

# Participant Instructions

## FYF 2013

### Item # 1 Checklist for Participants and Live in Leaders

**Due Date: April 26, 2013.** Please let us know what you will be using for your travel documentation as described in the checklist for participants and leaders. Submit your information to Jessica Driesenga at [fyf@calvinseminary.edu](mailto:fyf@calvinseminary.edu). If using a passport, we need to know the full legal name listed on the document as well as the country of issue and the complete expiration date. If using a birth certificate, we need to know your full legal name as listed on the document, as well as the country of issue.

### Item # 2 Getting To Grand Rapids and Home Again

**Due Date: April 26, 2013.** Each FYF Participant is responsible for making their own travel arrangement to and from Grand Rapids. *PLEASE NOTE:* Calvin Seminary will make all travel arrangements to the excursion sites. Please complete the enclosed form and return to Calvin Seminary with all arrival information.

### Item # 3 Health Forms

#### **#1 Medical Information Form, Parts I and II**

**Due Date: April 26, 2013.** Follow regular faxing and mailing instructions. If you have checked any items marked with an asterisk under the Health Statement section, you will need to have your physician fill out the Medical Information Form, Part II (on the reverse). Please review and fill out this form carefully.

#### **#2 Emergency Contact/Insurance Information**

**Due Date: April 26, 2013.** Please fill in the enclosed form and submit it via fax or mail. Please attach the two required items – a photocopy of the insurance card, and a copy of the insurance policy where it indicates appropriate coverage for travel in the US and/or Canada.

#### **#3 Medical Treatment /Medication Permission Form**

**Due Date: April 26, 2013.** Please fill in this form and submit it.

### Item # 4 Reading of Books

**Due Date: June 26, 2013.** The pieces of literature that need to be read before you arrive in Grand Rapids on **June 26, 2013**. They are part of our theological framework for your work with us during the program. Please budget your time and complete the readings. We will send you these books in the near future. There is no cost for the books.

### Item # 5 Publicity Release Form

**Due Date: April 26, 2013.** From time to time during FYF activities or events, including the FYF excursion, participants will be photographed, videotaped, or interviewed. These will be for the enjoyment of the participants and may be used in promotions to generate interest in the program, such as promotional brochures or the Calvin Theological Seminary website. Since it is difficult to gather permission after the fact, all participants must have a signed release on file.

### Item # 6 Email Accounts

All participants must have an email account or access to one. Most of our communications will involve group and individual email communications due to geographical distribution and the need to limit mail. We urge you to check your email accounts on a daily basis. Updates, further instructions, and basic networking will take place via the use of group email communications. You will also have access to email on campus during your time here in July.

### Item #7 Photo & Introduction

**Due Date: ASAP or no later than April 26, 2013.** As we prepare for your arrival and get to know you via email, we would like to familiarize ourselves with you as much as possible. As part of our preparation, therefore, we ask that you send us a photo of yourself. It may be a casual one from a family album or a formal photo. You may also choose to send it as an email attachment. Regardless, we look forward to “seeing” you! With your photo (either email or snail mail) include a short paragraph about yourself *to be shared with the whole group*.

### Item #8 Calvin Theological Seminary

Please check out our website at [www.calvinseminary.edu](http://www.calvinseminary.edu). If you want to get a glimpse of the people that work here in the different departments, go to “information” and then “directory”—staff and faculty have their photos posted there. Quite a few CTS faculty members will be giving lectures to you over the course of the program.

### Item #9 Passport

All participants coming from Canada must have a passport. Start pursuing this immediately as there is a waiting period for passports to be issued. See enclosed sheet for more information. Please fill in Passport Sheet and provide copy of valid passport no later than **April 26, 2013**.

### Item #10 Identification

Any American participants who are travelling on excursion to Austin, TX or Portland, OR need a valid driver’s license or a valid US Passport. All Canadian participants need have a valid Canadian Passport. Please photocopy your passport and provide it to the FYF office no later than **April 26, 2013** so that excursion flight tickets can be booked.