



MATE HOUSING REPAIR 2025 SUMMER WORK GROUP APPLICATION

Name of Group or Church:		Application Date:
Mailing Address:		
City:	State:	Zip Code:
Email:		Phone:

Main Contact Person:		
Address:		
City:	State:	Zip Code:
Email:		Phone:

WORK GROUP INFORMATION

It is best to email or call to lock-in a date prior to submitting the application

Please check box of desired 2025 work group dates		
<input type="checkbox"/> June 1 st - June 7 th	<input type="checkbox"/> June 8 th - June 14 th	<input type="checkbox"/> June 15 th - June 21 st
<input type="checkbox"/> June 22 nd - June 28 th	<input type="checkbox"/> July 6 th - July 12 th	<input type="checkbox"/> July 13 th - July 19 th
<input type="checkbox"/> July 20 th - July 26 th	<input type="checkbox"/> July 27 th - August 2 nd	<input type="checkbox"/> August 3 rd - August 9 th
<input type="checkbox"/> August 10 th - August 16 th	<input type="checkbox"/> August 17 th - August 23 rd	<input type="checkbox"/> Other (list):

Please check the days that you are planning to work and the length of work day				
<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day

Please give your best estimate of work group demographics below	
Total Volunteers:	Number of Skilled Crew Leaders:
Total Adult Volunteers (18+):	Total Youth Volunteers (<18):

****Please return this page to MATE at either of the options below. Keep the rest of the letter for your files****



COMPOSITION OF WORK GROUP

Age

- MINIMUM AGE OF WORKERS: ~14
 - 1:5 ratio of “adult” (18+) to every “youth” [age <18] is the minimum we can accept
 - We prefer something closer to 1:3.

MATE Housing Repair discourages having younger children take-part in the on-site home repairs. If you do bring younger children, their role needs to be limited to an age-appropriate work site with parental supervision. When we contact you for additional details, we'll ask for this team composition information. We do, however, welcome youth to be part of the work group in an off-site capacity (ie: making gifts, such as flower pots, for homeowners), if your group is able to organize this.

Skill Level

- It is expected that each work group will have **‘skilled’ leaders** who will be responsible for leading each work site crew, both in **doing the work** and in **doing it safely**.
- It will help greatly in assigning work sites to know the various construction expertise of key group members and the overall experience level that the group has. We also like to know what types of work you prefer to do, and work you prefer NOT to do.
 - In the winter prior to your trip, you will be sent a “MATE Work Group Information” online form that collects in-depth information about the group’s capability that helps us match you to the proper project. It’s very important that this form be completed by April 15th, when our site assessment process begins. We select repair projects based on the capability level of the groups that we’ll be hosting.

WORK GROUP DONATION

Requested Fee: \$175-\$250 per worker on your team (does not include off-site volunteers, such as kitchen workers)

- The sliding scale has been employed to allow churches with fewer financial resources to still send teams to MATE. Churches that are able to, please pay the full \$250 per worker.
- Please note that this amount may NOT correlate to the actual work your group may do (ie: painting sites cost less than sites that involve roofing repairs or new windows).
- Team fees are vital to cover MATE’s operational expenses of running our home repair program.
- NON-REFUNDABLE DEPOSIT: 10% of the total expected team fees due by February 1st
 - Remainder of the trip fees to be paid upon arrival in Farmington.
 - We request this deposit due to a history of late cancellations that greatly affect our operations. Our commitment to homeowners is based on the number of volunteers/fees we receive. We cannot refund any deposits should your group decide to cancel, as we made commitments based on your funding.
 - Checks can be made payable to MATE Housing Repair.



HOUSING INFORMATION

(it is the responsibility of the work group to set-up their own housing)

University of Maine at Farmington (UMF) - Dormitories

- Charming campus built into the quaint New England downtown. UMF dorms are typically “suites.”
- Lodging at the university is typically only available in the months of June and July.
- For information and booking, please contact:
 - Ernestine Hutchinson; Conferences & Events Coordinator
 - EMAIL: eleight@maine.edu
 - PHONE: (207) 778-7344

Farmington Conference Center

- Camp/Retreat style accommodations located about five minutes from downtown Farmington. Accommodations include: bunkhouse facilities, cabins, meeting space, commercial kitchen and dining hall, outdoor worship area; river-front recreation area, and RV sites.
- For information and booking, please contact:
 - Millard Rackliffe; Guest Liaison
 - EMAIL: ipoundnails@gmail.com
 - PHONE: (207) 357-6693

North New Portland Community Church

- Approximately 30 minutes from the MATE Headquarters and downtown Farmington. This is a very rustic setting. There is space for campers, tents, and cots/sleeping bags to be set-up indoors. Kitchen facilities are available, as well as a couple of bathrooms and showers.
- For information and booking, please contact:
 - Nan Berry; Church Elder
 - EMAIL: nberry@tdstelme.net
 - PHONE: (207) 628-6061

Local Hotels & Motels

- There are a number hotels and motels in the area in Farmington and the surrounding towns that our volunteers have used in the past.

Air BnB's

- There are numerous Air BnB's in the area, including many on beautiful lakes and ponds, that our workgroups have used in the past.



FOOD SERVICE INFORMATION

(it is the responsibility of the work group to arrange for and/or cook their own meals)

Kitchen facilities are available at several local downtown Farmington churches, located a short walking distance from the University of Maine at Farmington dormitories (please contact directly for availability and fees).

- **University of Maine at Farmington**
 - Offers cafeteria meal plans
 - PHONE: (207) 778-7344
- **Saint Joseph's Catholic Church**
 - Offers use of their industrial kitchen and spacious parish hall space.
 - PHONE: (207) 778-2778
- **Henderson Memorial Baptist Church**
 - Offers use of their basement industrial kitchen and dining area.
 - PHONE: (207) 778-2163
- **Old South Congregational Church**
 - Offers use of their basement industrial kitchen and dining area.
 - PHONE: (207) 778-4438

PROOF OF INSURANCE

- MATE Housing Repair requires that every work group member **MUST** have personal liability and health insurance (each group is responsible for verifying this).
- Furthermore, we require that each work group send MATE a certificate of group liability insurance coverage (your church or work group should have this coverage for service trips).

ACCEPTANCE OF APPLICATION

- The MATE Housing Repair program will respond to your application as soon as possible. We will make every effort possible to accommodate your group.
- Please only send an application if you are certain a group will be coming to Maine in the week that was selected. We can easily fill vacancies with last-minute applications, but it is not easy to fill late cancellations when a group backs out of their commitment.
- Signup is on a first come, first served basis, with teams who come annually getting first preference for their week.
- With a very small staff, we are limited in the total number of volunteers we can support each week.