



GROUP LEADER INFORMATION

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Events Registration 1-800-254-2022

Event Coordinator 1-615-251-2753, Renee.Hardwick@lifeway.com

WELCOME

We are so glad you chose SonPower for your students this summer. We hope this information packet will be helpful in your planning. Use the following to keep up with SonPower all year long:



"Like" us!
SonPowerFans



"Follow" us!
@SonPower

WHAT IS SONPOWER?

SonPower is an enriching experience for your student singers, grades 7-12. They will spend the week in rehearsals, Bible study, worship, and mission projects throughout the Orlando area. Your students will sing in a recording session with a Nashville engineer Friday, and the live recording becomes the SonPower commemorative CD!

REGISTRATION POLICY

Before January 20: You may reserve your spot at SonPower anytime before **January 20** with no deposit.

January 20: A \$30 per person deposit is required for each reservation to be paid on or before **January 20**. If you have already registered, you are required to pay a \$30 deposit per person to hold your reservation. Any new or additional reservations made after **January 20** will require an immediate \$30 deposit per person. ALL deposits are non-refundable and cannot be applied toward balance due. Deposits are transferrable (one student cancels and another takes his place.)

May 30: Cancellation Deadline: All cancellations made after May 30 will not receive a SonPower t-shirt or SonPower 2018 LIVE CD.

June 5: Final balance must be received 14 days before arrival.

If you qualify for the "1 free with 5" promotion, and a cancellation takes you below the qualification, you must first cancel your promotional registration (without refund or penalty) before cancelling a paid registration.

Auto Payment Option: Authorized Group Leaders may give permission to charge the remaining balance to a church LifeWay account by calling LifeWay Events Registration at 1-800-254-2022. This must be done by **June 1**. Any adjustments for drops or additions will be applied to the specified account after SonPower.

Each registration includes: 20th Anniversary Celebration Dinner, admission to all SonPower concerts, worship services, Bible studies, rehearsals, and recording session, plus one digital choral book and demo CD, one SonPower Live CD and a SonPower t-shirt!

WHAT TO BRING

- Bible, notepad, and pen (for Bible study and Group Devotion time)
- Downloaded/printed SonPower choral book
- Appropriate summer clothing (see dress code below)
- Sun protection for mission projects, theme parks and/or pool time
- Toiletries such as toothbrush and shampoo
- Spending money for snacks, SonPower and artist merch

WHAT NOT TO BRING

- Alcohol, tobacco, illegal drugs, fireworks, water guns, or any kind of weapon
- We recommend no cell phones, iPods, tablets, playstation portables or other gaming devices, roller blades or skateboards. If students do bring cell phones, iPods, or tablets, please ensure these are not distractions in the main sessions.
- Items that may be used for pranks such as water balloons, shaving cream, silly string, etc. Pranks are not allowed at SonPower. Your church will be charged for any damages or issues related to clean up.

DRESS CODE

Please keep in mind you are participating in an event at a luxury resort. While we understand this is a student event, dress should be respectful to other hotel guests.

Make sure your student does NOT pack anything that:

- Advertises alcohol, tobacco, or illegal drugs.
- Explicitly or implicitly promotes hatred of any group or person.
- Has spaghetti/small straps or open back, except for sleepwear. (You may even need a light jacket for the main sessions in the ballroom. 😊)
- Shorts and skirts must be modest and an appropriate length. (A rule of thumb is they must AT LEAST reach the end of their fingertips.) Any students that do not comply will be sent to their room to change.

Adult leaders have the responsibility of modeling and monitoring their group to ensure students are dressing and acting appropriately. You will also want to consider clothing/shoes needed for mission projects, theme parks, and pool time.

SPECIAL NEEDS

SonPower takes the needs of students and adults seriously. Meeting your needs and setting your group up for a great week is important to our team. We certainly want to encourage your students spiritually but would also like to know about any physical or emotional needs. These needs include but are not limited to wheel chair accessibility, hearing/sight impairment, etc. Please share any of your students' special needs with us prior to SonPower by emailing renee.hardwick@lifeway.com.

TRANSPORTATION/PARKING POLICY

Groups must provide adequate and appropriate transportation and drivers for students to get to mission sites. Your bus driver does not need to register for SonPower unless he or she will attend sessions. All Rosen Centre Hotel overnight guests will receive complimentary self-parking. You will receive parking instructions for buses and vans prior to arrival.

GROUP LEADER/SPONSOR RESPONSIBILITIES

- In order to provide the best atmosphere and supervision, we suggest that you bring 1 male sponsor for every 5 boys, and 1 female sponsor for every 5 girls.
- You will need to have 1-2 adult sponsors **seated** with your students **per** voicing part (soprano, alto, etc.) for all main sessions in the ballroom.
- Adult sponsors are responsible for modeling and monitoring the dress code and behavior of your students. Please show respect to our platform leaders.
- Encourage participation and promptness by setting an example. Students should be in their seats by the end of the countdown video.
- Assist with ministry needs at the conclusion of Bible Studies and when an invitation is given. Also, look for counseling opportunities throughout the week.

It is expected that the adult leadership for each group will not only set an example of appropriate behavior but be responsible for their group. The SonPower week provides opportunity for your adults to be renewed in their spiritual walk as much as it does for the students, so please help them see themselves as participants and not just observers.

GROUP DEVOTIONS

We have reserved 6 conference rooms and they are available for your use: Tuesday, 12:00 noon – 6:45 and 9:30 – 11:00; and Wednesday, 12:30 – 7:00 and 9:30 – 11:00. Group Devotions (the 9:30 – 11:00 slot) is a time for your group to debrief the day and usually lasts one hour. The group leader needs to determine what should be discussed or taught. Nan Allen will create devotions which will be available on LifeWay.com/SonPower for your use as well. Email renee.hardwick@lifeway.com to reserve one of these rooms for the afternoon or evening. Some groups are small enough to gather in one hotel room or in other areas of the hotel.

REHEARSAL/RECORDING OVERVIEW AND EXPECTATIONS

The SonPower 2018 digital collection is titled ***Look What God Has Done***. Your students will participate in several scheduled rehearsals from Monday evening through Thursday afternoon. This is to prepare them for the Friday morning recording session with Nashville engineer, Doug Sarrett. Dennis Allen will rehearse your students on each song but **we have a special request** – please listen to and learn the songs in ***Look What God Has Done*** so well that we can use rehearsal time for polishing and enhancing dynamics. *Set a goal for your group to memorize at least 2 of the SonPower songs.* You can even use these on a choir tour as you travel to Orlando! Thank you for your commitment to this goal.

PROMOTIONAL PHOTOS/VIDEOS

LifeWay will be videotaping and photographing this event for promotional purposes. In order to do this, we must have permission from the student's parent or legal guardian. Please use the enclosed release form for each of your **STUDENTS**. Bring two notarized copies of the form with you to the event, but only turn in one form. Your students' friends and family can also view photos on our Facebook page!

MISSION PROJECTS

We strongly encourage all groups to participate in mission projects throughout the week. The SonPower schedule dedicates the afternoons of Tuesday and Wednesday to these projects but you may choose either or both of these 2 days. Please review the Missions Catalog attachment to learn about available mission opportunities. Indicate your choice(s) on the request form within the catalog and return to renee.hardwick@lifeway.com. Assignments will be offered on a first-come, first-served basis. The form is due **no later than April 1, 2018**. If preferred, you can make your own arrangements with an organization **not included** in this catalog. Please let us know if you are making your own arrangements and where you will be serving.

THEME PARKS and THE ESCAPE GAME

Orlando has many activities to offer and we know several of you will likely visit the theme parks. You may find that arriving in Orlando early or staying after SonPower works best for your trip to the parks. Wednesday afternoon is another optional time to visit a theme park. For those not interested in visiting a theme park, your group can take advantage of special pricing for the Escape Game, the beautiful hotel pool, and movie night on Wednesday evening. Thank you for respecting the schedule and planning your free time accordingly. The SonPower hotel is within 10 minutes of all the major theme parks. Discount ticket forms may be available for download at LifeWay.com/SonPower.

WORSHIP ARTS

"Worship Arts" include dramatized songs (dance, sign-language, interpretive movement, black light movement, etc.) and dramatic sketches which can be categorized as acts of worship. Vocal ensembles or soloists may also audition. SonPower skits may also be used in auditions. Auditions are scheduled for Monday, 4:00-5:30 p.m. EST but groups may also audition after Monday night's opening session. Your students will sign up in advance so **please communicate this with them prior to SonPower** so they can prepare. Groups/individuals will be selected by quality, content and appropriate theme, and will be asked to perform during our worship times. Each group/individual may audition more than once, but predetermine which presentation best represents your group. No musical equipment will be provided. Space will be limited on the stage for props and number of people.

SPECIAL OPPORTUNITY! SONPOWER STUDENT BAND!

SonPower would like select students to participate in our Thursday night celebration! We will hold auditions in advance for the SonPower Student Band. Audition details will be provided soon but please consider any students you would recommend. We can't wait for this special evening!

HOTEL INFO

SonPower 2018 will be held at the Rosen Centre Hotel, 9840 International Drive. Check out the fact sheet we've included for dining and activity options. The SonPower rate **\$115/night** (tax not included) covers one room (2 double beds) and is available June 17-June 23. You can extend your trip based on availability. Please make reservations by **April 16, only reserving enough rooms to cover your actual participants**. May 17 is the cut-off for any rooming list changes. All SonPower events take place in the hotel ballroom and all groups must stay at the Rosen Centre Hotel to avoid additional charges.

Make Your Hotel Reservations

- Visit the SonPower booking page by following this link:
<https://gc.synxis.com/rez.aspx?tps=fml&arrive=2018-6-14&adult=1&step=1&hotel=69869&shell=ORLRH&chain=10237&template=ORLRH&avcurrency=USD&group=GRPSONPOWER>. You may also call in to book over the phone at [1-800-204-7234](tel:1-800-204-7234). Multiple rooms must have individual names on them at least one month prior to your arrival.
- If you need to reserve 10 or more rooms, please email the Rosen Centre Group Housing Coordinator, Oscar Vargas, at OVargas@Rosenhotels.com.
- Reservations must be guaranteed with a credit card, but the hotel will only place a hold for the first night's room and tax **5 days** before your arrival. Tax exempt forms are at LifeWay.com/SonPower. Please allow up to 6 weeks to receive certificate. Fill out the application early!
- You will provide a rooming list to the Rosen Centre Hotel for your hotel reservations. Please also submit a copy of your final rooming list to renee.hardwick@lifeway.com for our reference.

TIPS FOR MEALS

Each Rosen Centre Hotel room includes a small refrigerator, perfect for storing milk for breakfast, soft drinks, or other snacks during the day. There is a grab 'n go deli with Starbucks coffee for your convenience, plus a couple of restaurants on site.

Additional restaurant information for the Orlando area can be found at www.visitorlando.com/things-to-do/restaurants.

Note: It is illegal to have a hot plate, George Foreman grill, Fry Baby, or any other indoor heating device in a hotel room.

MEDICAL

A participant release form is included in your packet. Please bring two completed and notarized copies (Keep one with your group and give one to us at registration.)

If you have any trained medical personnel traveling with your group, please provide their name and cell phone number at registration.

Medical facilities near the hotel:

Centra Care Florida Hosp - 3 miles - 8014 Conroy Windermere Rd, Orlando, FL - (407) 291-9960

Centra Care - 0.7 miles - 6001 Vineland Rd, Orlando, FL - (407) 351-6682

A to Z Medical Center - 1.4 miles - 6645 Vineland Rd, Orlando, FL - (407) 244-5554

First Choice Urgent Care - 3 miles - 4978 Millenia Blvd, Orlando, FL - (407) 352-5771

ARRIVAL/CHECK-IN

SonPower check-in begins at 2:30 p.m. (ending at 5:30 p.m.) EST and will be held in the Rosen Centre Hotel. The SonPower banners should help direct you to the correct area – Executive Ballroom Registration Desk. Please have the following prepared *before* you step up to check in:

- Church Name
- Leader Name
- Number of registrants on-site
- 1 manila envelope labeled with your church name containing: 1 participant form for each student (please separate your copies prior to check in), *names and cell phone numbers for any medical personnel traveling with your group*

You will pick up the following at check in:

- Lanyards, nametags, and t-shirts

Worship Arts Auditions (see page 5) are from 4:00-5:30 p.m. EST. Your students will be able to sign up in advance.

Proceed to lobby for **hotel check-in** which begins at 3:00 p.m. EST.



MONDAY

2:30–5:30 p.m.	SonPower check-in
3:00 p.m.	Hotel check-in
4:00–5:30 p.m.	Worship Arts Auditions
6:45 p.m.	Doors Open
7:00–9:30 p.m.	SonPower Kick-off
11:00 p.m.	In Rooms/Lights out

TUESDAY

8:15 a.m.	Doors Open
8:30 – 9:30	Worship and Bible Study
9:45 – 10:30	Breakout Sessions
10:45 – 12:00	Rehearsal
12:00 PM - 6:45 p.m.	Mission Projects or Free Time
6:50 p.m.	Doors Open
7:00–9:15 p.m.	Worship and Rehearsal
9:30 p.m.	Dismiss for Church Group Devotion
11:00 p.m.	In Rooms/Lights Out

WEDNESDAY

8:15 a.m.	Doors Open
8:30 – 9:30	Worship and Bible Study
9:45 – 10:30	Breakout Sessions
10:45 – 12:15	Rehearsal
12:30 p.m.	Mission Projects or Free Time
7:30 p.m.	Movie Night (optional)
9:30 p.m.	Church Group Devotion
11:00 p.m.	In Rooms/Lights Out

Thursday

8:15 a.m.	Doors Open
8:30 – 9:30	Worship and Bible Study
9:45 – 11:30	Rehearsal
11:30 – 1:15	Break
1:30 – 4:00 p.m.	Rehearsal
4:15 – 6:00 p.m.	Break
6:00 – 7:15 p.m.	Red Carpet Reception
7:30 – 9:30 p.m.	Anniversary Celebration
11:00 p.m.	In Rooms/Lights Out

FRIDAY (Picture Day)

8:15 a.m.

Doors Open

8:30 a.m.

Rehearsal/Warm Up

9:00 a.m.–

Live Recording (group picture upon completion)

*Schedule is subject to change.

Participant Form

* Bring two notarized originals of this sheet to registration (one for your group to keep and one for SonPower staff)*

Participant Name _____ Age _____ Date of Birth ____/____/____
Address _____ City _____ St _____ Zip _____
Name of Church _____ Address _____ City _____ State _____ Zip _____
In case of an emergency notify: _____ Phone Numbers - Home:(____) _____
Work: (____) _____ Mobile:(____) _____

Medical Profile

Generally, Participant's Health is: (Check One) Excellent Good Fair Poor

If Fair or Poor, please explain your condition: _____

List any medical difficulties for which you are currently being treated: _____

Check any of the following that cause you problems and explain: Asthma____ Sinusitis____ Bronchitis____

Kidney Trouble____ Heart Trouble____ Diabetes____ Dizziness____ Stomach Upset____ Hay Fever____

List any any medicines or substances to which you are Allergic: _____

List any previous operations or serious illnesses _____

List any medications you are currently taking: _____

List any special diet or special needs: _____

Childhood Diseases:____ Chickenpox____ Measles____ Mumps____ Whooping Cough____ Other _____

Date of Tetanus Immunization: ____/____/____

Family Physician _____ Phone(____) _____

Insurance Co. _____ Policy # _____

Subscriber Name: _____ Subscriber Number _____ Place of Employment _____

Subscriber Occupation: _____ Work Phone: _____

Permission for Medical Treatment, Photograph/Video Notice, and Release and Indemnity

My permission is granted for the camp or event director, church official, any camp or event staffer, or adult present or in charge of First Aid, to obtain necessary medical attention in case of sickness or injury to my child. Also, I understand that as a participant, my child may be photographed or videotaped during normal camp or event activities and these photos/videos may be used in promotional materials.

I, the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge LifeWay Christian Resources of the Southern Baptist Convention, camp or event sponsors, or state conventions and their employees from any and all claims, demands, actions or causes of action, past, present, or future arising out of any damage or injury while employed by or participating in this camp or event. I agree to indemnify LifeWay for any and all claims, demands, damages, injuries, costs, suits or causes of action, past, present, or future, arising out of or caused by my child while participating in this camp or event or while on property leased or owned by LifeWay.

Complete and sign below (youth under 18 years of age requires Parent/Legal Guardian signature)-

Participant's Signature _____ Date: ____/____/____

Parent/Legal Guardian Signature _____ Phone () _____ Date: ____/____/____

Notary Acknowledgement

State of _____ }

County of _____ }

Personally appeared before me, _____, with whom I am personally acquainted, and who acknowledged that he/she executed the within instrument for the purposes therein contained.

Witness my hand this ____ day of _____, 20____.

Notary signature: _____

My commission expires: _____



2018
Missions Catalog

as of 2/19/18

2018 Missions Catalog

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MINISTRY

Christian Service Center
808 W. Central Boulevard
Orlando, FL 32805

CONTACT

Amy Bryant
407-425-2523 x240
abryant@christianservicecenter.org

MISSION

Compelled by the love of Jesus Christ, the Christian Service Center for Central Florida seeks to mobilize the Central Florida community under one common mission to eradicate poverty through the provision of services and resources that foster hope, well-being and empowerment. The work of the Christian Service Center and those serving on its behalf shall be a living testament to Christ's example clothed in compassion, humility and servant hood; radiating grace, hope, love and above all, bringing glory to God.

Website – www.christianservicecenter.org

ASSIGNMENT(S)

Our "Daily Bread" building is where we serve up to 2,000 men, women, and children a week. We need help with cleaning the dining area, straightening the pantry, and cleaning up outside where they line up, and the Thrift Store.

Days Requested

Tuesday – 1:30–4:00
Thursday – 1:30–4:00

Number of Volunteers Needed

8-10 volunteers



MINISTRY

Delaney Health & Rehabilitation Center
215 Annie Street
Orlando, FL 32806

CONTACT

LaRhonda Smith
407-841-4371
activities@delaneparkhealthandrehab.com

MISSION

Delaney Park Health & Rehabilitation Center is a 60-bed, skilled nursing and rehabilitation center providing coordinated, comprehensive services to meet the care needs of the individual resident and patient. The interdisciplinary team members will collaborate with residents, patients, families, and staff to develop an individualized plan of care for each resident and patient. We strive to meet or exceed our customers' expectations each and every day, while promoting our core values: Communication, Compassion, Dignity, Empathy, Integrity, Pride, Respect and Responsiveness.

Website – www.delaneparkhealthandrehab.com

ASSIGNMENT(S)

Visiting with Patients in their Rooms
Taking Residents Outside
*Singing

Days Requested

Tuesday – 1:30–4:30
Wednesday – 1:30–4:30

Number of Volunteers Needed

15 each day



MINISTRY

Feeding Children Everywhere
830 S. Ronald Reagan Boulevard, Unit 142
Longwood, FL 32750

CONTACT

Amanda Weber
888-891-6447
amanda@feedingchildreneverywhere.com

MISSION

Feeding Children Everywhere is a social charity that empowers and mobilizes people to assemble healthy meals for hungry children. To date millions of meals have been sent around the world and right here in the US.

Promo video –

www.feedingchildreneverywhere.com/portfolio-items/what-is-a-hunger-project/

Website – www.feedingchildreneverywhere.com

ASSIGNMENT(S)****

Packing meals in the warehouse for the Hunger Project
Cleaning the warehouse and offices as needed

**** SonPower volunteers are being asked to contribute \$.25 per meal assembled. For example, in 2016, SonPower groups assembled 12,000 meals that equates to a cost of \$3,000.

Days Requested

Tuesday – 1:30–4:30

Wednesday – 1:30–4:30

Number of Volunteers Needed

Up to 50 each day



MINISTRY

Hubbard House
29 W. Miller Street
Orlando, FL 32806

CONTACT

Peggy Smith / Brelinda Tolliver
321 841-2527
Peggy.Smith@orlandohealth.com

MISSION

Designed and built as a "home-away-from-home" for families of patients from outside the Orlando area, the Hubbard House can help restore a sense of calm during troubled times of illness or injury. The heart-warming stories that have emerged from the evolution of the Hubbard House are as big and comforting as the house itself. Since opening in January 1994, the Hubbard House has served thousands of families facing the extra burden of finding convenient and affordable temporary lodging in times of crisis.

Website –

www.orlandohealth.com/orlandohealth/HealthResources/HubbardHouse.aspx?pid=3338

ASSIGNMENT(S)

Helping in Kitchen
Cleaning Kitchen, Toy Box
Car Wash
Dust vents
Laundry Room

Lawn Work in Garden
Pressure Wash Driveway
Blow Leaves
Gardening

Days Requested

Tuesday – 1:30–4:30
Wednesday – 1:30–4:30

Number of Volunteers Needed

10 each day



MINISTRY

The Mustard Seed of Central Florida
12 Mustard Seed Lane
Orlando, FL 32810

CONTACT

Ingrid Lamour-Thomas
407-875-2040 x110
Ingrid@mustardseedfla.org

MISSION

The mission of The Mustard Seed Furniture and Clothing Bank is to help rebuild the lives of families and individuals who have suffered disaster or personal tragedy by providing household furnishings and clothing while being environmentally responsible to our community.

Website – www.mustardseedfla.org

ASSIGNMENT(S)

Mattress Recycling
Cleaning
Removing old wallpaper and adding new
*Singing

Landscaping
Sorting clothing, household goods, etc
Decorating waiting and meeting rooms

Days Requested

Tuesday – 1:00–5:00
Wednesday – 1:00–5:00

Number of Volunteers Needed

Up to 75 each day

****EVERY STUDENT VOLUNTEER MUST FILL OUT AND SUBMIT THE VOLUNTEER APPLICATION, HAVE IT SIGNED BY PARENT OR GUARDIAN AND BRING TO THE MUSTARD SEED WHEN REPORTING FOR WORK. FORM IS LOCATED IN BACK OF THIS CATALOG.**



MINISTRY

Orlando Day Nursery
626 Lake Dot Circle
Orlando, FL 32801

CONTACT

Mata Dennis
407-422-5291
director@orlandodaynursery.org

MISSION

Orlando Day Nursery prepares children for a successful future, regardless of their socioeconomic circumstances, by providing safe, high quality child care and education services.

Website – www.OrlandoDayNursery.org

ASSIGNMENT(S)

- Water plants in garden
- Scrub nap time cots
- Sanitize toys
- Scrub toys on playground
- Sanitize lunch carts
- Sort organize pantry
- Wipe dining room area
- Clean and sanitize nap time carts
- Arrange library
- Wipe windows
- Playing with children (games, reading books, serving snack)
- Help clean kitchen
- Assist in preparing materials for teachers

Days Requested:

Tuesday – 2:00–4:30
Wednesday – 2:00–4:30

Number of Volunteers Needed: 20-25 each day



ORLANDO

MINISTRY

Ronald McDonald House – 3 locations/residences
2201 Alden Road
Orlando, FL

CONTACT

Judy Le
407-206-0957 x109
judy@rmhccf.org

MISSION

Ronald McDonald House Charities® of Central Florida finds, creates, and supports programs that directly improve the health and well-being of children and families. Our cornerstone program, the Ronald McDonald House®, provides a home away from home for families with children receiving treatment at hospitals and medical facilities in Orlando. Before the Ronald McDonald Houses, parents were sleeping in their cars or in chairs in the waiting room, eating out of vending machines, or bearing the expense of impersonal hotel rooms. There are three Ronald McDonald Houses in Orlando-- the Arnold Palmer Hospital for Children, the Florida Hospital for Children, and the Nemours Children's Hospital. Each year, about 1,800 families stay with us to be close to their critically ill children.

Videos:

<https://www.youtube.com/watch?v=fTbu2i0L2X8>

<https://www.youtube.com/watch?v=XC1u9oQfNJE>

Website – www.ronaldmcdonaldhouseorlando.org

ASSIGNMENT(S)

Purchase ingredients and bake cookies, muffins, brownies, plus prepare casseroles to be stored in freezer

Make cards for the children

Cleaning

Days Requested - Tuesday – 1:00 – 5:00

Number of Volunteers Needed at each Location

Arnold Palmer Hospital – 8 in kitchen / 5 cleaning – 2201 Alden Road, Orlando, 32803

Florida Hospital – 8 in kitchen / 5 cleaning – 1630 Kuhl Avenue, Orlando 32806

Nemours Hospital – 10 in kitchen / 5 cleaning – 13551 Nemours Pkwy, Orlando 32827



DOING THE
MOST GOOD™
ORLANDO AREA COMMAND

MINISTRY

The Salvation Army Orlando
416 W. Colonial Drive
Orlando, FL

CONTACT

Octavio Serrano
407-423-8581 x26457
Octavio_Serrano@uss.salvationarmy.org

MISSION

The Salvation Army was first established in Orlando in 1920. It was first located in downtown Orlando at Central and Magnolia. From this location, the Salvation Army continued to operate and meet the varied needs of the community through 1968 when it relocated its facilities to its current location on West Colonial Drive. The Salvation Army of Orange County continues to serve the citizens of greater Orlando with its varied programs and strives to make a difference in the 21st century.

Website – www.salvationarmyorlando.org

ASSIGNMENT(S)

Yard work
Clean up common areas of the senior towers
(SA to provide all supplies)

Days Requested

Tuesday – 1:30–4:30
Wednesday – 1:30–4:30

Number of Volunteers Needed

Up to 100



MINISTRY

Second Harvest Food Bank of Central FL
411 Mercy Drive
Orlando, FL 32805

CONTACT

Mindy Ortiz
407-514-1043
mortiz@feedhopenow.org

MISSION

Second Harvest Food Bank of Central Florida is a private, nonprofit organization that collects and distributes donated food to more than 500 nonprofit partner agencies in six Central Florida counties: Brevard, Lake, Orange, Osceola, Seminole and Volusia. Our mission is to create hope and nourish lives through a powerful hunger relief network, while multiplying the generosity of a caring community

Videos: www.youtube.com/user/foodbankcentralfl

Website – www.feedhopenow.org

ASSIGNMENT(S)

Sort and pack up donations

Days Requested

Wednesday – 1:00–4:00

Number of Volunteers Needed

30



MINISTRY

Southeastern Food Bank (division of Bread of Life Fellowship)
655 N. Kissimmee Ave.
Ocoee, FL 34761

CONTACT

Mark Anthony
407-654-7777
407-697-8724 (cell)
office@southeasternfoodbank.com

MISSION

Our mission is caring for those in need by sharing Life's necessities and a message of hope. Our vision is to grow Southeastern Food Bank in the ability to serve others in body, soul and spirit; empower people to serve those in need; improve our facilities and vehicles; strengthen relationships with suppliers and non-profit partners; expand from a regional to a national organization.

Website – <http://www.southeasternfoodbank.com>

ASSIGNMENT(S)

Sorting and Packing Food Boxes – VOLUNTEERS TO WEAR CLOSE-TOED SHOES

Days Requested

Tuesday – 1:00–5:00

Number of Volunteers Needed

20 on Tuesday



MINISTRY

United Against Poverty (*formerly Community Food & Outreach*)
150 West Michigan Street,
Orlando, FL

CONTACT

Emalee Schierman
407-650-0774 ext 1729
emalee@upcenters.org

MISSION

To help those in need to transform their lives by providing food, crisis care, opportunities for education and employment, and a hand up to families, individuals and children who are fighting to break the cycle of poverty.

Website – www.uporlando.org

CFOC Overview - <https://www.youtube.com/watch?v=ADAGxrbVZQM>

CFOC Volunteers - https://www.youtube.com/watch?v=a7t_sO6e5iY

ASSIGNMENT(S)

Bagging Groceries
Stocking Shelves
Sorting/Organizing Products
Cleaning
Painting
Mailings
Gardening
Thrift Center (Sorting/Organizing)

Days Requested

Tuesday – 1:30–4:30

Wednesday – 1:30–4:30

Number of Volunteers Needed

65 each day



MINISTRY

Wycliffe Bible Translators
11221 John Wycliffe Blvd.
Orlando, FL 32832

CONTACT

John Welcher
800-WYCLIFFE
John_welcher@wycliffeassociates.org

MISSION

Wycliffe Associates has supported Bible translation around the world since 1967 and has grown to the second largest sender of support staff for Bible translation. Presently we partner with churches and national organizations to provide resources for indigenous translators. MAST, Mobilized Assistance Supporting Translation, sends teams to train the local church in translation techniques. Electronic resources and helps from the UnfoldingWord.com answer questions when the translators are home in their village. POD, Print on Demand systems, allow drafts of Scripture to be printed for checking by local speakers.

Wycliffe Associates' goal is accelerate Bible translation globally.

Website – www.wycliffe.org

ASSIGNMENT(S)

Grounds keeping

Days Requested

Tuesday – 1:00–4:00

Wednesday – 1:00–4:00

Number of Volunteers Needed

20-25 each day

SONPOWER 2018 MISSION ASSIGNMENT REQUEST

(Please Print)

Name of Church _____ Church Phone _____

Mailing Address _____

Group Leader _____ Cell Phone _____ E-Mail _____

Days Requesting Mission Opportunities:

_____ Tuesday, June 19, 2018 _____ Wednesday, June 20, 2018

Group Size: Students _____ Adults _____

Age of Students: Youngest _____ Oldest _____ Majority _____

Have you participated in mission work during SonPower before? Yes _____ No _____

If yes, for which organization(s)? _____

MISSION PREFERENCES

(Please indicate your 1st, 2nd, and 3rd choices)

- | | |
|-----------------------------------|----------------------------------|
| _____ Christian Service Center | _____ Ronald McDonald House |
| _____ Delaney Health & Rehab | _____ Salvation Army, The |
| _____ Feeding Children Everywhere | _____ Second Harvest Food Bank |
| _____ Hubbard House | _____ Southeastern Food Bank |
| _____ Mustard Seed, The | _____ United Against Poverty |
| _____ Orlando Day Nursery | _____ Wycliffe Bible Translators |
| _____ Other (specify) _____ | |

Comments (additional information that would be beneficial):

Please return Mission Assignment Request **as soon as possible** but **NO LATER THAN APRIL 1** to:

Email: renee.hardwick@lifeway.com

Fax: 615-251-3810

Assignments will be made on a first-come, first-serve basis.



The Mustard Seed of Central Florida

Volunteer Application

12 Mustard Seed Ln. Orlando, FL 32810 | P: (407) 875-2040 | F: (407) 875-3413 | www.Mustardseedfla.org

Contact Information			
Name:		Date:	
Address:		City/State:	
Zip:	Phone Number:	Birthdate:	
Email:			Gender: (circle one) M/F/O
Employer:			
Emergency Contact: Name:		Phone:	

Availability [Please circle the days that best represent your availability]					
Mornings:	Monday	Tuesday	Wednesday	Thursday	Friday
Afternoons:	Monday	Tuesday	Wednesday	Thursday	Friday
Are you interested in being contacted for special events? (Circle One) Yes, Please! No, Thanks					
How did you hear about The Mustard Seed?					
Do you volunteer often? If so, where?					
Do you have any physical restrictions?					

[See Reverse Page]

I certify that the information in this application is true and correct to the best of my knowledge. I give consent that my current employer and persons given as references may respond to a verbal or written request for further information from The Mustard Seed. I am willing to undergo a background check if I work directly with clients or children. I agree to sign a Mustard Seed Confidentiality Agreement. I agree to refer any inquiries regarding The Mustard Seed its programs, participants, sponsors or donors to the Executive Director or staff of The Mustard Seed. I understand that my application and all information contained herein will be held in strict confidence by The Mustard Seed and will not be released to any outside party without applicant's consent.

Signature:

Date:

CONFIDENTIALITY AGREEMENT

Effective 1st date of volunteering

The nature of services provided by any and all volunteers of The Mustard Seed requires information to be handled in a private, confidential manner.

Information about our business, financials, employees, clients, donors and vendors will only be released to people or agencies outside the company with our full written consent of the Board of Directors of The Mustard Seed. Following legal or regulatory guidelines provide the only exceptions to this policy. All reports, memoranda, notes, or other documents will remain part of the company's confidential records. This includes our QuickBooks, Audited Financials, 990, 941's and UCT6's.

MEDIA RELEASE

I grant The Mustard Seed of Central Florida the right to photograph, video record, and interview me and give it full and perpetual permission to use resulting pictures, depictions, images, and quotes in its accounts and promotions, for no financial consideration whatsoever.

UNCONDITIONAL AND FULL GENERAL RELEASE AND EXCULPATORY AGREEMENT-VOLUNTEER

The undersigned is a volunteer of The Mustard Seed of Central Florida, Inc. The undersigned understands that there are risks of personal injury, death, or property damage included in the process of selecting, obtaining, moving, transporting, or setting up furniture, both on The Mustard Seed property, as well as off the premises of The Mustard Seed and all other locations. The volunteer understands that he or she could be subject to personal injury, death, or property damage by employees or agents of The Mustard Seed during the course of the process of selecting, obtaining, moving, transporting, or setting up furniture from The Mustard Seed, both at The Mustard Seed's facility, and off the premises of The Mustard Seed. The volunteer chooses to accept those risks that are involved involving personal injury, death, or property damage to the volunteer, even if the personal injury, death, or property damage was caused in whole or in part by the negligence of employees or agents of The Mustard Seed, and therefore agrees to release and exculpate The Mustard Seed of Central Florida, Inc. and its agents, officers and directors, and members from any liability or responsibility, even if through the negligence of employees or agents of The Mustard Seed of Central Florida, Inc., for any personal injury, death, or property damage that might occur to the volunteer during the course of selecting, obtaining, moving, transporting, or setting up furniture, whether the personal injury, death, or property damage occurs at The Mustard Seed premises, or anywhere else off The Mustard Seed premises.

The volunteer acknowledges that he or she has read this confidentiality agreement, media release, unconditional and full general release and exculpatory agreement, and knowingly and voluntarily signs this as his or her own free act.

The undersigned volunteer voluntarily assumes full responsibility for all risk of his or her own personal injury, death, or property damage arising out of the selection, obtaining, moving, transporting, or setting up of furniture of The Mustard Seed of Central Florida, Inc., irrespective of whether the personal injury, death, or property damage was caused in whole or in part by the negligence of agents or employees of The Mustard Seed of Central Florida, Inc., and the volunteer therefore agrees to waive, bar, and relinquish any claims or causes of action against The Mustard Seed of Central Florida, Inc. for any personal injury, death, or property damage to the volunteer which occurs at any time during the process of selecting, obtaining, moving, transporting, or setting up of furniture in connection with The Mustard Seed of Central Florida, Inc.

Initials: _____

Parent or Guardian must sign if volunteer is under the age of 18: _____



2018 T-SHIRT ORDER FORM

Church Name: _____

Leader's Name: _____ Phone #: _____

LifeWay Account #: _____

Each paid registrant (including leaders and chaperones) receives one free t-shirt.

<u>Size</u>	<u>Quantity</u>	<u>Size</u>	<u>Quantity</u>
Youth Large	_____	XL	_____
Adult Small	_____	2 XL	_____
Adult Medium	_____	3 XL	_____
Adult Large	_____	4 XL (if available)	_____
		TOTAL T-SHIRTS	_____

Mail to: SonPower
% LifeWay Worship
One LifeWay Plaza, MSN 160
Nashville, TN 37234-0160

Fax to: Worship at (615) 251-3810
Email: Renee.Hardwick@lifeway.com

DEADLINE FOR ORDER – TUESDAY, APRIL 10, 2018

ROSEN CENTRE HOTEL
Rest Assured.®



Exceptional meetings at an award-winning facility.

An impressive full-service hotel on International Drive, connecting to the 2.1-million-sq.-ft. Orange County Convention Center and just minutes from Orlando International Airport.

Meeting & Event Space

- Over 150,000 sq. ft. of flexible space
- Accommodates groups of 10 to 4,000
- 35,000-sq.-ft. Grand Ballroom
- New 18,000-sq.-ft. Executive Ballroom
- 14,375-sq.-ft. Junior Ballroom
- 33 distinctive meeting rooms
- 2 signature meeting rooms
- 4 permanent registration areas with lockable offices and separate storage
- On-site A/V services by Presentation Services
- Outdoor event patio and tropical poolside patio
- Skywalk connection to the convention center's west building with 1.1 million sq. ft. of prime meeting and exhibit space

Guestrooms

- 1,334 luxurious non-smoking guestrooms and suites
- Complimentary Wi-Fi Internet access in guestrooms and public areas
- 32" TV with movies and video games
- Pillow-top mattresses with designer linens
- Mini refrigerator, laptop safe, hair dryer, iron and coffee maker

Suites & Hospitality

- 3 Presidential Suites
- 20 Executive Suites
- 43 VIP Suites
- 14 Hospitality Suites
- Concierge Lounge

Specialized Group Services

- On-site destination services
- High-tech teleconferencing
- Complete RICOH Business Center
- Translators and simultaneous translation
- Attraction ticket sales and transportation arrangements
- Regular airport transportation available
- On-site covered garage

- On-site car rental
- Valet Parking
- BAGS (Baggage Airline Guest Services)—For a nominal fee, check your bags and receive your boarding pass in our hotel lobby

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- Exceptional banquets for up to 4,000 guests
- Professional, attentive staff
- Themed parties and custom-designed events
- Special menus

The Spa at Rosen Centre

7 treatment rooms at our full-service spa, offering massage, skin, body and nail treatments.

Recreation

- Swimming pool and whirlpool
- State-of-the-art fitness center

Shingle Creek Golf Club Access

- 18-hole, par 72 (7,149-yard) championship golf course
- Tournament course conditions every day
- Home to the Brad Brewer Golf Academy for player development and team-building events
- Rated four stars by Golf Digest
- GPS yardage system
- Complimentary valet parking
- Preferred tee times for guests

Complimentary scheduled shuttle service to Shingle Creek Golf Club, Universal Orlando® Resort, SeaWorld® Orlando and Wet 'n Wild® available

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Sales@RosenCentre.com
9840 International Drive • Orlando, FL 32819
(800) 800-9840 • (407) 996-9840 • Fax (407) 996-2659





Rest assured, your cravings will be satisfied.

Everglades Restaurant & Bar

Experience the gourmet tastes of authentic Florida with dishes like gator chowder, oak-smoked scallops and venison steak.

Café Gauguin

You can satisfy any palate with extensive grand buffets and full-service menu selections for breakfast, lunch and dinner.

Banshoo Sushi Bar

Take your pick from inventive sushi rolls, fresh sashimi and signature seafood dishes to specialty cocktails and sake.

98Forty Tapas & Tequila

Savor Mexican and Spanish flavors, from fresh salsas and guacamoles to tacos and ceviches, paired with 40 premium tequilas.

Stir Lobby Bar

Sit back with your favorite beverage at Stir, or lay poolside with an ice-cold cocktail from the Pool Bar.

Red's Deli

Serving up real New York style sandwiches, soups, salads and pizza — perfect for any craving, any time.

Smooth Java Coffee Bar

Perk up your day with our gourmet coffee shop proudly serving Starbucks®, made-to-order smoothies and an assortment of gourmet pastries and desserts.

Rosen Centre Meeting Space

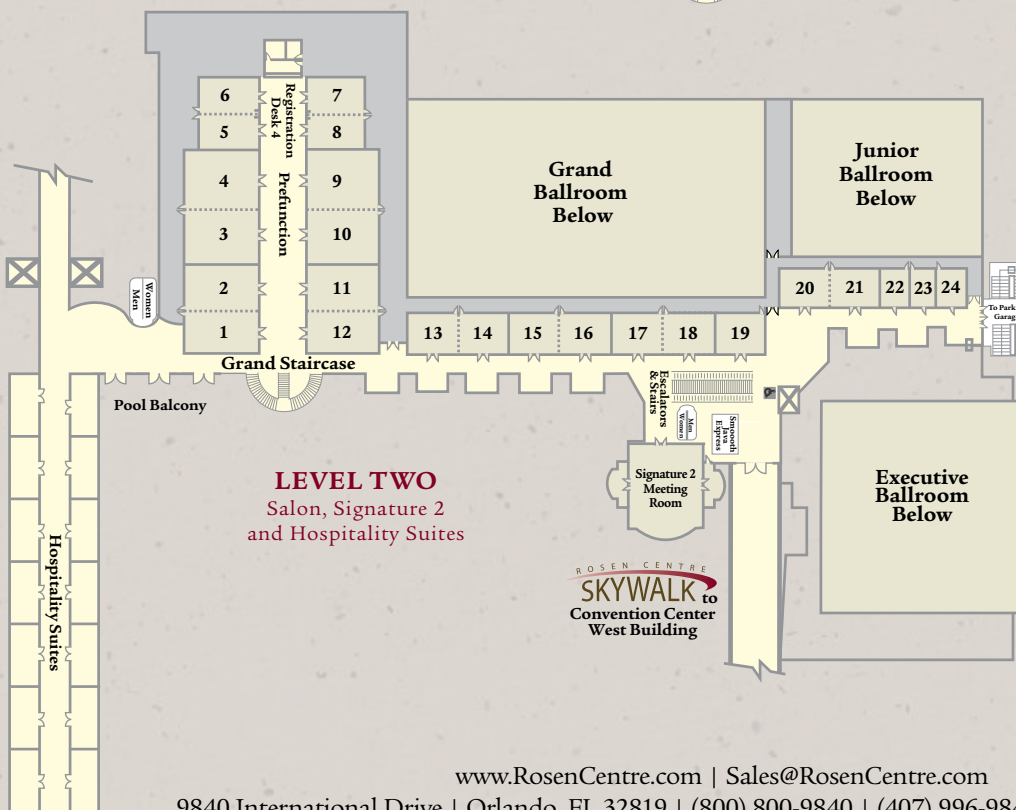
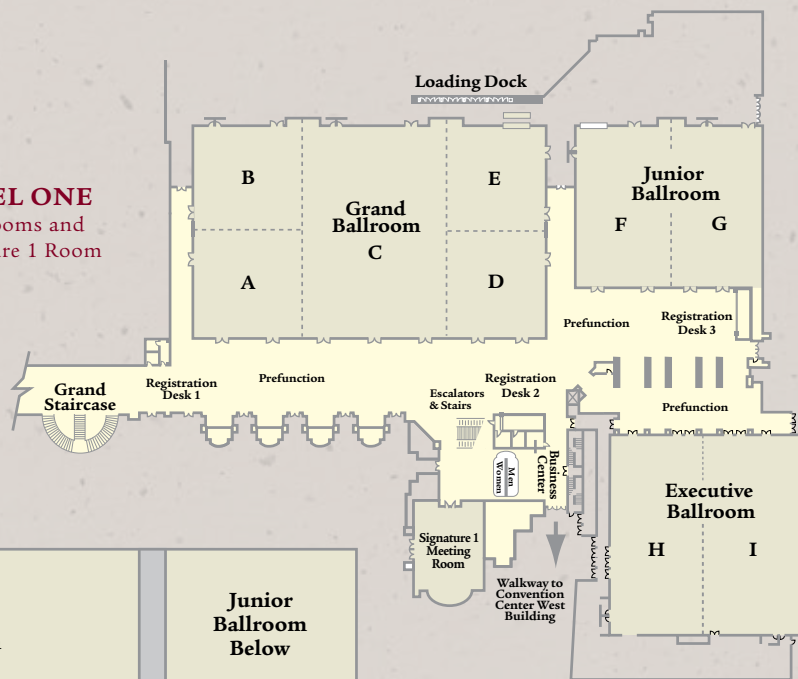
Over 150,000 sq. ft. of meeting & event space, including:

35,000-sq.-ft. Grand Ballroom

18,000-sq.-ft. Executive Ballroom

14,375-sq.-ft. Junior Ballroom

LEVEL ONE Ballrooms and Signature 1 Room



LEVEL TWO Salon, Signature 2 and Hospitality Suites



www.RosenCentre.com | Sales@RosenCentre.com

9840 International Drive | Orlando, FL 32819 | (800) 800-9840 | (407) 996-9840 | Fax (407) 996-2659



Instructions for Completing APPLICATION FOR CONSUMER'S CERTIFICATE OF EXEMPTION (Form DR-5)

Exemption from Florida sales and use tax is granted only to certain political subdivisions and nonprofit organizations that meet the criteria set forth in sections 212.08(6), 212.08(7), and 213.12(2), Florida Statutes (F.S.). These exemptions are granted only to those political subdivisions and organizations that apply for, qualify for, and receive a *Consumer's Certificate of Exemption* (Form DR-14).

This publication provides information to guide you through the process of applying for a *Consumer's Certificate of Exemption*. Each exemption category contains a description of:

- Who qualifies.
- What is exempt.
- What must be proven to qualify.
- What documents must be submitted to support your organization's qualification.

Follow these easy steps to apply for a *Consumer's Certificate of Exemption*:

- ✓ Find the exemption category that best identifies your organization.
- ✓ Gather the required documentation for your exemption category. Make copies to mail with your application. Please limit size of supporting documents to 8 1/2" x 11" (letter size). Larger documents will delay the processing of your application. Do not staple application or supporting documents. **THIS REQUIREMENT APPLIES TO NEW AND RENEWING APPLICANTS.** Failure to provide copies of documentation will delay processing of your application.
- ✓ Fill out the attached *Application for Consumer's Certificate of Exemption* (Form DR-5) using blue or black ink. Do not leave any items blank. Sign the application. **The Department will return incomplete and unsigned applications.**
- ✓ Send the DR-5 and documentation to:
ACCOUNT MANAGEMENT/EXEMPTIONS
FLORIDA DEPARTMENT OF REVENUE
PO BOX 6480
TALLAHASSEE FL 32314-6480

Renewing Your Certificate: Your *Consumer's Certificate of Exemption* will be valid for a period of five (5) years. If you wish to renew your exemption, you must submit another *Application for Consumer's Certificate of Exemption* (Form DR-5) and copies of the required documentation.

Questions? If you have any questions about the application process, call the Exemption Unit of Account Management at 800-352-3671, Monday – Friday, 8:00 a.m. to 5:00 p.m., ET.

EXEMPTION CATEGORIES

501(c)(3) Organizations [s. 212.08(7)(p), F.S.]

Who qualifies? Organizations determined by the Internal Revenue Service to be currently exempt from federal income tax pursuant to s. 501(c)(3) of the Internal Revenue Code.

What is exempt? Purchases and leases, when used in carrying on customary nonprofit activities.

What must be proven? Applicant's 501(c)(3) status.

What documents must be sent? Copy of IRS determination letter; **or** if applying for group determination, submit copy of IRS determination letter **and** cumulative list of subordinate organizations that fall under group ruling.

Community Cemeteries [s. 212.08(7)(bb), F.S.]

Who qualifies? Any nonprofit corporation that has qualified under s. 501(c)(13) of the Internal Revenue Code, and is operated for the purpose of maintaining a cemetery that was donated to the community by deed.

What is exempt? Purchases by the community cemetery.

What must be proven? 501(c)(13) status; purpose of maintaining a cemetery donated to the community by deed.

What documents must be sent? Copy of IRS determination letter; articles of incorporation; copy of deed showing donation of property to the community.

Credit Unions [s. 213.12(2), F.S.]

Who qualifies? State and federally chartered credit unions.

What is exempt? Purchases and leases, when used in carrying on customary nonprofit activities.

What must be proven? Applicant is a state or federally chartered credit union.

What documents must be sent? Copy of charter.

Fair Associations [s. 212.08(7)(gg), F.S.]

Who qualifies? Fair associations, as defined in s. 616.001, F.S.

What is exempt? The sale, use, lease, rental, or grant of a license to use, made directly to or by a fair association, of real or tangible personal property; any charge made by a fair association or its agents for parking, admissions, or temporary parking of vehicles used for sleeping quarters; rentals, subleases, and sublicenses of real or tangible personal property between the owner of the central amusement attraction and any owner of an amusement ride, as those terms are used in ss. 616.15(1)(b) and 616.242(3)(a), F.S., for the furnishing of amusement rides at a public fair or exposition; and other transactions of a fair association

which are incurred directly by the fair association in the financing, construction, and operation of a fair, exposition, or other event or facility that is authorized by s. 616.08, F.S. This exemption does not apply to the sale of tangible personal property made by a fair association through an agent or independent contractor; sales of admissions and tangible personal property by a concessionaire, vendor, exhibitor, or licensee; or rentals and subleases of tangible personal property or real property between the owner of the central amusement attraction and a concessionaire, vendor, exhibitor, or licensee, except for the furnishing of amusement rides, which transactions are exempt.

What must be proven? Applicant is qualified as a fair association pursuant to Chapter 616, F.S.

What documents must be sent? Certified copy of the charter and articles of incorporation as a fair association (See Ch. 616, F.S., for information on obtaining designation and charter as a fair association)

Florida Fire and Emergency Services Foundation [s. 212.08(7)(aaa), F.S.]

Who qualifies? The Florida Fire and Emergency Services Foundation.

What is exempt? Purchases by and leases directly to the foundation.

What must be proven? Applicant is the Florida Fire and Emergency Services Foundation.

What documents must be sent? Copy of articles of incorporation.

Florida Retired Educators Association [s. 212.08(7)(g), F.S.]

Who qualifies? The Florida Retired Educators Association and its local chapters.

What is exempt? Purchases of office supplies, equipment, and publications made by the Association and its local chapters.

What must be proven? Applicant is the Florida Retired Educators Association or one of its local chapters.

What documents must be sent? Copy of articles of incorporation; designation of chapter.

Library Cooperatives [s. 212.08(7)(uu), F.S.]

Who qualifies? Library cooperatives certified under s. 257.41(2), F.S.

What is exempt? Purchases by and leases directly to the cooperative.

What must be proven? Applicant's designation pursuant to s. 257.41(2), F.S.

What documents must be sent? Copy of certificate or letter of designation pursuant to s. 257.41(2), F.S.

Nonprofit Cooperative Hospital Laundries [s. 212.08(7)(ii), F.S.]

Who qualifies? Nonprofit organizations that are incorporated under Chapter 617, F.S., and which are treated, for federal income tax purposes, as cooperatives under Subchapter T of the Internal Revenue Code, whose sole purpose is to offer laundry supplies and services to their members, which members must all be exempt from federal income tax pursuant to s. 501(c)(3) of the Internal Revenue Code.

What is exempt? Purchases by and leases directly to the laundry.

What must be proven? Incorporation pursuant to Ch. 617, F.S.; IRC Subchapter T cooperative designation; all members are 501(c)(3).

What documents must be sent? Copy of articles of incorporation as filed with the Florida Secretary of State; Subchapter T designation; list of all members; copy of members' IRS determination letters.

Nonprofit Water Systems [s. 212.08(7)(tt), F.S.]

Who qualifies? A not-for-profit corporation that holds a current exemption from federal income tax under ss. 501(c)(4) or (12) of the Internal Revenue Code, the sole or primary function of the corporation is to construct, maintain, or operate a water system in this state.

What is exempt? Purchases by and leases directly to the water system.

What must be proven? Applicant's 501(c)(4) or (12) status; sole or primary function is to construct, maintain, or operate a water system in Florida.

What documents must be sent? Copy of IRS determination letter; articles of incorporation; most recently filed federal Form 990 or audited financial statement.

Organizations Benefiting Minors [s. 212.08(7)(l), F.S.]

Who qualifies? Nonprofit organizations incorporated pursuant to Chapter 617, F.S., the primary purpose of which is providing activities that contribute to the development of good character or good sportsmanship, or to the educational or cultural development, of minors. This exemption is extended only to that level of the organization that has a salaried executive officer or an elected nonsalaried executive officer.

What is exempt? Purchases and leases, and sales of donated property (the term "donated property" means any property transferred to such nonprofit organization for less than 50 percent of its fair market value).

What must be proven? Applicant's status as a Florida nonprofit corporation; applicant's primary purpose; applicant directly provides activities to minors.

What documents must be sent? Copy of articles of incorporation as filed with the Florida Secretary of State; most recently filed federal Form 990 or audited financial statement; description of activities performed, number of participants in activities and percentage that are minors age 17 and under.

Political Subdivisions [s. 212.08(6), F.S.]

Who qualifies? The United States government; a state; or any county, municipality, or political subdivision of a state. Agencies of the United States government are not required to obtain a Consumer's Certificate of Exemption.

What is exempt? Purchases and leases, when payment is made directly to the selling dealer by the governmental entity. Purchases and leases by federal government employees on official business are also exempt.

What must be proven? Applicant is the United States Government; a state; or any county, municipality, or political subdivision of a state.

What documents must be sent? Copy of the law creating the entity or describing the entity as one of the aforementioned governmental bodies.

Parent-Teacher Organization or Association [s.212.08(7)(II), F.S.]

Who qualifies? Parent-teacher organizations (PTOs) and parent-teacher associations (PTAs) that are associated with schools that teach grades K through 12 and whose purpose is to raise funds for these schools.

What is exempt? Purchases and leases directly to the PTOs and PTAs.

What must be proven? Applicant is associated with a school that teaches grades K through 12 and the applicant's purpose is to raise funds for the school.

What documents must be sent? Copy of the organization's or association's bylaws.

Religious Institutions [s. 212.08(7)(m), F.S.] (three classifications)

- (1) **Who qualifies? Churches, synagogues, and established physical places for worship** where nonprofit religious services and activities are regularly conducted and carried on.

What is exempt? Purchases and leases, when used in carrying on customary nonprofit religious activities. Also exempt are sales or leases of tangible personal property by religious institutions having an established physical place for worship at which nonprofit religious services and activities are regularly conducted and carried on.

What must be proven? Applicant's nonprofit status; a physical place for worship; regularly conducted/carried on religious services and activities.

What documents must be sent? Proof of nonprofit status (copy of articles of incorporation, statement of faith, or other organizing documents); proof of physical place (utility bill, lease or use agreement, mortgage, or insurance policy); schedule of services and activities.

- (2) **Who qualifies? Transportation Providers** - nonprofit corporations whose sole purpose is to provide free transportation services to church members, their families, and other church attendees.

What is exempt? Purchases and leases, when used in carrying on customary nonprofit religious activities.

What must be proven? Applicant's nonprofit status; applicant's sole purpose.

What documents must be sent? Copy of articles of incorporation; most recently filed federal Form 990 or audited financial statement.

- (3) **Who qualifies? Governing or Administrative Offices** - nonprofit state, nonprofit district, or other nonprofit governing or administrative offices the function of which is to assist or regulate the customary activities of religious institutions.

What is exempt? Purchases and leases, when used in carrying on customary nonprofit religious activities.

What must be proven? Applicant's nonprofit status, member of a hierarchy, governing authority.

What documents must be sent? Copy of articles of incorporation, statement of faith, or other organizing documents; illustration or description of organizational structure, including subordinates; most recently filed federal Form 990 or audited financial statement.

Schools, Colleges, and Universities [s. 212.08(7)(o), F.S.]

Who qualifies? State tax-supported schools, colleges, or universities.

What is exempt? Purchases by and leases directly to the school, college, or university.

What must be proven? Applicant is a school, college or university; is state-supported.

What documents must be sent? Proof of state tax support.

Veterans' Organizations [s. 212.08(7)(n), F.S.]

Who qualifies? Qualified veterans' organizations and their auxiliaries. The term "veterans' organizations" means nationally chartered or recognized veterans' organizations, including, but not limited to, Florida chapters of the Paralyzed Veterans of America, Catholic War Veterans of the U.S.A., Jewish War Veterans of the U.S.A., and the Disabled American Veterans, Department of Florida, Inc., which hold current exemptions from federal income tax under s. 501(c)(4) or (19) of the Internal Revenue Code.

What is exempt? Purchases and leases, when used in carrying on customary veterans' organization activities.

What must be proven? Applicant is nationally chartered or recognized; holds 501(c)(4) or (19) status.

What documents must be sent? Copy of charter; IRS determination letter.

Volunteer Fire Departments [s. 212.08(7)(u), F.S.]

Who qualifies? Volunteer fire departments, duly chartered as Florida corporations not for profit.

What is exempt? Purchases of firefighting and rescue service equipment and supplies.

What must be proven? Florida nonprofit status.

What documents must be sent? Copy of articles of incorporation as filed with the Florida Secretary of State.



Application for Consumer's Certificate of Exemption

DR-5
R. 11/03

Sales and Use Tax [pursuant to ss. 212.08(6), (7), and 213.12(2), Florida Statutes]
*** NO FEE REQUIRED ***



CHECK ONE:	
<input type="checkbox"/> New	<input type="checkbox"/> Renewal
Certificate No. _____	

MAIL TO:
ACCOUNT MANAGEMENT/EXEMPTIONS
FLORIDA DEPARTMENT OF REVENUE
PO BOX 6480
TALLAHASSEE FL 32314-6480

Exemption category for which you are applying (check only one):

- | | | |
|--|--|---|
| <input type="checkbox"/> 501 (c)(3) Organization
<input type="checkbox"/> Community Cemetery
<input type="checkbox"/> Credit Union
<input type="checkbox"/> Fair Association
<input type="checkbox"/> Florida Fire and Emergency Services Foundation
<input type="checkbox"/> Florida Retired Educators Association
<input type="checkbox"/> Library Cooperative | <input type="checkbox"/> Nonprofit Cooperative Hospital Laundry
<input type="checkbox"/> Nonprofit Water System
<input type="checkbox"/> Organization Benefiting Minors
<input type="checkbox"/> Parent-Teacher Organization/ Association
<input type="checkbox"/> Political Subdivision
<input type="checkbox"/> Religious - physical place of worship | <input type="checkbox"/> Religious - governing/ administrative
<input type="checkbox"/> Religious - transportation provider
<input type="checkbox"/> School, College or University
<input type="checkbox"/> Veterans' Organization
<input type="checkbox"/> Volunteer Fire Department |
|--|--|---|

Office Use Only
BP _____
CO _____
RS _____ N _____ R _____
PM Date _____
Date Rec'd _____

Organization Name			
Street Address		Business Phone ()	
City/State/ZIP		County, if located in Florida	
Federal Employer Identification Number (FEIN)	Is Organization incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Incorporation	Does organization hold IRS exempt status? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mailing Address (if different than above)		Alternate Phone ()	
City/State/ZIP		County, if located in Florida	
Does the organization receive income from the sale or lease of tangible personal property, the lease of real property or the sale of taxable services? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, provide the organization's sales and use tax certificate of registration number: _____			

ALL DOCUMENTS SUBMITTED WILL BE RETAINED AS PART OF THIS APPLICATION.

CERTIFICATION

I hereby attest that I am authorized to sign on behalf of the applicant organization described above. I further attest that, if granted, the *Consumer's Certificate of Exemption* will only be used in the manner authorized for this organization under ss. 212.08(6), (7), or 213.12(2), Florida Statutes.

I declare that I have read the information provided on this application, including the attached documentation, and that the facts stated herein are true.

Signature

Title

Print name

Date



- 15% DISCOUNT
- Use the discount code: SONPOWER
- The code will only work for weekdays
- The code can be used online, over the phone (for groups over 8), or in the store
- Games start at 9am, the last one starts at 11:55pm

The Escape Game
[8145 International Dr #511, Orlando, FL 32819](https://orlandoescapegame.com/)
<https://orlandoescapegame.com/>

Book early, as the slots fill up early during the summer!
The code goes live March 19 and suggest booking in advance.



Youth Programs

Group Travel Operations & Reservation Department

Business Hours:

Open Daily: 8:00AM-5:30PM EST.

1-800-YOUTH-15 | www.UniversalOrlandoYouth.com

2018 GROUP PROCEDURES

*Fillable PDF forms may be completed and saved using [Adobe Acrobat Reader](#)**

STEP 1

SAVE YOUTH TICKET ORDER FORM

Before completing, **save** application form (PDF format) to a drive or location on your computer (e.g., Local Disk or desktop)

- The **Save button** provided on form will open a **Save As** dialog box, which allows you to save application to desired location on your computer.
- If viewing form in a built-in PDF viewer (e.g., Chrome, Firefox), **right-click** the PDF and select **Save as** or **Save Page As**.

STEP 2

FILL OUT YOUTH TICKET ORDER FORM

Use [Adobe Acrobat Reader](#) to open the empty PDF form that you saved on your own computer or network.

- Complete the Youth Ticket Order Form and save your data. It is strongly recommended that you periodically save data entered into a form by clicking **File > Save** (or **Save As**) on the Adobe Reader menu bar

STEP 3

SUBMIT YOUTH TICKET ORDER FORM

Email completed Youth Ticket Order Form to ticketreservations@universalorlando.com or fax to **407-224-5954**.

- Your order form must be accompanied by a written request on school/organization **letterhead** that includes the name and signature of the designated contact person
- Completed forms must be received two (2) weeks prior to visit date
- Ticket Reservations will provide a confirmation number and invoice email within five (5) business days
- To check the status of your order, or to make any changes to your order, please call **407-363-8182**

**Note: If you do not have [Adobe Acrobat Reader](#), you may also print out the form and fill it out by hand*

STEP 4

PAYMENT METHODS

Advance Payment (Preferred Method)

Send Payments to: *Universal Orlando*

Attn: Group Travel Operations

8259B Exchange Drive

Orlando, FL. 32809

- Certified mail or tracking number is recommended
- Tickets paid in advance (4 weeks before visit date) are eligible to be sent via FedEx
- Company/Organization credit card or check payments are accepted
- Credit card authorization form must be completed for each credit card purchase and faxed to **407-224-5954**
- Unacceptable Forms of Payment:
 - Personal Checks
 - Purchase Order/Payment Voucher
 - Universal Orlando Gift Cards
 - Third Party Checks
 - Counter Checks or altered checks

On-Site Payment (Group Sales Window):

- Tickets can be paid and picked up at either:
 - **Universal Studios Florida™** Groups Sales window (between 8am and 4pm), 7 days a week
 - **Universal's Islands of Adventure™** Group Sales window (between 8am and 2pm), 7 days a week
- Please be prepared with your confirmation numbers and a valid photo ID of the pick-up person indicated on the form
- Please allow extra time for your payment to be processed and tickets print



Youth Programs

Group Travel Operations & Reservation Department

Business Hours:

Open Daily: 8:30AM-5:30PM EST.

1-800-YOUTH-15 | www.UniversalOrlandoYouth.com

2018 GROUP PROCEDURES

STEP 5

UPON ARRIVAL

Parking Information

- **Buses and Motor Coaches:**
 - School charter buses receive 15 complimentary minutes for drop-off/ pick-up
 - All day parking is available in designated areas for a \$22.00* fee
 - Daily parking fees: cars, vans and motorcycles are \$20.00* per vehicle; RV's and trailers are \$22.00* per vehicle. Parking fees are due at arrival.
- Cars, vans, RV's, trailers & motorcycles should follow the signs to the parking garage toll plaza.
- Theme Parks & CityWalk™ Parking Garage Address: 6000 Universal Boulevard Orlando, FL. 32819
**Prices subject to change*

Conduct and Security

- All Universal Orlando guests are expected to conduct themselves in a mature and responsible manner during their visit. Any unsafe or disruptive behavior may result in dismissal from the park without a refund. Line jumping is expressly prohibited and may also result in dismissal from the park without a refund. Please discuss this with your group.
- Be aware that Universal Orlando staffs uniform and undercover security and will report any illegal activity directly to Orange County Sheriff's Department.
- Coolers are not permitted in our parks. No outside food or drinks may be brought in. All bags, backpacks, or packages are subject to inspection prior to entering our parks.
- All guests are subject to metal detectors upon arrival.

STEP 6

AFTER DEPARTURE

Refunds

- **Refunds are not available at the ticket booths.**
- Unused admission tickets are able to be refunded within 72 hours of your visit date.
 - Unused admission tickets must be returned with a copy of the receipt and a letter explaining the reason for the refund. In terms of multi-day tickets, no refunds will be given for unused days.
 - Mail Refunds to: *Universal Orlando*
Attn: Sonya Gauer, T-4
1000 Universal Studios Plaza
Orlando, FL. 32819
 - Certified mail or tracking number is recommended
 - Refunds will be applied via check or credit card dependent on original method of payment
 - Please allow 6-8 weeks to process refunds

FOR MORE INFORMATION

- **Youth Group Sales and Youth Programs:** 1-800-YOUTH-15 (1-800-968-8415), (407) 363-8182 or www.UniversalOrlandoYouth.com
- **Blue Man Group-** Nightly Performances. For more information, contact Group Sales at (407) 224-3313 or BlueManGroup@universalorlando.com. Hours of Operation: 9:00am- 6:00pm, Monday-Friday
- **Hollywood Drive-In Golf-** Hours of Operation: 9:00am-2:00am, 7 days a week. For more information, call (407) 802-4848

Youth Group Ticket Order Form

www.universalorlandoyouth.com • 1-800-YOUTH-15

Client Number: 11624



Youth Programs

LifeWay SonPower Conference 2018

Group Travel Operations & Reservation Department:

Open Daily: 8:00am to 5:30pm EST

Prices are valid June 13th, 2018 - June 27th, 2018

Order Form not valid for groups visiting after June 27th, 2018

GROUP INFORMATION

SCHOOL/ORGANIZATION NAME _____ DATE OF VISIT _____

CONTACT NAME _____ CONTACT EMAIL _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAY PHONE _____ CELL PHONE _____ FAX _____

GROUP TYPE: Religion Sports General Youth

PAYMENT METHOD: Check Credit Card

TAX EXEMPT IN THE STATE OF FLORIDA?: Yes No

IF YES, PLEASE PROVIDE A COPY OF VALID FLORIDA STATE TAX EXEMPT CERTIFICATE.

TICKET ORDER

Groups participating in our STARS Performance/Workshop or Universal Studios Programs/ Tours are required to purchased Park-to-Park tickets.

PARK-TO-PARK TICKETS: Explore Universal Studios Florida™, Universal's Islands of Adventure™ and the all -new Universal's Volcano Bay™ on the same day. The 3-Park ticket is required to visit Universal's Volcano Bay™.

Ticket Type	Youth/ Chaperone Price Per Person	Quantity: Paid Youth	Quantity: Paid Chaperone	Amount
3-Park 4-Day Park-to-Park	\$181 (+tax \$192.77)			
3-Park 3-Day Park-to-Park	\$176 (+tax \$187.45)			
3-Park 2-Day Park-to-Park	\$162 (+tax \$172.53)			
2-Park 4-Day Park-to-Park	\$156 (+tax \$166.14)			
2-Park 3-Day Park-to-Park	\$151 (+tax \$160.82)			
2-Park 2-Day Park-to-Park	\$137 (+tax \$145.91)			
2-Park 1-Day Park-to-Park	\$92 (+tax \$97.98)			

BASE TICKETS: Explore either Universal Studios Florida or Islands of Adventure; One Park, Per Day. Base Tickets are not valid for Universal's Volcano Bay.

Ticket Type	Youth/ Chaperone Price Per Person	Quantity: Paid Youth	Quantity: Paid Chaperone	Amount
2-Park 2-Day Base	\$117 (+tax \$124.61)			

1-Park 1-Day Base Tickets are only available for In-State Groups

1-Park 1-Day Base	\$71 (+tax \$75.62)			
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Complimentary Chaperone Ticket (In-state Groups)	1 per 10 paid youth	Complimentary Chaperone Ticket (Out-of-state Groups)	Max 2 per group of 20 or more paid youth	TOTAL COMPLIMENTARY:

Complimentary Chaperone Tickets: In-State Groups will receive 1 complimentary chaperone ticket per 10 paid youth. Out-of-State Groups will receive a maximum of 2 complimentary tickets per group of 20 or more paid youth. Rates/Chaperone ratios apply to groups of 15 or more youths. The number of chaperones cannot exceed the number of youth tickets. Youth is considered Pre-K- 12th grade. The number of chaperones cannot exceed the number of youth.

Please email both pages of the completed order form & a company/organization letterhead to ticketreservations@universalorlando.com
See back for additional add-on information.

TICKET DISTRIBUTION PLEASE CHECK ONE OPTION

IF NO PICK-UP METHOD IS CHOSEN, ORDER WILL DEFAULT TO PICK-UP AT GROUP SALES WINDOW UNDER THE CONTACT NAME ON THIS ORDER FORM

PICK-UP METHOD

Universal Studios Florida

Universal's Islands of Adventure

Name of person picking up tickets _____
 Proceed to the Group Sales Window. Daily operating hours at Universal Studios 8am-4pm and Islands of Adventure 8am-2pm.
 Present the confirmation number, form of payment and a valid driver's license as identification.

DELIVERY METHOD

FedEx Ground (No Charge)

Overnight \$10 (+ tax = \$10.65)

Prepayment and delivery of tickets is highly recommended to eliminate delays in your park experience.

YOUTH PROGRAMS UNIVERSAL DINING CARD

Valid for one (1) Quick Service combo meal (one entree platter, one combo extra + one non-alcoholic beverage) at participating restaurants in Universal Studios Florida and Universal's Islands of Adventure theme parks OR one (1) meal and one (1) soft drink beverage from a select menu at participating Universal CityWalk locations. The Youth Programs Universal Dining Card is a one-time use, is not reloadable and will not be replaced if lost, stolen or destroyed. Participating locations are subject to change without notice and venue operating hours may vary by location. Theme park admission is required for dining in Universal Studios and Islands of Adventure. Additional restrictions may apply and are subject to change without notice.

One card per person will be utilized for multiple meals unless otherwise noted.** **Would you like one meal per card? Yes No

	Rates	Quantity	Meals Per Card	Amount
Youth Programs Universal Dining Card	\$17.50 + tax (\$18.64) each			

UNIVERSAL EXPRESS SKIP THE REGULAR LINES FOR ONE (1) DAY

Enter the appropriate rates below, found at UniversalOrlando.com/tickets

	Date Requested	Quantity	Amount
Islands of Adventure Universal Studios Florida 2-Park Express			
Unlimited Express: Yes No			

UNIVERSAL ORLANDO GIFT CARDS Email YouthGroupSales@UniversalOrlando.com or call 1-800-YOUTH15**PARKING ONLY FOR MAILOUT ORDER**

Bus Parking (Per Bus)	\$23.47 + tax (\$25.00)		
Regular Self-Parking (Per Car)	\$20.65+ tax (\$22.00)		
TOTAL DUE:			

BLUE MAN GROUP Email BlueManGroup@UniversalOrlando.com or contact 1-888-340-5476 for rates and reservations.**ORDER INFORMATION**

- Rates/Chaperone ratios apply to groups of 15 or more youths. The number of chaperones cannot exceed the number of youth tickets.
- Rates are subject to change. Your reservation is not confirmed until you receive a confirmation number.
- **Ticket Reservations will provide a confirmation number and invoice email within five (5) business days. To check the status of your order, or to make any changes to your order, please call 407-363-8182.**
- Advanced reservations are required. A minimum of two weeks for pick-up ticket orders and four weeks for prepaid mail-out orders is requested.
- Multiday tickets must be used within a seven (7) day period. No refunds will be given for unused days.
- Florida law states that each admission charge is taxable unless the transaction is specifically exempt. The applicable sales tax rate is currently 6.5 percent and subject to change under Florida law. To qualify for tax exemption, you must attach a copy of your valid Florida Consumer's Certificate of Exemption and the total must be paid with an organizational check or organizational credit card only. The name imprinted on the check or credit/debit card must clearly match the Florida Consumer's Certificate of Exemption. Certificates of Exemption issued by any state other than Florida will not be accepted. If paying by credit card with tax exempt status, please fax an enlarged and lightened copy of the credit card matching the exemption certificate with your order form to 407-224-5954.
- Parking fees must be paid upon arrival if not prepaid. Parking fees are \$20.65 (+ tax \$22.00) per bus and \$18.77 (+ tax \$20.00) per car and are subject to change without notice.
- Youth Programs Universal Dining Card pricing is subject to change without notice.
- Universal Orlando reserves the right to pursue final payment in the event of an unpaid check. In keeping with this, Universal Orlando requests two phone numbers and an email address as contact information.
- The 3-Park ticket is required to visit Universal's Volcano Bay. Base Tickets are not valid for Universal's Volcano Bay- Water Theme Park.
- Universal Express™ passes not valid at Fievel's Playland Pteranodon Flyers and other select attractions.
- Universal Express™ passes not valid at Hogwarts™ Express and available during normal theme park operating hours only.
- Not valid for separately ticketed special events.
- Additional restrictions may apply and benefits are subject to change without notice.