



Dear Friend,

Thank you for your recent inquiry to attend the New York School of Urban Ministry. Attached are the initial forms you will need to complete your registration process. Please review and complete all forms. Be sure to be as detailed as possible as they enable us to create a ministry experience suited for your teams gifts and talents.

It is important that each team member have a personal relationship with Jesus Christ in order to serve here at NYSUM. Each student here is expected to be able to behave in a Christ-like manner as ambassadors for Jesus while attending NYSUM. We have attached information sheets and instructions for you and your team. Please take note of NYSUM's guidelines and curfew times.

A detailed schedule of your time of ministry will be emailed to you in advance prior to your arrival. Please be flexible, as your schedule is subject to change. We strongly suggest that you begin to prepare your team now for outreaches. You may be asked to minister through sermons, street witnessing, one-on-one evangelism, skits, and songs.

Your team also may be asked to serve in our kitchen or maintenance/ housekeeping departments. The service in these departments is shared with incoming teams in order to maintain a cleanly environment, while keeping costs down. Teams are asked to keep their dorm rooms neat and clean during their stay, and upon departure.

We look forward to your visit. We trust that your team will have a life changing experience in serving His people.

Matthew 25:40 And the King shall answer and say unto them, Verily I say unto you, Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto me.

Serving the King,
Ministry Services,

Please return your completed packet to reservations@nysum.org

MINISTRY RESERVATION FORM

For ministry only - a minimum of 6 volunteers is required

Contact
Name:

Group/
Church
Name

Address:

City

State

Zip

Office #

Fax #

Home #

Cell #

Email

Date of
Arrival

Time of
Arrival

Date of
Departure

Time of
Departure

Total Count

Male Total

Female Total

*NOTE: Please give us the minimum number of people you will be bringing. We are unable to make any reduction in your count as this effects the ministries your group will be assigned to. You will be required to replace any cancellations.

Linens will be provided which includes wash cloths, towels, sheets, pillows, pillow cases, and blankets. There is no need to bring these items. They will automatically be supplied by housekeeping. You will receive 1 set for the duration of your stay.

How did you hear about NYSUM?

Ministry Partner
Name

Past Guest Referral
Name

Meeting Space is available for team devotionals and other meetings.

MEETING ROOM INFORMATION

Chapel	50 - 75 people	\$75	Date	Time
B3	100 - 150 people	\$125	Date	Time
Dining Room	200 people	\$175	Date	Time

MINISTRY PACKAGES - 2016

Discover Nysum	\$30.	#ppl	Cost
Standard Weekend Package (2 nights)	\$185.	#ppl	Cost
High School/Home School Jr. Sr. Missions	\$192.	#ppl	Cost
Winter Homeless Compassion/Weekends	\$190.	#ppl	Cost
Spring Break (5-7) days	\$356.	#ppl	Cost
Extreme Makeover Weekend	\$199.	#ppl	Cost
City Fest Basketball Outreach	\$266.	#ppl	Cost
Summer Wk-Long Peak (5-7 days)	\$376.	#ppl	Cost
Summer Wkend/Peak	\$190.	#ppl	Cost
Summer Wk-Long Off Peak (5-7 days)	\$340.	#ppl	Cost
Summer Wkend/off Peak	\$180.	#ppl	Cost
Fall/Winter Weeklong (5-7 days)	\$335.	#ppl	Cost
Thanksgiving Outreach Wkend	\$199.	#ppl	Cost
Christmas Compassion Week (5 days)	\$282.	#ppl	Cost
Christmas in NYC (4 days)	\$271.	#ppl	Cost
Three Day Ministry - (3 nights)	\$195.	#ppl	Cost
Add 1 nightly lodging for Ministry Teams	\$30.\$	#ppl	Cost
1 Ministry Outreach	\$25.	#ppl	Cost

Subtract 25% from Total and that is the deposit amount.

Total Deposit is:

Transportation

This service is not offered before 6:00am or after 7:00pm

Note: Please make arrangements with other shuttle services if you need service before 6:00am.

1. Airport Shuttle Service: There is an 8 person minimum to LGA (15.00 round trip) and JFK (25.00 round trip) to use the shuttle service. (All prices are Round-Trip, per person)

WE DO NOT OFFER SHUTTLE SERVICE TO EWR (Newark).

*Please note that parking is first reserved for vehicles used for ministry. However, parking is available for other vehicles on the street, where signs permit. The maximum size vehicle is a 12 to 16 passenger van. We are not able to accommodate buses.

2. Will need to park a vehicle in our lot? How many?

3. TRANSPORTATION CHARGED SEPERATELY

(If teams are **using NYSUM Vans during the ministry outreaches**)-(Not driving your own Van)

Transportation Cost will be:

Weekend Teams: \$25 - \$30 per person (2-4 days) - Subway Cost will be covered

Week-long Teams:\$45 - \$50 per person (5-7days) + Subway Cost is \$31.00 for wk-long pass per person.

(*If teams are **not using NYSUM Vans during the ministry outreaches**)-(Driving your own Van)

You are required to use your vans for transportation to the ministry outreaches and cover any **tolls necessary as well as subway cost.**

Transportation Cost will be:

Weekend Teams: (2-4 days) - Subway Cost will be covered by you. No need to purchase Nysum transportation.

Weeklong Teams: Subway Cost is \$31.00 for wk-long pass per person. No need to purchase Nysum Transp.

Note: **All weeklong ministry teams must purchase weeklong metro cards (\$31.00) per person** whether using Nysum vans or bringing your own van - to be used for ministry sites not accessed by van and for your day off.

Please note: We require that you bring a licensed driver as they are sometimes needed to assist in ministry transportation.

Payment Policy

Credit Card Payments: Nysum will charge an additional fee of 2.50% for all payments made by credit card.

Financial Policy: A 25% non-refundable/nontransferable deposit must be received with the completed reservation packet for your reservation to be confirmed. A reservation scheduled 45 days or less prior to your arrival will require 50% of the balance upon receipt of your contract and the remaining balance 14 days prior to your arrival. A second payment of 25% of the entire contract is due at midway point, which will be stated on your contract. At this point, it is best to be conservative in the number of people you are bringing. It is easy for us to add additional team members. We will then send you an updated contract giving the new team numbers.

Midway Payment: A second payment of 25% of the entire contract is due at midway point, which will be stated on your contract. New team members must be added no less than 20 days prior to your arrival, we request the additional payment be charged by credit card over the phone. Also, please confirm your gender split at this time. This enables us to properly make room assignments. At the midway point you are also committing to the class and ministry site curriculum that will be scheduled for your group during your stay here at NYSUM.

Cancellation: You will be confirmed for the number of guest you reserved at the time of your first deposit. You may increase this number up to 3 weeks prior to your arrival. If you cancel after the midway date, you are still responsible for PAYMENT IN FULL of the remaining balance due.

Balance: The balance of your contract is due and payable 14 days prior to your arrival date. (Please see dates listed at the bottom of your contract.)

Checks can be made payable to NYSUM

Mail to: Nysum
Reservations Coordinator
31-10 47th Street
Long Island City, NY 11103

I HAVE READ THIS PAGE IN ITS ENTIRETY AND AGREE TO THE TERMS.

YES

Questionnaire

****Please return this form by the Midway Date.***

The minimum age requirement to participate in ministry is 15.

***NOTE: Please give us the minimum number of people you will be bringing. We are unable to make any reduction in your count as this effects the ministries your group will be assigned to. You will be required to replace any cancellations. *Please be sure to include your team leaders in the count.**

Team Name:

Leader
Name:

Age Range
of Team:

Number of Team Members:

Gender Split:
Males

Females

Each team that is here for 5-7 days of ministry, will receive one day off to sight see.

What special
talents/gifts
does your
team have?

Spanish
Speaking
Children's
Work
Drama
Clowns
Mime
Music

What type of
ministry would
you prefer?

Friendship Evangelism
Soup Kitchen
Prayer Station
Children's Ministry
Food Pantry
Shelters
No Preference

Other Please
specify:

Can your
team lead
worship?

YES
NO

Note: Please be aware your ministry selections are not guaranteed and are assigned according to availability. We will however make every effort to meet your request.

*Each 5 students must be accompanied by 1 adult.

Chaperone Names:

- 1.
- 2.
- 3.
- 4.
- 5.

The following information is required at the time of registration:

1. Arrival & Departure time.
2. Day off (This day will be assigned to you if you do not choose a day.)
3. Meals (If you are extending your stay you must advise us of the meals you will need.)
4. Size of group and genders
5. Vehicle information (How many vehicles you are bringing - if arriving by van)

Ministry Team Size:

A standard team size consists of 6 to 13 people. If you have a group size of 26 people your team will be divided into 2 teams of 13 people. The reason for this is that our NYC ministry site partners can only take a maximum team size of 13 people. However, on very limited times your ministry team can be increased to up to 30 people for such ministries as the following: Food Truck/Homeless Ministry, Prayer Walks/Evangelism, Special Street Crusades.

NYSUM reserves the right to schedule your team with our ministry partners appropriately.

Meal Plan Request - FOR DAY OFF
Do not complete if you are here for less than 5 days

Team Name	Day Off	Mon.
		Tues.
		Wed.
		Thurs.
		Fri.
		Sat.

Each team that is here for 5-7 days of ministry will receive one day off to sight see.

Is you are here for 4 days or less you do not need to complete this form.

All meals are included in your package. However, on your day off we give you the option of choosing which meals you will have.

Please indicate which meals you will have on your day off.

Day of Meal	Date of Meal	Meal/ meals	BF 7.50
			Bag 5.75
			Lunch
			Lunch 8.00
			Dinner 11.50

Please Sign

If you are requesting staying at Nysum for additional days outside the ministry package please indicate if you will be needing meals during these times.

Note: You will receive dinner on the evening of your first ministry. This will be the first meal of your ministry outreach experience.

SUNDAY - You will receive breakfast only - no other meals are provided.

ARRIVAL AND DEPARTURE INFORMATION

Arrival time is between 3:00pm and 8:00pm. This allows us to greet you and familiarize you with our ministry and facility.

Teams of 6 or more are required to attend a 30 minute NYSUM orientation upon arrival.

Flight Itinerary Information

LGA (15.00 round trip) JFK (25.00 round trip)

Arrival Day
& Date:

Arrival Time:

Airline:

Flight
Number:

Airport:

Departure
Day & Date:

Departure
Time:

Airline:

Flight
Number:

Airport:

Leader's
Name:

Leader's
Mobile
Number:

NYSUM'S

TEAM LEADER

GUIDE

Overview

This is a Christian urban experience.

All types of lifestyles, ethics, and world views are welcome in New York City. As you wander its streets you will be confronted with all types of characters whom Satan has in bondage to pagan deviances. Most are appealing to the very fleshly nature in mankind through bombarding the lust of the flesh, lust of the eyes, and boastful pride of life (1 John 2:16). Be it dressing in seductive and skimpy clothing, to flaunting wealth and fortune, to racism and bigotry, to gleefully displaying sexual lusts in public, to antagonistic and rude driving manners, New York City has it all!

You may even be tempted yourself to take on some of the elements these worldly ways in your dress, actions, and attitude. Be forewarned, that's exactly the weak spot Satan will go after in your life. We have seen many students come to the city (even on some NYSUM mission trips) that make the choice to become more worldly when they get here. They "become free" and have their hair colored, get multiple body piercing, or start dressing in a provocative or loosely gang oriented way.

To ensure we keep a standard that adheres to NYSUM's, but even more importantly to the biblical standard (1 John 2:15) we have developed a set of policies and guidelines to keep you accountable. We have also attached a set of house rules that enable us all to live in community more generously and in consideration of others than you may typically do at home. It will also help to keep our facility clean and in good condition for others who will follow you.

At NYSUM, it is understood that we as Christians will give "...no cause for offense in anything, in order that the ministry be not discredited." (2 Corinthians 6:3)

We trust that this is the Christian lifestyle you will clothe yourself with during your ministry time here at NYSUM.

Student Behavior Guidelines

As a general rule, we expect students to model their lives after the F.A.T. acronym.

F= Flexible

Willing to do whatever is asked whether it fits your predetermined plan or not.

A= Attitude

Living each day with a positive, caring mood and not resorting to rebellious actions to prove your point.

T= Teachable

Be willing to learn from each leader, pastor, and staff member on outreaches and class training in a servant like manner.

Following are the specific “guidelines” of a Christian lifestyle and conduct that we expect you to adhere to throughout your ministry time at NYSUM.

1. No smoking, drinking of alcoholic beverages, or use of drugs.
2. No foul, threatening, or overly aggressive language.
3. No body piercings are allowed. Earrings on men are not permitted.
4. Conservative hair colors only.
5. In order to maintain our Christian testimony in areas of dress, all clothing must be modest. No tank tops, mini shorts/skirts, tight pants will be allowed. No mid-drift shirts or low riding jeans.

Dress Code

On Ministry:

Pants, and Capri's. Short sleeve shirts are ok.
Please no shorts, tank tops, or sleeveless shirts.

Ministry Soup Kitchens:

Long pants, close-toed shoes. Short sleeves shirts ok.

Showers:

Shower shoes must always be worn while using the shower rooms. Also robes are appropriate while walking in the hallways to and from the shower rooms

Days off:

Please respect NYSUM's dress code.

Men: Shorts to knees are fine

Women: No short shorts or shirts that show mid-drift are permitted while at NYSUM.

General Guidelines

1. Please do not enter areas or rooms that are under construction or you are not assigned to. No one is ever permitted to go on the roof of the building.
2. Do not invite anyone into the building. Ask them to wait outside while you find a staff member to assist them.
3. When you are on ministry do not give out NYSUM's phone number and address. Refer them to the church or ministry you are with.
4. Setting off alarmed doors will cause a \$250 fine from FDNY, which will be passed onto your team. Only use stairwells in case of fire.
5. Clothing must always be kept modest while at NYSUM and in community areas, and in hallways. No tank tops, short skirts/shorts, mid-drift shirts, or low riding jeans.
6. Curfew is at 11:00pm. Please do not leave the building between 11pm-6am.
7. In accordance with the NYC Fire Marshall there should be no burning candles, incense or any flammable substances permitted on NYSUM properties.

Entering and Exiting/Parking Lot

1. Entrance to the building is through the parking lot located on 47th Street.
2. Be courteous to our surrounding neighbors and businesses by keeping noise levels to a minimum, while entering and exiting the building.
3. Please no ball playing, roller blading, or skateboarding in the parking lot.

Elevators

1. For your safety only 10 people at one time should ride in the elevator.
2. Please refrain from jumping in the elevators, and/or playing with the switches, phones, etc.

Lounge

1. The lounge is open from 7am-11pm. It is the only area designed for community socializing, and relaxing. We ask that you refrain from holding team devotionals and other meetings in this area.
2. Food and beverages are **not** allowed in the lounge areas. **No cooking please.** We have no area where meals can be prepared.
3. Please help to keep this community area clean by cleaning up after yourselves, especially if eating or drinking.
4. Please make sure to take all your belongings with you when you leave the lounge area.
5. To help us maintain the furniture we ask that no one place feet on furniture (i.e. tables and couches). We also ask cushions and furniture be kept in its original place.

Kitchen/Dining Room

1. Meals are served for one hour. The kitchen will be closed after such time. Please be on time.

The dining room serving schedule is as follows:

Breakfast	7:00 – 8:00 am
Sunday BF only	7:00 – 8:00 am
Lunch	12:00 – 1:00 pm
Supper	5:00 – 6:00 pm

2. **All guest must participate in kitchen duty.** You will be given a schedule of your assigned times. Please help in keeping the dining room clean, chairs arranged around the tables, and food trays picked up after use.
3. No one is allowed in the kitchen area, unless assigned.
4. If using our meal plan, team members may be assigned to help with kitchen duty. Kitchen duty consists of serving and cleaning up after meals. If assigned; closed-toed shoes and long pants/ jeans must be worn. Long hair must be tied back. Please take your kitchen responsibility seriously.
5. No short-shorts, PJs or bare feet are allowed in the dining room at any time.

Shower Rooms

1. There are four showers on the men's floor and (7) on the women's floor.
2. Shower shoes must be worn at all times while using the shower.
3. Please keep showers limited to 5-10 minutes daily. (No showers after 11pm)
4. Please do not leave any personal items in shower rooms.

Dorm Rooms

1. NO MEN ARE ALLOWED ON THE WOMEN'S 3RD FLOOR!
NO WOMEN ARE ALLOWED ON THE MEN'S 4TH FLOOR!
2. To help us maintain the furniture, please do not rearrange the furniture in your dorm rooms.
3. Please be considerate of our neighbors and other residents by keeping "indoor noises". Quiet time is 11pm-8am. We ask that music be kept low at all times.
4. We ask that no "horse play" of any kind (i.e. slamming doors, running through the halls, kicking top bunks, stomping on floors), take place in dorm rooms or any other areas while at NYSUM.
5. Please keep your room orderly. Empty wastebaskets regularly into the brown trash bins in the hallways on dorm floors.
6. There is to be NO food or drinks on dorm floors or in dorms. Bottled water is allowed.
7. When leaving dorm rooms be sure that lights, fans and other appliances are turned off, and windows are shut.
8. Appropriate clothing is to be worn in hallways. Bathrobes should be worn to and from shower rooms.
9. Upon departure, double check that no personal items have been left. We are unable to ship any items unless shipped by UPS or FEDEX and cost is paid for in advance.

Additional Important Information

1. NYSUM requires at least three weeks notice to put together a schedule for you. We highly suggest that you notify us as soon as you are certain you're coming. Any reservation made within 45 days of arrival will only have 2 payments.
2. Your first meal starts with dinner the day upon arrival (depending on arrival time) and your last meal is breakfast the day of departure.
3. For those using their own transportation, there are some ministries that can only be accessed by subway. If yours is a week-long stay you will use your pre-purchased Metro passes for these ministries. If you are serving for 2 or 3 days your passes will be provided.
4. For those relying on NYSUM transportation, some of our leaders are unable to drive. Please have a licensed volunteer that would be willing to drive.
5. After the mid-way payment we can always increase your number. However, any decrease in number will be your responsibility.
6. Your first meal will be dinner.

Please return your completed packet to reservations@nysum.org

Thank you for your cooperation.