



## RAMP IT UP

### TEAM LEADER CHECKLIST

### REQUIRED PAPERWORK

Please submit paper work to:

Bob Bundy, Ramp It Up Coordinator  
Broome County Council of Churches  
3 Otseningo Street  
Binghamton, New York 13903

or: [rbundy@broomecouncil.net](mailto:rbundy@broomecouncil.net)

SUBMIT AS SOON AS POSSIBLE:

- Team Registration
- Pastor/Officer Letter of Commitment
- Registration Fee

SUBMIT **AT LEAST** 3 WEEKS PRIOR TO YOUR BUILD DATE:

- Volunteer Liability Release Forms  
*For each member of your team that will be on site during the build dates.*
- Ramp It Up Youth Volunteer Application