



**Broad  
Street  
Ministry**

**Social Engagement Initiative**  
**Alternative Breaks**  
**Information Packet**



**Fall 2018 – Spring 2019**

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## Who We Are As Broad Street Ministry

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Founded in 2005, Broad Street Ministry is a nonprofit organization that [extends radical hospitality to all](#). The services and activities we provide are designed to build trust, foster community, and alleviate the suffering of our neighbors facing homelessness, hunger, and deep poverty. At Broad Street Ministry, we envision a day when everyone flourishes and participates as valued members of a mutually supportive community.

We work to bring about this vision for the world with a holistic approach. Six days a week, the Broad Street Ministry Hospitality Collaborative offers Breaking Bread, a hot nutritious meal along with [comprehensive services that are critical to stabilizing individuals experiencing homelessness, food insecurity, and deep poverty](#). Prepared by a professional chef and served restaurant style, meals are a means of getting vulnerable adults who are sometimes reluctant to access services to build trust in us that will lead them to accept the help they need to move towards self-sufficiency.

Along with the Hospitality Collaborative, our Broad Street Ministry faith community is a [broad-minded Christian community that cherishes creativity, fosters and nurtures artistic expression, extends inclusive hospitality, and works for a more just world through civic engagement](#). We believe God is dynamically at work in the life of every person. We seek to enhance the experience of God through worship, educational offerings, and spiritual friendships. Situated at the nexus of Philadelphia's most divergent populations, BSM works hard to create common ground, practice radical and intentional inclusiveness, and encourage meaningful dialogue across societal divides.

## Social Engagement Initiative

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The Social Engagement Initiative at BSM believes that by engaging our neighbors socially, academically, and faithfully, we can spread the practice of radical hospitality beyond our doors. Join us, and together we can creatively and intentionally challenge systems of injustice and oppression facing our most vulnerable neighbors.

## Alternative Breaks

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BSM's Social Engagement Initiative runs two overnight immersion programs, believing that true "long-term" immersive experiences have the power to transform perceptions of the world. The [Alternative Breaks](#) program at Broad Street Ministry welcomes youth, college-age, adult, and intergenerational groups in the Fall and Spring seasons for a minimum for two nights. If you are interested in a Winter season Alternative Break, housing at BSM is unavailable. If you would like BSM to run your alternative break programming without housing, please contact us and we'll work something out!

During Alternative Breaks, participants engage in relational service work in different parts of the city in order to identify and confront stereotypes of the city, of urban poverty, and of marginalized communities. Work sites give context to the intersections of food and housing insecurity, gender identity, incarceration, race, mental illness, and addiction.

Throughout daily dialogue at work sites, small discussion groups, and worship, our goal is to form compelling leaders who are founded in rich theological (if applicable), social, and academic understandings of justice. The goal is to spark curiosity, to identify ways in which we as society and as individuals can work for justice and love for all, and to stimulate conversations leading to lifelong service and transformation.

## What to Expect in an Alternative Break

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### Arrival

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Upon arrival, BSM staff will greet you and show you where you can settle in for your stay at BSM. We prefer the first order of business to be gathering together around a table for a meal. Following a meal together, BSM staff will lead ice-breaking games to bring some laughter and joy to the group prior to a building tour of BSM and an orientation to cover what the week will look like, how to stay safe, happy, and healthy, and to answer any questions.

### Daily Schedule

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We'll work with your group to tailor a schedule specific to the needs and desired outcomes of your Alternative Break. But, a **sample day** may look something like this:

- 7:15am**      Wake Up! You will be sleeping on cots in the air conditioned Sunday School Room of BSM! Males and females will be separated based on where individuals feel most comfortable sleeping. A BSM staff member will spend the night at the church and will wake you up and turn the lights on.
- 7:45am**      Morning Devotion. If your group is a faith-based group, a BSM staff member will be ready in the sanctuary to lead a morning devotion to spiritually prepare participants for their days of work.
- 8:00am**      Breakfast, clean up, and lunch packing. BSM staff will handle set up of breakfast and lunch packing stations, though we may ask for help! Participants pack lunch and eat breakfast simultaneously each morning. Breakfast includes bagels, cereal, yogurt, and granola. Lunch will be sandwich making, fruit, granola bars, and snacks. Group participants will be responsible for clean-up chores each day.
- 9:00am**      Travel to work sites. Each work group, or Neighborhood Group, is made up of no more than 15 people. Each group will be going to a different work site each day in order to allow for a variety of experiences throughout the week. An effort is made to give groups 4 ½ to 6 hours of work or education per day, so groups may be at two sites in one day or stay all day at one site. Depending on staff availability, you may or may not be accompanied to your volunteer site by a staff member of BSM. If we are unable to join you, we will ensure that you have more-than-adequate travel directions prior to your departure from BSM!
- 12:30pm**      Lunch. Sometimes on a break at your volunteer site, other times back at BSM.
- 2:30 – 6:15pm**      Showers. Since BSM does not have showers on-site, your group will be showering at a variety of gracious partners of BSM around Center City. An opportunity to shower is provided each day.
- Free Time.
- 6:15pm**      Dinner Chores. Group participants are responsible for assisting staff in setting up dinner each day.
- 6:30pm**      Dinner. A delicious and nutritious meal will be provided by our professional chef and kitchen staff.

- 7:00pm**      Dinner Chores. The same group that set up dinner will be responsible for clean up as well.
- 7:30pm**      Discussion & Reflection. Here, we would design a curriculum focused on a particular issue or theme your group would like to explore in more depth. We can develop a curriculum on a variety of topics related to social justice issues. In the discussions, we bring in a variety of media, small and large group discussions, speakers, and art activities.
- 9:30pm**      Free Time. Feel free to continue playing games or begin to get ready for bed.
- 11:00pm**      Lights Out! Our BSM staff member who is spending the night will say goodnight and turn out the lights. Everyone is expected to be in their beds at lights out.

### **Free Time**

If you are spending 3+ days with us for an Alternative Break, we shorten your workday on one day to give you free time to explore the exciting attractions of Philadelphia on your own. For your free day, plan to have about 5-6 hours free in the city to do as you wish with you group. We will give you more information about timing and expectations as we move closer to your trip to BSM. This free time usually falls mid-experience, and your group or individuals are responsible for any and all associated free time expenses.



## Packing List

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### In addition to the obvious clothing and toiletry items, please have each participant pack:

- ☑ Sleeping bag/sheets/blankets and a pillow (the AC and building can get pretty cold at night!)
- ☑ Water bottle! You will be asked to use this instead of paper cups to reduce waste
- ☑ Some spending money for your free afternoon
- ☑ Sunscreen, bug spray, and hat for outdoor work sites (if your trip falls during warm weather!)
- ☑ Shower shoes
- ☑ Shower kit (including a bag for carrying shower supplies to and from shower sites)
- ☑ Bath towel
- ☑ Clothes to work and get dirty in
- ☑ Closed toe shoes
- ☑ Long pants (some sites require long pants, which you can carry with you to change when you arrive to work)
- ☑ Lunch box
- ☑ Modest and appropriate clothing
  - Many sites have a policy about the length of shorts. When arms are resting at your sides, shorts should be at least middle fingertip length. We also do not recommend spandex or tight fitting bottoms for males or females. If the staff feels that any clothing is inappropriate for work sites, participants may be asked to change.

### What not to pack:

- ☒ Drugs, alcohol, tobacco, fireworks, or weapons of any kind
- ☒ Gaming devices and video players
- ☒ Air mattresses! We have cots.

## A Note about Solidarity & Relational Engagement

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**The Youth Initiative expects that all participants, adults and youth alike, live simply and act in solidarity with the vulnerable populations with whom you will be engaging.** You can do this in a variety of ways. First, you can **refrain from consumerism**. Multiple convenience stores, coffee shops, and a shopping district surround BSM. As an act of solidarity for those members of our community who may not be able to spend a spontaneous \$5 on snacks, coffee, or soft drinks, your group is expected to dissuade yourselves from extraneous purchases. BSM is ready and able to provide all food, drink, and supplies you should require during your time with us. Additionally, not all participants attending the Youth Initiative will have the money to spontaneously buy treats. **Our rule of solidarity allows us to be in relationship with one another rather than in relationship with our money and material possessions.**

Another component of solidarity is our sleeping and showering accommodations. BSM is housed in a church that is over 100 years old, and while we do not yet have the modern convenience of beds or showers in our building, we do guarantee cots and an off-site shower each day. **Take your time with us as a chance to live in solidarity, despite any mental and physical discomfort, with those whom you are serving.**

Finally, we limit the use of cell phones and technology to **free time hours only**. During all work hours, meal hours, and programming hours, all cell phones (for youth, adults, and BSM staff) should be out of sight unless in the case of emergency, to communicate with other groups, or when it is an appropriate time for taking photos. **We limit the use of cell phones and technology in order to promote relationship building and community among people who are physically present.** That being said, participants are more than welcome to call home and to use their phones during the designated free times.

## 2018 - 2019 Alternative Break Availability

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### September through April Alternative Breaks

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We are unable to host overnight alternative breaks from mid-December through mid-March. If your group is able to find alternative housing, we are happy to still work with you to coordinate your service and learning experience.

All Alternative Breaks must be a minimum of 2 nights stay with 2 ½ days of service and learning with BSM.

## Registration Information

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### Participation Fee

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For an **Alternative Break**: \$100 per person per night

The participation fee includes: all meals during your time here (except free afternoon); program supplies; public transportation to/from work sites; round-the-clock staffing; accommodations.

### How to Register

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1. Contact Michele at [michele@broadstreetministry.org](mailto:michele@broadstreetministry.org) to check availability for the dates in which you are interested. Once she confirms availability, she will send you a Registration Form.
2. Complete the Registration Form and send it along with your group's \$200.00 Registration Fee along. This Registration Fee is non-refundable and holds the dates for your group. See below for how to make a payment.
3. Finalize your group numbers, and begin paying your Total Amount Due in installments, as scheduled below:

Registration Fee: \$200 due at time of Registration

Installment #1: ½ of Total Amount Due no later than 3 months prior to your arrival

Installment #2: Final ½ of Total Amount Due no later than 1 month prior to your arrival

4. We use the following formula to calculate your Total Amount Due:

Alternative Break: \$200 (registration fee) + (# participants X # nights X \$100) = Total Amount Due

**NOTE:** As soon as you begin paying your installments, the number of participants for whom you are paying cannot be lowered. If your group size increases, we can adjust accordingly pending availability.

### How to Make a Payment

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You can **make checks payable to Broad Street Ministry, and write "Alternative Break Installment #"** in the memo line. Mail your checks to:

Attn: Michele Ward  
315 S Broad Street  
Philadelphia, PA 19107

## **Necessary Forms**

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At the end of this packet, you will find a [Medical Release Form for adult \(>18 years old\) and youth \(<18 years old\) participants](#). Please have each member of your group complete a Medical Release Form, and have bring **one copy** to hand to BSM staff upon arrival at BSM. Additionally, you will need to **complete the Participant Roster and submit no later than 2 weeks prior to your arrival at BSM**. If you submit your roster late, we cannot guarantee our ability to accommodate any dietary restrictions.

## **Frequently Asked Questions**

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### **What are adult leaders responsible for?**

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Group leaders and adults are responsible for assisting BSM staff in ensuring that all participants are safe, healthy, and upholding our commitments to each other for the week. Leaders are also responsible for assisting BSM staff and site volunteer coordinators in managing participants as they complete their work tasks. While BSM staff lead the small group discussions and work projects, adult leaders are responsible for helping to keep youth engaged in the conversation and maintaining a positive, motivated work ethic. Adults know your youth better than we do, so our staff relies on your presence and support in creating a deep and meaningful experience for all the youth! Finally, adult leaders are responsible for supervision of youth during any free time during the day and evening.

Trust BSM staff to ensure that all details of your experience are taken care of so that you can engage in meaningful ways with your group! If you would like to meet with your group, let us know, and we can work with you to allow time for that.

Time with the Social Engagement Initiative's Alternative Breaks program proves to be a challenging week spiritually and physically; all participants should be healthy in mind and body enough to endure long (but not too long!) work hours and considerable amounts of walking. Please keep these responsibilities in mind while selecting your group leaders! Each evening, all group leaders will have the opportunity to meet with BSM staff to bring up any joys, concerns, or questions.

### **What if someone in our group has a dietary restriction or special need?**

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Our kitchen is fully capable of accommodating any dietary needs, and our building is ADA compliant with an elevator. The most important thing is to let us know well in advance of any special accommodations we may need to make (such as purchasing gluten free food or crafting a work site schedule that is fully handicap accessible). Complete and submit the Participant Roster no later than two weeks prior to your arrival to ensure that we can accommodate any dietary restrictions or special needs.

### **If we drive, where do we park?**

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We have a relationship with a generous church just outside of the city who allows us to park for free in their parking lot. After dropping off participants and luggage at BSM, your driver will be instructed to drive to the church and take an Uber or Lyft back to BSM. Plan to not be back with your vehicle(s) until the morning of your departure.

### **How and when are smaller volunteer groups created?**

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If your group is larger than 12-15 people, we will break your group into small volunteer groups as many of our volunteer sites cannot accommodate groups of volunteers larger than 15. While making these smaller groups, we ensure that there is always an adult leader from your church or organization. Suggestions on how to divide your group up are welcome and will be taken into consideration.

## **Will we be safe?**

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Broad Street Ministry is located in Center City, Philadelphia. Center City is home to the Avenue of the Arts, where you'll find many theaters and galleries, including the Kimmel Center for Performing Arts, the University of the Arts, The Wilma Theater, and The Academy of Music. We are also just blocks away from City Hall. In addition to proximity to these landmarks, the areas surrounding the churches are a collection of different neighborhoods. From those who visit downtown to conduct business by day to those who patronize the arts scene by night, there is an exciting mix of city life that has grown up around the church building. While we cannot control extraordinary circumstances, we ensure that your group will be housed in a safe neighborhood but with easy access to the variety of neighborhoods that exist in Philadelphia.

We visit all corners of Philadelphia in our work sites. While some may see the neighborhoods we visit as the "rough parts" or "dangerous parts" of the city, we see these neighborhoods as being stereotypically misunderstood and underrepresented. BSM has a longstanding relationship and presence with each of the work sites and communities we visit, allowing us to take groups there with minimal unnecessary risk. Furthermore, BSM staff is in constant communication with work sites to assess current safety concerns of the areas participants visit. Primary goals of the Alternative Breaks program include breaking down social barriers, engaging with communities different from our own, and acting with compassion towards all people. Doing so requires us to step outside of our comfort zone, but we will never do so if there is a direct threat to the safety and well-being of our participants.

## **Can we bring any donations?**

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Yes, please! If you are driving and have extra room, we welcome clothing and personal care/hygiene items. For a current list of what our particular needs are, please ask and we can guide you in how you can be most helpful! We also welcome and encourage monetary donations in the form of Sunday worship offering as well as additional financial contributions.

## **What are the appropriate age groups for Alternative Breaks?**

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We welcome all people over the age of 11 years old! Alternative Breaks are great experiences for adults, college students, intergenerational, and youth groups.

## **What is the weather going to be like?**

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Depends on the season! Check with us prior to your arrival and we'll let you know what the weather is up to.

## **Where will we be working?**

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An effort is made for your group to work at sites in a variety of areas of social justice. We work to balance the amount of outdoor sites and indoor sites, food related sites, sites working with children, among other factors.

Some sites include:

- **New Jerusalem Now!**  
<http://www.newjerusalemnow.org>
- **MANNA**  
<http://www.mannapa.org>
- **Guild House Urban Farm Hub**  
<http://greenerpartners.org/guild-house-west/>
- **Beacon**  
<http://www.thewordatbeacon.org>





# Social Engagement Initiative

## YOUTH Medical History Form

*Bring one copy of this form for each youth participant (under 18 years old)*

### Contact Information *BSM will not give or sell your information, but will use it to stay in touch*

Participant's name \_\_\_\_\_ Male / Female Age (upon BSM arrival) \_\_\_\_\_

Participant's email \_\_\_\_\_ Date of birth \_\_\_\_\_

Church or group you are coming with \_\_\_\_\_

Parent/Legal Guardian name \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work phone ( ) \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Parent/Legal Guardian's Email Address \_\_\_\_\_

*BSM will not give or sell your information, but will use it to stay in touch*

### Insurance Information

Health Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_

Family Physician \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Does your insurance carrier require a second opinion before emergency procedures are undertaken? *Please circle:* ( Yes / No )

### **If parent/guardian can't be reached in an emergency, please contact:**

Name – Relation \_\_\_\_\_ Home phone ( ) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

## Medical History

*The following information is required to ensure that your youth's individual needs are met while attending Broad Street Ministry. Information is confidential and will be made available only to staff, adult counselors, and medical professionals, i.e., those people who are directly responsible for your child's well-being. In the event of an emergency, every effort will be made to contact the parents or designated individual. For their safety and well-being, no child will be allowed to attend without a completed and signed Medical Treatment Authorization and Waiver & Release Form.*

Date of youth's last tetanus shot \_\_\_\_\_

Please list any physical or behavioral conditions that the program staff and adult counselors should be aware of (sleepwalking, epilepsy, diabetes, fainting, depression, eating disorders, asthma, etc.), please be specific so that we can provide the best care for your child:

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Is your youth allergic to any food, medication or insect bites? (Yes / No)

If yes, please list particular allergy and probable reaction:

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Does your youth have any specific dietary needs or restrictions? (gluten intolerant, vegetarian, etc) (Yes / No) If yes, please indicate:

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Is your youth currently taking any medication? (Yes / No)

If yes, please list all medications that your child will be bringing including complete instructions for administering:

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May the staff/adult counselor administer to your youth (please circle):

Aspirin	Yes	No
Aspirin Substitutes	Yes	No
Eye Ointments	Yes	No
Antihistamine or decongestant	Yes	No
Motion sickness medication	Yes	No
Laxative or anti-diarrhea medication	Yes	No
Antibacterial or antibiotic ointment	Yes	No
Insect bite or poison oak ointment	Yes	No

Specific Directions: \_\_\_\_\_

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***Note: If your child requires special care or diet, please contact us as soon as possible prior to arrival so that necessary arrangements can be made. Our chefs most likely will have done all their food ordering before the participants arrive.***

## Medical Treatment Authorization

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In the event that medical treatment for my child is required, I authorize a representative of BSM to take my child to be treated at a nearby hospital or physician's office. I also understand that I will be financially responsible for any medical treatment rendered.

Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/ Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

## Waiver and Release of Liability

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*Please have both parent/legal guardian and youth participant sign below.*

In consideration for the permission granted to Broad Street Ministry ("BSM") for \_\_\_\_\_ (hereinafter the "Minor" ) to participate in the Youth Initiative, on behalf of the Parent/Legal Guardian (hereinafter "Guardian") and the Minor, and each of the Guardian's and the Minor's heirs, executors, and administrators, the Guardian and Minor hereby **waive and release** any and all causes of action, claims, suits, damages, and judgments, in any form whatsoever, arising from or by reason of any and all known or unknown, foreseen or unforeseen bodily or personal injuries (including death), property damage, theft, or loss resulting from the Minor's participation in the Youth Initiative and related activities, against BSM and their employees, contractors, board of directors, volunteers, and agents, whether caused by the Minor's negligence, another person's Negligence or otherwise.

IN WITNESS WHEREOF, and intending to be legally bound, we have executed this document below.

Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/ Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_

## Media Release

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As parent/guardian of \_\_\_\_\_, I understand, accept and agree that participation in the Broad Street Ministry ("BSM") Youth Initiative may result in publicity for educational or promotional purposes of the Youth Initiative program. Therefore, I irrevocably authorize BSM to use and publicize my child's name, for any publication, promotion, trade or business use, or for any other purpose related to BSM. I give my permission for BSM to distribute, now or in the future, any filmed or recorded material involving my child. Said material may be distributed to anyone, for any purpose, including the general public, magazines, newspapers, television, or radio stations. I specifically authorize BSM, now or at any time in the future, to publicize the name of my child, and forever discharge BSM from and against any and all claims, of any type, which arise from, or are related to, BSM's use, distribution, or disclosure of any photographs, films, videotapes, electronic recordings or other information, regarding my child and BSM. I waive the right to inspect publications or products that include my child prior to their release.

Name of Parent/Legal Guardian \_\_\_\_\_

Signature of Parent/ Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_



# Social Engagement Initiative

## ADULT Medical History Form

*Bring one copy of this form (front and back) for each participant over 18 years old*

### **Contact Information** *BSM will not give or sell your information, but will use it to stay in touch*

Name \_\_\_\_\_ Male/Female Birth date \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of the church/group you are coming with \_\_\_\_\_

Your Email: \_\_\_\_\_ Your Phone: \_\_\_\_\_

### **Insurance Information**

Health Insurance Co \_\_\_\_\_ Policy # \_\_\_\_\_

Physician Name \_\_\_\_\_ Physician Number ( ) \_\_\_\_\_

Does your insurance carrier require a 2nd opinion before emergency procedures are undertaken? (Yes/No)

### **Emergency Contact**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

### **Medical History**

*Information contained herein is confidential & will be made available only to staff and medical professionals as necessary.*

Date of last tetanus shot \_\_\_\_\_

Please list any physical or behavioral conditions that the program staff should be aware of (sleepwalking, epilepsy, diabetes, fainting, asthma, etc.): Please be specific:

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Are you allergic to any food, medication or insect bites? (Yes/No)

If yes, please list particular allergy and probable reaction:

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Are you currently taking any medication? (Yes / No) If yes, please list all medications:

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Do you have any dietary restrictions? (gluten intolerance, vegetarian, etc)

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## **Medical Treatment Authorization**

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In the event that I require medical treatment, I authorize a representative of BSM to take me to be treated at a nearby hospital or physician's office. I also understand that I will be financially responsible for any medical treatment rendered.

Name of Adult Participant \_\_\_\_\_

Signature of Adult Participant \_\_\_\_\_

Date \_\_\_\_\_

## **Waiver and Release of Liability**

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In consideration of my participation in the Youth Initiative, I hereby **waive and release** any and all causes of action, claims, suits, damages, and judgments, in any form whatsoever, arising from or by reason of any and all known or unknown, foreseen or unforeseen bodily or personal injuries (including death), property damage, theft, or loss resulting from the my participation in the Youth Initiative and related activities, against Broad Street Ministry and their employees, contractors, board of directors, volunteers, and agents, whether caused by my own negligence, another person's Negligence or otherwise.

IN WITNESS WHEREOF, and intending to be legally bound, we have executed this document below.

Name of Adult Participant \_\_\_\_\_

Signature of Adult Participant \_\_\_\_\_

Date \_\_\_\_\_

## **Media Release**

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I understand, accept and agree that participation in the Broad Street Ministry ("BSM") Youth Initiative may result in publicity for educational or promotional purposes of the Youth Initiative program. Therefore, I irrevocably authorize BSM to use and publicize my name, for any publication, promotion, trade or business use, or for any other purpose related to BSM. I give my permission for BSM to distribute, now or in the future, any filmed or recorded material involving myself. Said material may be distributed to anyone, for any purpose, including the general public, magazines, newspapers, television, or radio stations. I specifically authorize BSM, now or at any time in the future, to publicize my name, and forever discharge BSM from and against any and all claims, of any type, which arise from, or are related to, BSM's use, distribution, or disclosure of any photographs, films, videotapes, electronic recordings or other information, regarding myself and BSM. I waive the right to inspect publications or products that include myself prior to their release.

Name of Adult Participant \_\_\_\_\_

Signature of Adult Participant \_\_\_\_\_

Date \_\_\_\_\_

