



Volunteer Work Camp Contractor Information

What is expected of a Work Camp Contractor?

Work Camp Contractors are needed to lead Work Camp Crews composed of 5 to 6 youth participants and 1 adult participant in home improvement projects. **You do not need to be a licensed contractor or a professional**, but you should be someone who is knowledgeable and experienced with home improvement. This means that you know how to safely operate a range of tools, have worked with different materials, and **are able to teach others what you know**.

What kind of project would I be doing as a Work Camp Contractor?

Projects include window and door replacement; building wheelchair ramps, decks, and stairs; installing skirting on mobile homes; widening interior doorways; installing vinyl tile; installing laminate T&G flooring; exterior painting and siding repair; etc. We do our best to match Work Camp Contractors with projects related to previous experience.

Do I need to draw up plans for my project?

No. Detailed plans and pictures are provided by email to Work Camp Contractors for review several weeks prior to the start of the camp. When you receive your plans, you will be asked to schedule a time to speak with one of our lead contractors. This meeting is intended to give you an opportunity to walk through the plans together and ask any questions you may have.

Do I need to bring my own tools?

Yes. Each site plan includes a list of all the tools we anticipate being needed at the site. You should plan bring any tools you have and are willing to allow youth to use (including power tools) during the project. Also note, each parish is being asked to provide tools for their site as well. This may either include or be brought in addition to the tools that belong to you.

Am I responsible for providing the materials needed for my project?

No. The Diocese will purchase all the materials for the project and have them available for you at the worksite at the beginning of the week. However, there may be times throughout the week where you will need to transport some of the materials to the work site. Although you are welcome to pay for additional materials as needed, this is **not** an expectation – we have accounts set up at local suppliers and our lead contractors are responsible for purchasing materials.

Should I bring my own vehicle?

Yes. You are responsible for your own transportation to and from the work sites. Ideally, you should bring a vehicle that can easily transport tools and other building materials.

Where will I be staying while at Work Camp?

This year, the Work Camp home base will be located at Peninsula Catholic High School in Newport News. The accommodations will be in classrooms so participants will need to bring an air mattress, sleeping bag, and pillow.



Catholic Diocese of Richmond

Summer Work Camp

Bristol, VA
June 21-27, 2025

What is the schedule for the week?

Below is a rough schedule for the week. Times may be subject to change slightly.

Saturday:			Arrival, Check-In, Opening Program
Sunday:			Mass, Teambuilding, Work Site Visit
Monday - Wednesday:			Daily Mass, Work Day, Evening Program
Thursday:			Daily Mass, Work Day, Dinner with Residents, Evening Program
Friday:			Daily Mass, Closing Program, Departure

**If for any reason you are unable to arrive by 5:00pm on Saturday, please contact us to let us know so that we can plan accordingly.*

For questions or more information regarding the duties of Work Camp contractors, contact us via email (evangelization@richmonddiocese.org) or via phone (804.622.5159).



CONTRACTOR Registration Form – Work Camp 2025

Please complete the registration form and return it to your parish contact for Work Camp.

CONTRACTOR INFORMATION

Name: _____ First Name for Nametag: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____

Email: _____

Parish Name: _____ City: _____

Sex: _____ Birthday: _____ Adult T-Shirt Size: _____

Please check if you would like a special menu: Vegetarian Gluten-free Peanut-free Dairy-Free

Medical Training: I am a doctor. I am a nurse. I am a dentist. I am an EMT. Other _____

Do you need sleeping accommodations at homebase? Yes No

SAFE ENVIRONMENT

All adults who participate in a youth event sponsored by the Office for Evangelization must be in compliance with the Diocesan Safe Environment Policies. Please indicate your dates for the following:

Date of VIRTUS Training: _____

Are you employed by a parish or Catholic school in the Diocese of Richmond? _____

Print your entire legal name: _____

EMERGENCY CONTACT INFORMATION

Name _____

Contact Number _____

Relationship to Participant _____



CONSTRUCTION EXPERIENCE

The following information helps us to consider the best project for you to oversee. Please complete all the information below. Please be as precise and detailed as possible.

1. Are you a current or retired licensed professional contractor or tradesman? Yes No

If yes, please answer the following:

- Currently licensed or retired? _____
- How many years? _____
- What type? (e.g. plumber, carpenter, electrician, GC, etc.) _____

2. Have you ever participated in a service trip like this in the past? Yes No

If yes, please complete the information below:

- Location: _____
- Approximate Date(s): _____
- Name of Organization: _____
- Project: _____

3. Additional information you would like to include to help us place you on the project best suited for your skillset:



Exterior projects (i.e. decks, porches, wheelchair ramps, etc.) involve either replacing an existing structure or building a new freestanding structure. Interior projects *always* involve renovations. We do not build additions or replace roof systems.

We understand that completing a project on your own and at your own pace is very different from teaching and managing high school students (often unskilled) to do the work within a specific timeline. With that in mind, please complete the following:

Place a check next to the types of projects you have completed in the past three years:	Rank yourself on a scaled of 1-5 based on your confidence with teaching and managing high school students to complete these projects: <i>1 = very confident; 2 = confident; 3 = unsure; 4 = unconfident; 5 = very unconfident</i>				
<input type="checkbox"/> Built a wheelchair ramp	1	2	3	4	5
<input type="checkbox"/> Built a deck and stairs	1	2	3	4	5
<input type="checkbox"/> Widened an exterior doorway	1	2	3	4	5
<input type="checkbox"/> Widened an interior doorway	1	2	3	4	5
<input type="checkbox"/> Framed interior walls	1	2	3	4	5
<input type="checkbox"/> Installed skirting on a mobile home	1	2	3	4	5
<input type="checkbox"/> Replaced windows in a mobile home	1	2	3	4	5
<input type="checkbox"/> Replaced windows in a standard home	1	2	3	4	5
<input type="checkbox"/> Hung sheetrock/drywall	1	2	3	4	5
<input type="checkbox"/> Taped and mudded sheetrock/drywall	1	2	3	4	5
<input type="checkbox"/> Installed exterior vinyl siding	1	2	3	4	5
<input type="checkbox"/> Installed vinyl composition tile	1	2	3	4	5
<input type="checkbox"/> Installed ceramic tile	1	2	3	4	5
<input type="checkbox"/> Exterior painting	1	2	3	4	5
<input type="checkbox"/> Interior painting	1	2	3	4	5
<input type="checkbox"/> Installed a bathtub and acrylic surround	1	2	3	4	5
<input type="checkbox"/> Installed a bathroom vanity with sink	1	2	3	4	5
<input type="checkbox"/> Installed/replaced plumbing in bathroom	1	2	3	4	5
<input type="checkbox"/> Installed toilet	1	2	3	4	5
<input type="checkbox"/> Replaced subflooring	1	2	3	4	5
<input type="checkbox"/> Installed floating laminate wood flooring	1	2	3	4	5



Medical Information and Release Form
All information is kept private and confidential.

Name of Contractor: _____

MEDICAL INFORMATION

*In many cases, our Work Camp team is not familiar with the medical, physical, and/or emotional history of each participant. Since this participant will be participating in a week-long camp, it is essential that **ANY** information relating to the participant is shared in detail. BE AS SPECIFIC AS POSSIBLE.*

Is the participant allergic to anything?
 YES NO

List any details of allergies below (this may include food allergies, allergies to specific medications or chemicals, allergies to any substances):

Is the participant currently taking or has taken any prescription medication in the last 6 months?
 YES NO

List the specific prescription medications, reasons for medication, and daily dosage. Indicate if the medication is currently being administered.

Does the participant have any emotional, physical or sensory conditions?
 YES NO

List any emotional conditions that may impact participation in the event. This may include counseling, treatment for emotional conditions (i.e. depression, eating disorders), and/or family situations that may have a significant impact on the participant.

List any physical and/or sensory conditions of which we should be aware or of which need special accommodations (e.g. hearing loss, visual impairment, mobility).

Has the participant received a tetanus shot?
 YES NO

List the date of the last tetanus shot:

RELEASE OF LIABILITY AND MEDICAL RELEASE

I agree on behalf of myself, my heirs, assigns, executors, and personal representatives, to hold harmless and defend the Catholic Diocese of Richmond, its officers, directors, agents, employees, or representatives associated with this event from any and all liability, loss or damage arising from or in connection with my participation in this diocesan event.

Furthermore, I hereby warrant that to the best of my knowledge, I am in good health and assume all responsibility for my health. In the event of an emergency, I hereby give permission to transport me to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor or that my emergency contact be notified prior to any further treatment. I will not hold the Diocese of Richmond responsible for authorizing any medical treatment beyond necessary transportation to the hospital.

Participant Signature: _____ Date: _____

USE OF PICTURES AND/OR VIDEO

I give permission for pictures and/or videos of the above-named participant engaged in activities related to any diocesan event to be used in publications, social media, and/or websites of the Diocese of Richmond. If there is a concern with this policy, please contact the Office for Evangelization upon submitting registration.

YES NO Participant Signature: _____ Date: _____



CONTRACTOR CODE OF CONDUCT

Contractors must read, understand, agree, sign, and return this sheet. Please be sure that all contractors in your group understand and abide by these policies.

Basic Role of Contractors

The Office for Evangelization depends on the Adults to help facilitate order and to serve as a network of support for the youth. It is important that the Adults be an example of obedience and cooperation with the following policies as well as with our staff and volunteers on site. Because of the physical demands of the Work Camp, it is necessary that Adults be in good health. It is a very intense week and can be exhausting both physically and spiritually. Because of these conditions, it is not recommended that those with health problems participate as Adults.

Work Camp Contractors lead Crews in home improvement projects. **You do not need to be a licensed contractor or a professional**, but you should be someone who is knowledgeable and experienced with home improvement. This means that you know how to safely operate a range of tools, have worked with different materials, and **are able to teach others what you know**.

Duties of a Contractor

A Contractor's responsibilities include, but are not limited to, the following areas:

1. Alcohol, Drugs, and Smoking

- ✓ All state laws concerning alcohol and drugs will be strictly enforced.
- ✓ Possession and/or consumption of alcohol or drugs are not permitted on site during the retreat.
- ✓ All Work Camp sites and buildings are smoke-free facilities.

2. Appropriate Dress

- ✓ All participants are expected to dress in a fashion that represents modesty, respecting other participants and our Lord.
- ✓ Clothing must cover all undergarments and midriffs. Participants must wear shirts at all times.
- ✓ The Contractors are expected to help Chaperones enforce the dress code at the work sites during the Work Camp.

3. Participation

- ✓ At no time should a youth participant leave the Work Camp without one of their adult Chaperones. Adults are strongly discouraged from taking youth off site, except in the case of an emergency.
- ✓ It is to be understood that the said adult takes full responsibility for a youth if they depart Work Camp.

4. Housing

- ✓ All youth and adults must be in the sleeping areas by the designated times. If you have questions about how this applies to Contractors as the work progresses, please talk to a Lead Contractor.
- ✓ An atmosphere of quiet and respect is expected following the lights out time. Violators will be subject to appropriate discipline.

5. Insubordination

- ✓ It is expected that youth and adults will follow the direction of all Work Camp staff and volunteers.
- ✓ Any instances of lack of cooperation or insubordination will not be tolerated and will be subject to appropriate discipline.
- ✓ The first and primary method of dealing with discipline problems will be to work through the Group Leader.

The Catholic Diocese of Richmond reserves the right to deny entrance to or request the ejection of any group or individual who does not comply with the regulations and policies for the Work Camp. In the event that entrance is denied, or a person(s) is ejected, NO REFUND will be made.

I have read, understand, and agree to the above policies. I will ensure that anyone accompanying me to the event also understands and agrees to these policies.

Signature: _____

Date: _____

Printed Name: _____

Parish: _____