



Send these forms to:  
Denver Urban Ministries  
Attn: Urban Education Coordinator  
1717 E. Colfax Ave.  
Denver, CO 80218

### Urban Education Week Registration Form

#### CONTACT INFORMATION

Name of Group: \_\_\_\_\_  
\* please specify if this is different then what appears on payment

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact: Daytime \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ *Please \* preferred contact*

#### GROUP DETAILS

Arrival: Date \_\_\_\_\_ Time \_\_\_\_\_ Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Days of Service: \_\_\_\_\_ Nights of Housing: \_\_\_\_\_

What days do you not need programming? \_\_\_\_\_

Please check your housing preference: \_\_\_\_\_ Urban (location) \_\_\_\_\_ Suburban (amenities)

Group Composition: Adults \_\_\_\_\_ Youth \_\_\_\_\_ (Age range) \_\_\_\_\_

# of Vehicles (type): \_\_\_\_\_ Seats per Vehicle: \_\_\_\_\_

Religious Affiliation (if applicable): \_\_\_\_\_

#### Please mark the type of service projects you are most interested in

- Food (sorting/packaging)       Food (prep/serving)       Gardening
- Painting       Maintenance       Construction
- Time with children       Time with elderly/disabled       We're up for anything!

*These are just a few of the options available during your trip. Not all options are available every week.*

I have enclosed a \$100.00 deposit which confirms our registration. I understand that this deposit is **non-refundable** and is not applied toward the total cost. I understand that our group is responsible for all meals and transportation during our stay. All fees are to be paid to Denver Urban Ministries.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Urban Education Week Guidelines

*Please initial each point and sign at the bottom.*

\_\_\_ There is a charge of \$165 per group member per week and \$100 per group member for a half week (3 nights). This price includes arrangement of all work projects, educational opportunities, and payment for lodging in a local church. All lodging will include kitchen facilities as well as showers in the church or at a nearby location. Your group is responsible for any and all damage to the host church.

\_\_\_ A **non-refundable** deposit of \$100 will hold your requested date and will not be applied to the total cost of your trip. You must send the completed registration and initialed guidelines along with the required deposit. Applying groups will be scheduled on a **first come - first serve** basis. **No space will be reserved without registration and deposit.**

\_\_\_ Registration requires that you estimate the number attending. Once your registration and deposit have been received, you will be sent a confirmation and an estimated invoice based on your numbers. Group sizes must be confirmed by **October 1st for winter, February 1st for spring, and May 1st for summer groups**. After these dates you are required to pay one half of the total cost for each absent group member.

\_\_\_ If more people attend than anticipated you are responsible for paying the total cost for each additional person. In this case, a revised invoice will be issued upon arrival.

\_\_\_ Space is limited in this program so **please be as accurate as possible** as DenUM might not be able to accommodate changes. If at any point your group changes size, notify DenUM immediately.

\_\_\_ A payment of half of the invoice will be required on **October 1st for winter, February 1st for spring, or May 1st for summer** groups. The remainder will be paid at the time of arrival.

\_\_\_ If youth are coming, a minimum of one adult per six youth participants is required. These adults must accompany youth at all times, including work projects.

\_\_\_ Participants must be **12 years or older** in order to participate in the Urban Education program. If youth under 12 years are accompanying you on the trip, arrangements for them must be made prior to arrival.

\_\_\_ Transportation and meals must be provided by participating groups. As a gesture of respect to the communities we serve and in recognition of driving and parking conditions, **charter buses and "touring buses" are not allowed.**

\_\_\_ DenUM will provide arrangement of work projects and educational opportunities. DenUM will also offer suggestions about recreational opportunities for group free time, but will not facilitate these times. Please let us know if you have any special needs or concerns.

\_\_\_ Any concerns with volunteer assignments must be addressed prior to your arrival in Denver. The Urban Education Coordinator must be informed of any changes in volunteer numbers at service sites at least 24 hours beforehand.

\_\_\_ In order to respect the religious and/or cultural beliefs of all people, **religious themed hand-outs and other materials are not allowed** at any volunteer site unless consent is given from each individual site prior to your participation in the Urban Education program.

*I have read and agree to abide by DenUM's Urban Education Registration Guidelines.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Please photocopy the Registration and Registration Guidelines for your records before mailing or faxing them to DenUM*