

For billeting coordinator only!

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CMQ Billet Application Form — Instructions

Purpose of the CMQ Billeting Application Form

The form enables hosting churches to achieve seven goals:

1. Provides necessary information for host billeting families, such as: what a quiz meet is all about, roles, responsibilities, schedules, who to contact, key contact information, and what to do in the event of an "incident".
2. Achieves confirmation from host families that they understand their roles and responsibilities, and that they intend to carry them out.
3. Provides necessary and thorough host family contact information for the billeting coordinator's use.
4. Identifies specific information regarding accommodation and transportation resources.
5. Provides information which the billeting coordinator will use to assess a host family's ability to provide safe and comfortable accommodation, and details that are important to achieving good matches between quizzers and providers.
6. Provides a mechanism to GUARANTEE that event managers review and approve host families.
7. Provides legal protection for quizzers, host families, and the host church. It identifies that all reasonable measures have been taken to ensure the safety and comfort of quizzers in billeting homes, and to protect the church and event managers from liability and accusations of negligence.

Identify the appropriate categories.

You'll notice that the CMQ Billet Application Form has four numbers on the inside bottom right. A circle around a number gives you a quick way to categorize your applicants. Here is what the numbers mean:

1. Quizzing family, eager, approved as hosts.
2. Non-quizzing family, eager, approved as hosts.
3. Approved with qualification. For instance, the hosts may be

elderly, or heavily committed, one spouse may be away, may be entertaining other company, etc. Use only if strong need.

Or perhaps this is a "heads-up" situation, indicating a possible ministry opportunity by those who stay there. Send coaches, officials, or adult guests instead of quizzers.

4. Maintain on hold at this time. This may refer to a family that is not well known, or where the potential for problems may exist. It is best to not communicate this to the host, simply say that you have enough host families in place at this time.

General instructions

As the billet coordinator, you should use dark black ink to clearly print your name and phone numbers and the date of the quiz meet in the appropriate locations on the inside panel (page 6 below). Then create as many 2-sided application forms as you need by photocopying page 5 and 6 of this document.

We encourage billeting coordinators to be sensitive to the feelings of those who are being asked to fill out the application. It could appear that we are questioning the applicant's Christian commitment and integrity. We aren't! The application merely recognizes that we are living in a society that is quite complex and in some ways presents more risks to young people (and host families and churches) than in the past. We want to provide the very best care possible for our young quizzers and this form is part of our attempt to achieve that. We call this our "Plan to Protect".

Host application forms should be filled out completely and signed by the applicant, not the billeting coordinator. Note: the pastor and/or billeting coordinator MUST review, score and approve all applications PRIOR TO assigning billets. Please take this approval process seriously, as it can make the difference between a good or poor placement.

The Plan to Protect **evaluation form** follows. Please **read it thoroughly right now**. It provides you, the billeting coordinator, with a checklist of what needs to be achieved. A few days after the quiz meet is over, you can use this checklist to self-evaluate your success in meeting these goals. Please mail or email the completed form to the CMQ executive committee. It gives us important feedback so that we can improve the form, the process, and ultimately our ability to provide the best care possible for our quizzers and host families.

In His Service // Merv Hepting, for CMQ executive committee
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CMQ Plan to Protect - Program Evaluation

Central Midwest Quizzing (CMQ) takes a pro-active approach to assuring the safety of our young people during quiz meets. One aspect of this plan relates to providing safe and secure overnight accommodation.

As the billet coordinator of your management team you were on the front lines of this last quiz meet. You provide a unique and valuable perspective that would be helpful in assessing the effectiveness of present processes.

Please share with us your thoughts on current strategies, comment on some of the processes that you felt went well, and provide suggestions for improvement. We appreciate your honest opinions, and in so doing commit to keeping your comments confidential within the leadership committee of CMQ. If you prefer to fill out this form using a word processing program, simply request it by email or phone.

Sincerely, CMQ Management Committee

Instructions:

Please identify your approval or disapproval of the following statements by using the following rating system:

- 1 = strongly disagree
- 2 = mildly disagree,
- 3 = neither agree nor disagree,
- 4 = mildly agree,
- 5 = strongly agree.

Please use the space provided after each question to comment, clarify and add suggestions,

Billet application form

The goal of the billet application form is to provide seven essential services. Please rate how well it achieved these purposes?

1. It did provide necessary information for host billeting families: what a quiz meet is all about, roles, responsibilities, key contact information and schedules. 1 2 3 4 5

2. It did achieve confirmation from host families that they understand their roles and responsibilities. and declaration that they will carry them out. 1 2 3 4 5

3. It did provide necessary and thorough host family contact information. 1 2 3 4 5

4. It did provide assessment information: for managers to assess host family's ability to provide safe and comfortable accommodation, and details that are important to achieving good matches between quizzers and providers. 1 2 3 4 5

5. It did identify accommodation & transportation resources & particulars. 1 2 3 4 5

6. It did provide a mechanism to guarantee management review and approval of host families. 1 2 3 4 5

7. It did provide legal protection: to identify that all reasonable measures have been taken to ensure the safety and comfort of quizzers in billeting homes, and to protect the host church and event managers from liability and accusations of negligence. 1 2 3 4 5

Reactions

8. There were strong reactions (positive or negative) from potential host families who were requested to fill out billeting application form? 1 2 3 4 5

9. There were strong reactions (positive or negative) from pastors, church managers, coaches, or quizzing parents regarding the requirement for potential host families to fill out the billeting application form? 1 2 3 4 5

Screening and liability

10. Families were pre-screened to decide who would be requested to provide billeting? 1 2 3 4 5

11. The following percentage of approved homes actually filled out the billet application form and were formally evaluated, categorized and approved by senior management in the host church? <10% 30% 50% 70% >90%

12. We will assume that there had been an accident, abuse or negligence sometime during the event, involving a host billeting family who was not approved by the formal process. I feel that the host church and managers could have been open to liability and accusations of negligence? 1 2 3 4 5

Did the processes work?

13. The host families knew beforehand who would be staying in their home, including age, gender, medical health care info, medical alerts, home contact info, coach contact info, and preferences? 1 2 3 4 5

14. There was a good matchup between quizzer preferences and needs and host home capabilities, preferences and needs? 1 2 3 4 5

15. The parents of quizzers knew where their children were staying, and they would have been able to contact them if need be? 1 2 3 4 5

16. The coaches knew where their charges were staying, and they would have been able to contact them if need be? 1 2 3 4 5

17. The young people knew where their coaches were staying, and they would they have been able to contact them if need be? 1 2 3 4 5

18. The coaches did make contact with their charges to determine if they were comfortable and safe in their assigned home? 1 2 3 4 5

19. If there had been a medical emergency, it would have been clear who to contact on the management team, it would have been possible to contact that person? 1 2 3 4 5

20. If there had been a medical emergency on-site, there was a plan to provide on-site emergency care, and people would have know where to go or who to contact to receive that care. 1 2 3 4 5

21. If there had been an accident, or incident of abuse or negligence in a billeting home, the quizzer would have known the appropriate course of action to take. 1 2 3 4 5

22. If there had been an accident, or incident of abuse or negligence in a billeting home, the quizzer would have had the appropriate information available to access help (ie coach's phone number, etc.) 1 2 3 4 5

23. If there had been an accident, or incident of abuse or negligence anytime during the event, the quizzer, coach, or host would have known that the incident should be reported. 1 2 3 4 5

24. If there had been an accident, or incident of abuse or negligence anytime during the event, the quizzer, coach, or host would have known who to report it to. 1 2 3 4 5

Best practices in plan to protect

25. What are some of the best practices that you carried out this week to assure the comfort and safety of quizzers and the success of the meet?

26. Please provide suggestions for additional processes that should be put in place at quiz meets to assure the comfort and safety of quizzers and the success of the meet?

Central Midwest
Quizzing (CMQ)

Billet Application form

*Offer hospitality
to one another
without grumbling.
Each one should use
whatever gift he has received
to serve others,
faithfully administering God's grace
in its various forms ...
so that in all things
God may be praised
through Jesus Christ.*

- 1 Peter 4:9-11



Information for host homes for billets

Please prayerfully consider if you would like to host Bible quizzers in your home. Then contact the billeting coordinator if you are able to assist.

Introduction

- Bible Quizzing is a program which supports young people age 12-17 who study and memorize portions of the Bible in order to strengthen their walk with God.
- A quiz meet is an event where young people come together with other churches for a week-end of competition on what they have learned from the Bible, as well as fellowship, worship and fun.

Responsibilities of billeting hosts

- Hosts will provide Christian hospitality, transportation (optional) and overnight accommodation for Friday and Saturday night, and breakfast for Saturday and Sunday morning only. No other meals or responsibilities are required.
- Quizzers will be bringing their own sleeping bags and pillows, and expect to sleep on carpeted floors or mats.
- It would be appreciated if you could provide beds or hide-a-beds for coaches and officials.

Schedule

Friday

- 10:30 pm: Hosts arrive at church to pick up billets from gym area.
- Midnight: Lights out. This allows time for short visit, snack, no videos or entertainment please.

Saturday

- Simple breakfast at host's place.
- Transport quizzers to church 1/2 hr before start.
- 10:45 pm: Hosts arrive at church to pick up billets from gym area;
- 1:00 am: Lights out. This allows time for relaxing, fellowship, building good friendships, perhaps some games, good video (G only), pizza, etc. Activities and timing are at the host's discretion.

Sunday

- Simple breakfast at host's place
- 1/2 hr before church begins: Host transports quizzers and belongings to church, quizzers pack up into vehicles before church.

Thank you!

We sincerely appreciate your hospitality. We realize the magnitude of this request and want you to know that without you we could not run this program. Quiz meets, involving teens from great distances, are the life-line of Bible Quizzing and are a rewarding investment for all involved.

Coordinator: _____

Phone: _____ Cell: _____

CMQ Bible Quiz Meet Date: _____

1. Contact information:

First Name: _____ Last Name: _____ Male Female
 First Name: _____ Last Name: _____ Male Female
 Relationship to first person listed: Spouse Roommate Other: _____
 Address: _____ City: _____
 Phone (h): _____ Cell phone (h): _____ Email: _____
 We are/have been involved in quizzing Yes No Comment: _____

2. Church — membership/affiliation:

Quizzing Church affiliation: Name: _____ City: _____
 Name and address of home church (where you attend or are a member, if different from above):

 Address of home church: _____ City: _____
 Phone: _____ Fax: _____ Email address: _____
 Senior pastor: _____ Youth pastor: _____

3. Safe home environment:

We ask that you not be offended by the following questions. We inquire about these areas so that we can be confident that we are placing our children into homes that are safe and comfortable for them.

- a) Will both of the main contact people be in the home during the billeting period? Yes No
 Comment: _____
- b) Of those family members and guests who will be at your home during the quizzing weekend, is there anyone who has been convicted of a felony, participated in illegal or abusive activities, or who would pose a danger to children?
 Comment: _____ Yes No
- c) We agree to not offer quizzing guests alcohol, show offensive movies (anything other than G), or engage in activities that are not appropriate for Christians. Yes No
- d) Is the person providing transportation for billets a responsible adult driver (18 or over, safe driving record)? Yes No
- e) Is there anything in your home that is a potential danger to allergy sufferers (check all that apply):
 pets, specify: _____ tobacco smell heavy dust other: _____
- f) We agree to report any incidents, accidents, or problems to the billeting director - immediately. Yes No

4. Number of guests we can accommodate and transport:

- a) Expectations: young people (quizzers) come with sleeping bags and pillows and expect to sleep on carpeted floors or rugs. Coaches, officials and guests appreciate a regular bed or hide-a-bed. If adults need to drive to your home, please provide directions from the host church (attach sheet or map).
- b) We can provide accommodation for the following:

Young people (quizzers):

Preferred #: Max # if necessary:
 We prefer: boys girls either

Adults (coaches, officials, guests)

Preferred #: Max # if necessary:
 We prefer: men women either married

Maximum total we can accommodate: Maximum total we can transport:

5. Additional comments _____

6. Signature of applicant _____ Date: _____

7. Please note: *We sincerely appreciate your offer to host quizzing guests. We will contact you regarding the number of guests coming to your home a few days before the event. In some cases, if the need is low, your home may not be required.*

8. Office use only Approved by : _____ Date: _____ Category: 1 2 3 4