



P.O. Box 274

Pence Springs

West Virginia

24962

304.445.7143

bethlehemfarm.net

2012 Group Registration Packet

Dear Group Leader,

Greetings from Bethlehem Farm and thank you for expressing interest in us! Bethlehem Farm is a Catholic community in Appalachia that transforms lives through service with the local community and the teaching of sustainable practices. We invite volunteers to join us in living the Gospel cornerstones of community, service, prayer, and simplicity.

Volunteers at the Farm can expect to live a week of simplicity, free from the distractions of television, radios, or other luxuries. During this week, they also have the opportunity to learn new skills, meet new people, and grow in faith through prayer and reflection of their experiences. We hope that volunteers will leave Bethlehem Farm with a greater understanding of the people of the Appalachia, a foundation of faith, and a desire to continue serving others within their home communities.

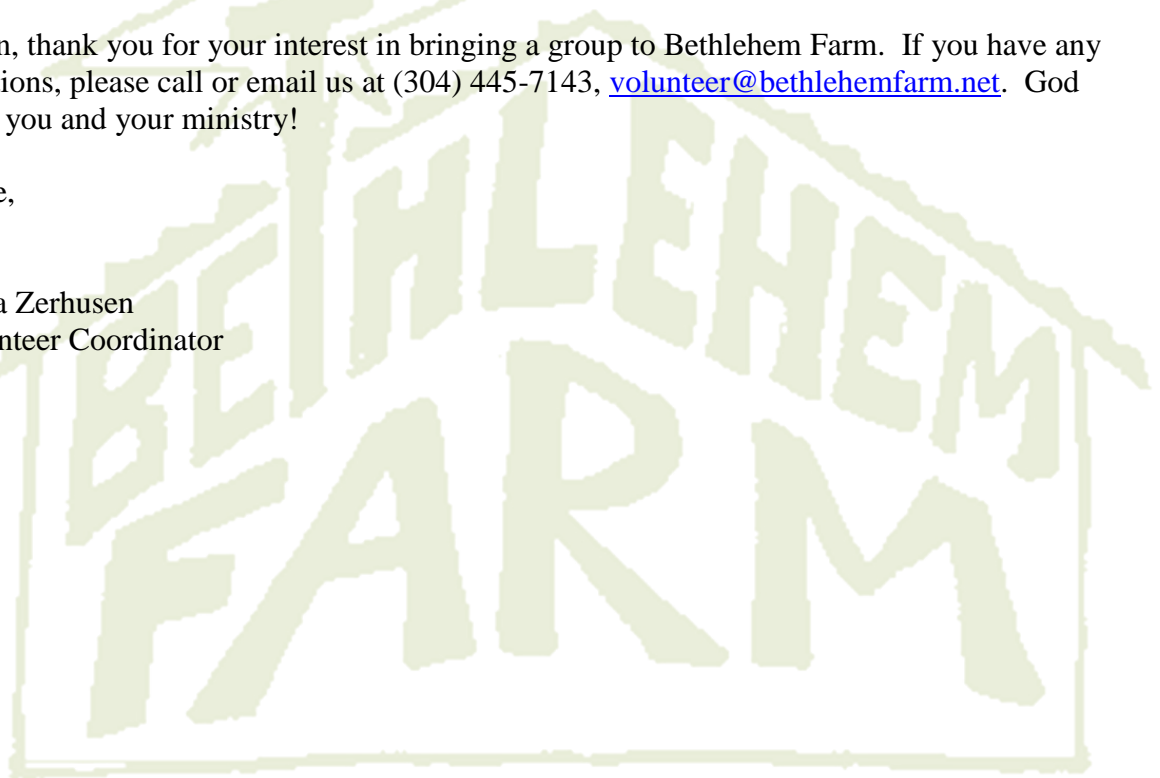
Our registration packet contains our Registration and Bethlehem Farm policies, Group Leader Checklist, and Bethlehem Farm at a Glance. This packet is available to print on-line and hard copies are available upon request. Please print out the entire registration packet and read all the information carefully, especially our policies. Feel free to contact us with any questions and please note that if you have email, it will be the primary form of communication.

Our participation fee for volunteer groups is \$250.00 per person. In addition, we rely on the vans that volunteers arrive in for transporting groups to and from worksites. We greatly appreciate your assistance with this and ask that you please keep this expense in mind as you plan the total cost of your trip.

Again, thank you for your interest in bringing a group to Bethlehem Farm. If you have any questions, please call or email us at (304) 445-7143, volunteer@bethlehemfarm.net. God bless you and your ministry!

Peace,

Laura Zerhusen
Volunteer Coordinator





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Registration Policy

Our Advisory Board has set the following registration policy for the present time. Policies evolve over time as the needs of the Farm change, so please review it carefully as you complete the registration application for yourself or your group.

Priority Registration In an effort to build relationships with the surrounding community and to foster relationships with schools and parishes, Bethlehem Farm gives first priority to those groups (and individuals for adult weeks) that have come the previous year and are requesting the same week. Returning groups can reserve a week, but are not guaranteed to receive the same number of spots as in the previous year, in an effort to accommodate as many parish and school groups as possible.

In order to develop new relationships with parish and school communities and reward persistence, Bethlehem Farm gives second priority to groups that submitted their deposit and registration by the previous year's priority registration deadline and did not receive any spots (hereafter referred to as "wait-listed" groups). Once the returning groups are placed into the schedule, these wait-listed groups will be accommodated next.

Bethlehem Farm gives third priority to groups that submit their registration and deposit by the registration deadline, but are not returning or wait-listed (hereafter referred to as "new" groups). Once the returning and wait-listed groups are placed, the remaining spots will be awarded to new groups. If there are more new groups applying than there are spots available, then the spots will be awarded through a lottery process, giving equal consideration to each group. The lottery will take place approximately one week after the deadline, to allow for the mail to travel here.

Groups with priority have until the priority registration deadline to reserve their week. Any group not selected by the lottery system will be put on a waiting list and will be contacted if any spots open up. Any applications postmarked after the appropriate priority registration deadline will be put on the 'late' waiting list and will be offered spots, if any are available, in order of postmark dates. Express mail returns hold the same stipulations as First Class mail. Registration packets are available online.

Priority Registration Dates In order to receive a priority status, returning/waitlisted groups must have their paperwork and deposit postmarked by the following dates:

College Group Weeks	August 15 th
High School Group Week	September 30 th
Adult/Family/Fall College Weeks	February 1 st

We will not accept phone, fax, email, or other electronic (Facebook, etc) reservations. After the lottery, we will let you know which week and how many volunteers we are able to host on the week(s) you requested. You may request to bring from 5 to 30 people on any given week.

Notification of Registration Groups will be notified by email when the final 2012 group week calendar is completed.

If you have further questions, please contact the Volunteer Coordinator
email: volunteer@bethlehemfarm.net or by phone (304) 445-7143



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Bethlehem Farm Policies

Deposits Your deposit of \$25.00 per person (for volunteers and chaperones) must be included with the reservation form to reserve space for your group. Deposits are non-refundable. Please send a deposit for the number of volunteers you hope to bring.

Cancellation Policy Our cancellation policy is as follows: if a group arrives with fewer volunteers than reserved and paid for, the amount will not be refunded unless Bethlehem Farm is notified ahead of time and we are able to replace the spots. If an entire group must cancel, Bethlehem Farm must be notified sixty days prior to your week, or by April 1, 2010, whichever comes first. After that date, cancellations cannot be refunded unless Bethlehem Farm is able to replace the spots. If Bethlehem Farm can fill the spot(s), you will be refunded for every person we replace. The deposit of \$25 per person is non-refundable unless your group is not selected in the lottery system.

Age Limits High School group week volunteers must be 16 years or older, or entering their junior year of high school (except on family weeks). During college and adult weeks, volunteers must be at least 18 years old.

Chaperones (*High School Groups Only*) For high school weeks, you are required to bring an adequate number of chaperones. There must be one adult chaperone for every five youth. We recommend that one of the chaperones be a youth/campus minister or someone involved in youth/campus ministry and at least 25 years of age. The other chaperones must be 21 years of age or older. If you are bringing a co-ed group of students, you must bring one female and one male chaperone. If you are bringing an all boys group, you must bring at least one male chaperone. If you are bringing an all girls group, you must bring at least one female chaperone.

Adult Participants (*High School & Family Weeks Only*) For high school and family weeks, all participants/chaperones who are 18 and over are required to complete an Adult Background Form. This form should be mailed to us with your volunteer contracts, medical forms, and hold-harmless agreements, at least sixty days prior to your scheduled week or by April 1st, whichever date arrives first. When you have reserved a week at the Farm, we will direct you to these forms on our website.

Vehicles (*High School & Family Weeks Only*) Road conditions in the vicinity of Bethlehem Farm include narrow gravel roads with hills and sharp turns. Such conditions pose increased risk of rollover accidents for 10 to 15-passenger vans. Therefore, out of concern for the safety of Bethlehem Farm Caretakers and volunteers, and consistent with applicable law, Bethlehem Farm has adopted the following van policy.

10 to 15-passenger vans shall not be used for the transportation of minor children to or from Bethlehem Farm or any activities in connection Bethlehem Farm. A 10 to 15-passenger van is defined as a van designed to transport between 10 and 15 passengers, plus the driver, for a total of 11 to 16 people, regardless of the actual number of seats or passengers.



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Bethlehem Farm Policies (*continued*)

Vehicles (*continued*)

10 to 15-passenger vans may be used for transportation of passengers who are 18 years of age or older. Seats may not be removed from vans to reduce capacity and therefore to transport minor children.

9-passenger vans (or smaller) may continue to be used for activities at and in connection with Bethlehem Farm. A 9-passenger van is defined as a van designed to transport nine passengers, plus the driver, for a total of ten people, regardless of the actual number of seats or passengers.

Groups that fail to comply with the above policies may be withheld from participating in the following year's lottery.





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Check List for Group Leaders

All group leaders are responsible for:

- Payment (\$250 per person) – 60 days before (or April 1st whichever comes first)
- Gathering forms and sending them to us – at least 30 days before
 - Forms can be found at: <http://www.bethlehemfarm.net/participantforms>
 - Forms needed:
 - Hold Harmless
 - Volunteer Contract
 - Health Form
 - Adult Background Form (*High School Groups Only*)

All Group Leaders should be reminded:

- Arrival is between 6:30 pm & 7:30 pm Sunday (*Monday for Easter Week Groups*)
 - Please eat dinner prior to arrival
- Departure is at 10 am Saturday
- Bethlehem Farm Payment & Cancellation policy
- Students/participants read BF at a glance <http://www.bethlehemfarm.net/volunteers>
- Age limits (16 or heading into junior year for HS, 18 for college/adult weeks)
- Remember to check the weather (Alderson, WV, 24910) and remind your group to pack accordingly.

High School Groups should be reminded:

- No 12-15 passenger vans (*Wheeling-Charleston Diocesan Policy*)
- 1 chaperone per 5 students. At least 1 female chaperone if there are girls; at least 1 male chaperone if there are boys.

Cancellation Policy

Our cancellation policy is as follows: If a group arrives with a number fewer volunteers than reserved, the amount will not be refunded unless Bethlehem Farm was notified ahead of time **and** we were able to replace the spots. If an entire group must cancel, Bethlehem Farm must be notified sixty days prior to your week, or by April 1, 2012, whichever comes first. After that date, cancellations cannot be refunded unless Bethlehem Farm is able to replace the spots. If Bethlehem Farm can fill the spots, you will be refunded for every person we replace. The deposit of \$25 per person is non-refundable **unless** your group is not selected.



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Week at a Glance

The Overview

At Bethlehem Farm, we are more than a “work camp” for volunteers. We invite volunteers to be a part of our mission and our home. We build community with each other by working, praying, laughing, and loving together. We live simply to appreciate the gifts that God has given us. We pray together to grow closer to God and to one another. We serve the local people, we serve each other, and we also open ourselves to be served by others. By living out the Gospel cornerstones of prayer, simplicity, service and community each day of our lives, we offer volunteers not just the opportunity for service, but the opportunity to experience another way of life.

Here’s what a typical week* may look like at the farm:

Sunday: *Arrival*

Arrival (between 6:30 pm & 7:30 pm), Tour around the house and possibly the farm (depending on light), Intro to Bethlehem Farm, Cornerstone Prayer Service, Group Leader Meeting, Free time, & Lights out.

Monday: *Day at the Farm*

Wake Up, Morning Prayer, Chores, Breakfast, Dishes, Farm Chores, Lunch, History & Mission of Bethlehem Farm, Farm Hike, Catholic Social Teaching Discussion, Free Time, Dinner, Dishes, Mass, Free Time, & Lights out.

Tuesday – Friday: *Days at the Worksites*

Wake Up, Prayer, Chores, Breakfast, Dishes, Head off to worksites (except home crew), Lunch on site, Return to the Farm, Dinner, Dishes, Evening Prayer, Free Time, & Lights out.

Saturday: *Departure*

Wake Up, Prayer, Breakfast, Dishes, House Clean-Up, Head home (around 10 am)

Special programs:

- Tuesday: Community Night – we invite local community members up to the farm for a potluck dinner & occasionally they’ll bring a musical instrument or two
- Wednesday: River of Life Service – we head to a local weekday worship service and join the members for dessert & sometimes a kickball game in the parking lot with the pastor and his son
- Thursday: Shared Prayer – it’s an opportunity for the community to reflect and share where they have seen God in the last week
- Friday: (Summer Months Only) We end the work week with a dip in the Greenbrier River

* *This is the schedule for a typical week (Sun-Sat), the schedule adjusts for weeks that are shorter (Easter Week) or longer.*