



## Student Ministry Event Policies

Student Ministry events at Greenville Oaks Church of Christ are open to all 7th-12th grade students (except where noted) regardless of religious affiliation, ethnic group, sex/gender, sexual orientation, nationality, or difference of ability. Sixth-grade students officially join Student Ministry in the spring of each school year.

### Registration Deadlines

Registration deadlines are posted in the weekly email, weekly bulletin, and on our website for most events. After the communicated deadlines, registrations cannot be accepted. For some events, a late registration window will be available for an additional registration fee. Students will **NOT** be considered registered for an event until a student is registered online and payment is received and logged in at the church office.

Any balance owed is due by the event unless other arrangements have been made with the Student Ministry staff. Registration payments may be made when registering online, placed in the lockbox on the wall by the church office or mailed to the church: Attn: Michelle Barrick, 703 South Greenville Avenue, Allen, TX 75002.

*\*Adhering to the Student Ministry registration deadlines is important so that events can be planned and prepared properly. It also allows for a better event experience for our students and volunteers.*

### Attendance

All student and adult participants at each event are expected to be present for the entire event. Any exceptions must be cleared in advance with the Student Minister.

### Cancellation/Refund Policy

When possible, a full refund will be given for cancellations made **eight** days or more before the event. Cancellations that occur within seven days of the event will be refunded the registration fee minus a non-refundable deposit (\$25 for events that cost \$50 or more; \$15 for events that cost less than \$50). Cancellations within 48 hours of an event and “no shows” will not be refunded and the student may be billed for the full amount of the registration fee (unless the request is reasonable and in writing – email is acceptable – for review by the Student Ministry staff).

### Student Ministry Assistance

For assistance with registrations or events, please contact the Student Ministry Administrative Coordinator, Michelle Barrick ([michelle@greenvilleoaks.org](mailto:michelle@greenvilleoaks.org) or 972-727-2359).

### Medical & Liability Release Form

ALL STUDENT PARTICIPANTS MUST TURN IN A COMPLETED MEDICAL & LIABILITY RELEASE FORM EACH SCHOOL YEAR, beginning at the Back-to-School Retreat in August. The forms can either be emailed or turned in to the church office. Forms are available online:

[greenvilleoaks.org/students](http://greenvilleoaks.org/students).

## Transportation

For events requiring transportation other than a parent, every effort will be made to use adult volunteers and interns to transport students from one location to another. For exceptions to this guideline, we will communicate with students and parents for approval/denial of student transport by licensed high-school drivers.

## Cell Phones

Students are only permitted to use their cell phones during breaks and free time as they can become distracting to the community time we have together. Phones will be confiscated (and returned at the end of the event) from students who abuse this policy. Parents/Guardians will be provided phone contact information for each event to leave messages for their student(s) or to contact them in case of an emergency. In some cases, phones will not be allowed during the event.

## Communication

Detailed information about all Student Ministry events and activities will be included in The Trail Enewsletter. Event information will also be included on the Student Ministry calendar on the church website ([greenvilleoaks.org/students](http://greenvilleoaks.org/students)). Information is often posted on the Greenville Oaks Student Ministry Facebook Group and Instagram.

## Scholarships

Greenville Oaks has a Student Scholarship Fund for students in need. We do not want a lack of funds to keep a student from attending an event. Scholarship applicants are requested to pay a \$25.00 deposit for each event, if possible. A completed application is required for each event that a scholarship is requested. Student Scholarship Fund Applications are available online: [greenvilleoaks.org/students](http://greenvilleoaks.org/students).

## Privacy Policy & Photography

All registration, medical, and financial information given by you to Greenville Oaks Church of Christ, as well as correspondence between you and the Student Ministry Staff, are kept strictly confidential. No information will ever be sold to or shared with any third party. Medical Release Forms are shredded at the end of each school year. Participation in Student Ministry events assumes permission to take and use photographs of events and students (possibly including your students) and use those images for Student Ministry outlets such as social media, G.O. website, promotions, etc. Any preferences otherwise should be submitted in writing or by email to Michelle Barrick ([michelle@greenvilleoaks.org](mailto:michelle@greenvilleoaks.org)).

## Dress Code

Dress should be representative of who we are as Christians, students, and adults. The Student Ministry Dress Code is available online: [greenvilleoaks.org/students](http://greenvilleoaks.org/students).

## Safe Place Training

Greenville Oaks has developed a Safe Place Policy to keep our church environment as safe as possible for our children and students. **All individuals who work in any capacity with any of our children or teens (Birth-12<sup>th</sup> grade) MUST complete training and a background check before working with our Student Ministry.** The goal of the Safe Place Policy is the prevention of abuse, molestation, and exploitation of our children as well as the protection of our workers from false accusations. Our parents and other adult volunteers make the Greenville Oaks Student Ministry successful; therefore, **we ask that every parent complete this training.**

*Changes in these policies and special requests are at the discretion of the Student Ministry Staff.*