of whether I authorized such expenses. I authorize the use and release of personal and medical information in connection with any medical services provided to me. I realize that SEA TO SEA events require physical conditioning. I represent that I am in sound medical condition capable of participating in SEA TO SEA events without risk to myself or others. I have no medical impediment that would endanger others or me. I understand that a situation may arise during SEA TO SEA and related events that may be beyond the control of the sponsors, promoters, volunteers, organizers, government and private entities or others that host or assist in SEA TO SEA and all related events, or may arise from negligence by them, and I accept and assume all risks of participation and/or attendance. I will be solely responsible for the condition and adequacy of my bicycle, safety gear and equipment. I will ride safely within the limits of my own abilities, my equipment and the riding conditions and in a manner that does not endanger others or me. Knowing these facts and in consideration of my entry acceptance, admission to and/or participation in SEA TO SEA and its related events, I for myself, spouse, children, heirs, next of kin, assigns and anyone acting on my behalf, RELEASE, WAIVE, DISCHARGE, COVENANT NOT TO SUE AND AGREE TO HOLD SEA TO SEA and its primary sponsors of World Renew and Partners Worldwide and affiliated entities; SEA TO SEA sponsors and participating clubs, communities and organizations; SEA TO SEA officials, emergency and support personnel, volunteers and their representatives; official Friends of SEA TO SEA; persons and entities that provide event recommendations, advice or services relating to matters such as, but not limited to, route selection, design or maintenance, risk management, safety and first aid; all property owners, law enforcement agencies and governmental or public entities, including without limitation the State of Michigan, its counties, cities and special districts; and the officers, directors, employees, representatives, agents, assigns, and successors of all of the above, HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS AND ACTIONS OF ANY AND EVERY KIND, INCLUDING CLAIMS OF NEGLIGENCE, I have, may have or may hereafter accrue against the released parties directly or indirectly arising out of or relating in any respect to my attending or participating in SEA TO SEA and/or any related events. My waiver and release of all claims, demands, actions and liabilities shall include without limitation, any personal injury, accident, illness or death and any property damage or loss that may be: (a) caused by any act, or failure to act, by the above-identified

persons and entities, including without limitation, their negligence, errors, omissions, fault, failure to enforce rules, and conditions of the routes and/or event premises, (b) caused by crime, violence or terrorism, and/or (c) sustained by me before, during or after SEA TO SEA and its related events. I acknowledge that I am signing this agreement freely and voluntarily, and INTEND BY MY SIGNATURE FOR THIS TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED **BY LAW.** I further acknowledge that no representations, promises, statements or inducements have been made to me other than as set forth in this document. I will abide by all SEA TO SEA rules and regulations. I understand that my name, address, photograph, voice and/or likeness may be used in news, promotional or advertising content in all media forms created or distributed by SEA TO SEA, and its licensees. I consent to such uses and waive any rights of privacy or publicity I may have in connection with those uses. I also waive any privacy rights that may result from disclosure of information about me, including without limitation, in connection with provision of any medical services by SEA TO SEA sponsors and organizations. I further agree to indemnify and hold the parties released above harmless from any and all losses, damages, injuries, claims and expenses, including attorneys' fees, arising from or relating in any respect to my attendance and/or participation in SEA TO SEA and/or its related events or my breach of this agreement. If I am a minor, my parent or guardian also is signing on my behalf. We both agree to be bound by the terms of this agreement, waiver and release. I also waive all spousal claims relating to SEA TO SEA, if any, that I hold or that may arise through me. I agree that no modifications or amendments to the standard Entry Form and this waiver and release shall be binding unless they are accepted in a separate writing signed by the director of SEA TO SEA. All matters arising out of this Agreement and my participation in SEA TO SEA and any related events shall be governed by the laws of the State of Michigan, without regard to choice of law principles, and shall be within the exclusive jurisdiction of the state and/or federal courts located within Kent County in the State of Michigan, and the parties hereby consent to such exclusive jurisdiction and waive objections to venue therein. If any term of this release is determined by a court of competent jurisdiction to be invalid, illegal or incapable of being enforced, then all other terms of this release will nevertheless remain in full force and effect, and such term automatically will be amended so that it is valid, legal and enforceable to the maximum extent permitted by applicable law, but as close to the parties' original intent as is permissible. If special arrangements are required for individuals with disabilities to complete and submit this form or if translation to another language is required, please contact Sea to Sea, 1700 28th ST SE, Grand Rapids, MI 49508 no later than March 31, 2017. The ride will take those steps reasonably available to accommodate your request.

I (the previously-named entrant on the Entry Form) HAVE READ THIS AGREEMENT, WAIVER AND RELEASE OF LIABILITY, UNDERSTAND IT AND VOLUNTARILY AGREE TO AND ACCEPT ITS TERMS. I UNDERSTAND I AM GIVING UP SUBSTANTIAL RIGHTS.

Printed Name

Date Signed Unique ID (Office Use Only)

Signature of Participant (Please See Next Page)

APPLICATIONS POSTMARKED LATER THAN MAY 1, 2017 MUST INCLUDE EVIDENCE OF ABILITY TO MEET THE REQUIRED MINIMUM FUNDRAISING GOAL

IF PARTICIPANT IS UNDER THE AGE OF 18:

- SUBMIT THIS PAPER APPLICATION AND ADDENDUM
- SUBMIT AN ORIGINAL SIGNATURE ON FORM FAXED OR PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED
- ALL UNDER 18 APPLICATIONS MUST BE POSTMARKED NO LATER THAN MAY 1, 2017
- MAIL TO: SEA TO SEA | 1700 28th ST SE | Grand Rapids, MI 49508

#### LEGAL GUARDIAN PLEASE READ AND SIGN THIS ADDENDUM IF PARTICIPANT IS UNDER 18 AS OF THE DATE THIS DOCUMENT IS SIGNED:

The undersigned, as parent(s), guardian(s) and/or legal custodian of the minor child named below, in exchange for issuance of rider registration materials and

for other good and valuable consideration, the adequacy and receipt of which are acknowledged, represent, covenant and agree:

1. I/we have read the attached SEA TO SEA Agreement, Waiver and Release of Liability, have fully assessed the risks of SEA TO SEA and related events and warrant and represent that I/we have determined that my/our minor child named below is qualified and capable of participating on the conditions disclosed in SEA TO SEA Agreement, Waiver and Release of Liability without risk of injury or loss to others, to the minor child or to me or us.

2. I/we agree that during the entire period of my/our minor child's participation in SEA TO SEA and/or any of its related events, I/we will provide direct supervision for my/our minor child and will be solely responsible for such supervision.

3. In executing the SEA TO SEA Agreement, Waiver and Release of Liability on behalf of the child named below, we agree to release all claims we may have personally by or through our minor child on the terms specified in SEA TO SEA Agreement, Waiver and Release of Liability and otherwise accept all of its obligations, terms, covenants and agreements insofar as they relate to rights we hold directly and derivatively through the minor child named below and as to

any rights we may exercise, release or waive on behalf of my/our minor child as permitted by applicable law.

4. Additionally, I/we agree jointly and severally to indemnify and hold harmless SEA TO SEA and its affiliated entities; SEA TO SEA sponsors and participating clubs, communities and organizations; SEA TO SEA officials, emergency and support personnel, volunteers and their representatives; official Friends of SEA TO SEA; persons and entities that provide event recommendations, advice or services relating to matters such as, but not limited to, route selection, design or maintenance, risk management, safety and first aid; all property owners, law enforcement agencies and governmental or public entities, including without limitation the State of Michigan, its counties, cities and special districts; and the officers, directors, employees, representatives, agents, assigns, and successors of all of the above, from and against any and all losses, damages, costs or expenses arising from any and all claims, demands and actions of any and every kind, including claims of negligence, that my/our minor child may have against the above-named parties to the extent proximately caused by my/our minor child's participation in SEA TO SEA and/or any of its related events. These include, without limitation, physical injury, mental injury, emotional distress, trauma, sickness, illness, death, contact with others, equipment failure, inadequate safety equipment, the effects of weather including extreme temperature or conditions, traffic, contact with motor vehicles of all types and descriptions, collision with other persons, or fixed objects, the conditions of and/or design and other defects in the road and facilities, including campgrounds, all risks along the route, and the negligence of others, including, without limitation, those persons organizing, sponsoring, or participating in SEA TO SEA and/or events occurring in connection with it. This indemnity includes my/our agreement to reimburse the released parties for all payments they may make and liabilities they may incur to or for the benefit of my/our minor child, including but not limited to judgments for personal injury, wrongful death or other claims resulting from their actions or failure to act, even if the same includes their negligence.

5. I/we agree that should my/our minor child have the right to bring any claim, demand, action, of any and every kind, against the above-named parties, I/we, on behalf of my minor child, agree to pursue and/or settle any and all such claims or controversies exclusively by final and binding arbitration before a neutral arbitrator in Grand Rapids, Michigan.

6. The terms of this addendum shall be governed by the laws of the State of Michigan and shall be interpreted liberally to give maximum force and effect

to my/our intent to be fully and solely responsible for the welfare of my/our minor child named below and for any and all liability, loss or injury that may arise from his/her participation in SEA TO SEA and its related events even if the same involves the negligence of others. If any term of this addendum is determined by a court of competent jurisdiction to be invalid, illegal or incapable of being enforced, then all other terms of this addendum will nevertheless remain in full

force and effect, and such term automatically will be amended so that it is valid, legal and enforceable to the maximum extent permitted by applicable law, but as close to the parties' original intent as is permissible.

Printed Name of Minor Child

Date Signed Unique ID (Office Use Only)

Child's Age (as of June 1, 2017) Child's Birthday IF APPLICABLE BOTH PARENTS SHOULD SIGN.

Signature of Participant's Parent(s) or Guardian